

Request for Statements of Qualifications (RFQ)
Hydrology and Hydraulic Study and Storm Drainage Master Plan for the Village of Hicksville, Ohio
Storm Water Improvements Project

DATE: January 11, 2012

The **VILLAGE OF HICKSVILLE, OHIO** is soliciting a Statements of Qualifications (SOQ) from firms for a hydrology and hydraulic study and a storm drainage master plan for a possible storm water improvements project in the Village.

The VILLAGE OF HICKSVILLE, OHIO will receive statements resulting from this solicitation of the SOQ addressed to Kent Miller, Village Administrator, 108 N Main Street, Hicksville, OH 43526, by 4:00 P.M., on February 10, 2012. Statements are being received by mail only. This solicitation is not a request for proposals. Six (6) copies of the Statements of Qualifications (SOQ) should be sent to the address listed above.

The Village of Hicksville expects to short-list up to three (3) firms from the issuance of this RFQ no later than March 12, 2012. This proposed short-listing date is subject to change without further notice. Depending on the quality of the SOQ's received, the Village reserves its rights and sole discretion to short-list additional firms if it finds it is advantageous to the Village to do so. It is the intention of the Village of Hicksville to review statements of qualifications submitted based on established evaluation criteria. Short-listed firms may be interviewed before the final selection is completed.

1. REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS (SOQ)

- a. Name, address and brief description of firm, including the number of years in business, number of offices, number and positions of staff, scope of professional services provided, overall organization of firm, the firm's ability to meet deadlines, and the firm's ability to adhere to a budget.
- b. Resumes of key personnel that would be assigned to this project, including name, type of formal education and training, type of professional licenses, number of years of applicable professional experience on similar projects, and description of professional experience.
- c. A one-page narrative describing the firm's interest in the project, particular abilities and qualifications related to this project, and reasons why the firm should be selected as the Village's consulting engineering firm. Emphasis should be placed on providing information concerning your level of staff availability, your experience with other similar projects and your approach to completing the proposed project. Estimates of costs should not be submitted as part of your firm's Statement of Qualifications
- d. The Statement of Qualification shall be a document of no more than ten (10) double sided pages or twenty (20) single sided pages between covers. Any Statement of Qualification with excess pages will not be considered.

2. DESCRIPTION OF PROJECT/ SCOPE OF SERVICES

HICKSVILLE is a Village in Defiance County with a population of approximately 3,649. The Village currently suffers from extensive flooding during wet weather events for various reasons and is currently undertaking a combined sewer system characterization study. As part of this project, the Village is considering a hydrology and hydraulic study to alleviate flooding in and around the Village. Storm water issues include both overland and subsurface flows.

The selected firm will perform a hydrologic analysis of the existing watershed conditions using accepted hydrologic methods to be applied to the existing development conditions and planned development project areas. It shall include the watersheds, sub-watersheds, land uses (existing and proposed), hydrologic methodology, existing subsurface system hydraulics, hydrologic results, and adjacent stream hydraulics (upstream and downstream). The intent of this work is to evaluate the current status of storm water flooding, flood control practices, with the purpose of reducing and/or eliminating the potential for risks associated with flooding. A Storm Drainage Master Plan shall be developed to address the short and long-term goals of the Village.

The selected firm must be able to advise the Village on all aspects of design, construction and eventual operation and management of the system. Firms will be evaluated based on a number of factors including their experience in design, construction and management of storm drainage systems and working with small communities.

Firms with experience in rural areas will be given special consideration by the project review committee. Although the cost of consulting services will not be considered during the selection process and should not be submitted as part of your firm's SOQ, the Village has limited local funds and therefore firms must be willing to keep engineering costs at a minimum.

All Statement of Qualification requirements must be met or be capable of being met by the responding firm or the submittal will be disqualified as being non-responsive. An officer of the firm empowered to bind the firm in a contract shall sign the Statement of Qualification and any written responses to the Village. During the proposal evaluation period, the Village reserves the right to request additional written information to assist in the evaluation of the Statement of Qualification. The Village also reserves the right to reject, for any reason that seems sufficient, any or all Statements of Qualification in whole or in part and to waive irregularities in the Statements of Qualifications received. All firms submitting Statements of Qualifications will receive a written response from the Village as to which firms are selected for further consideration.

3. ESTIMATED TIMELINE FOR PROJECT

Task	Completion Date
Send out request for qualifications to consulting firms	January 11, 2012
Deadline for receiving statements of qualifications	February 10, 2012
Notification of short-listed firms	(by) March 12, 2012

4. PROJECT CONTACT PERSONS

All questions regarding this request for statements of qualifications (SOQ) should be addressed to Kent Miller, Village Administrator at (419) 542-8095.