



VILLAGE OF SOUTH RUSSELL

5205 Chillicothe Road
South Russell, OH 44022
440-338-6700

REQUEST FOR PROPOSALS Municipal Engineering Consultant

The Village of South Russell desires to retain the services of a professional civil engineering firm to perform various Municipal Engineering Consultant (MEC) services for municipal related activities. The Engineer must be a registered licensed professional engineer in the State of Ohio and must have previous successful experience as a municipal engineer. The contract period until 12/31/20; with two additional one-year renewal options at the sole discretion of the Village.

Scope of Services:

1. Monthly retainer items:

- a. The MEC will provide advisory services to include but not limited to roads, storm sewers, landscape design, right-of-way, new development projects (both residential and commercial), building maintenance, cemetery, bridges, flood control, playground, and any other areas where such technical expertise is required. Responsibilities would also include, but not be limited to, review of engineering plans, cost estimation and limited services during construction.
- b. The MEC will consult with authorized representatives of the Village providing consultations.
- c. The MEC will prepare estimated costs for the Village's annual capital requests of engineering and/or technical services in sufficient detail for review and approval.
- d. Assist with oversight and compliance with the Village's storm water management program.
- e. The MEC shall review Storm Water Pollution Prevention Plans (SWPPP) and conduct inspection of active construction sites in accordance with the Ohio EPA.
- f. Assist with oversight and compliance with Ohio EPA MS4 permit
- g. The MEC will identify potential grant opportunities that the Village may utilize for infrastructure needs or other future projects and initiatives.
- h. The MEC will maintain drawings, specifications, calculations, records, files, ordinances and other pertinent data developed for the Village.
- i. The MEC will review the design and observe the construction of public improvements performed by the Village or by entities other than the Village when requested by Village officials.
- j. The MEC shall make its services available to any department or any official of the Village acting within its official capacity in connection with Village business.
- k. The MEC shall attend one Village Council meeting per month as well as Planning Commission, Zoning Board of Appeals, or other meetings as requested.
- l. The MEC shall have professional surveyors on staff to assist with design as requested by Village officials.

- m. The MEC shall have the staff and technical capabilities to run hydraulic models when requested by Village officials.
- n. The MEC shall have the capability to generate GIS mapping as requested by Village officials.
- o. Provide periodic progress reports of ongoing projects under the Village Engineer's charge and any other matters of interest concerning same as required by the Mayor and/or Council.
- p. Minor consultation and site inspection(s) with such authorized representatives of the Village, including the Mayor, Council, Street Commissioner, Building Department and Village staff; providing such consultation requires no preparation of detailed plans, calculations or field surveys.

2. ***Quote per project at the Village's request:***

- a. The MEC shall assist with management of variously funded projects including but not limited to Ohio Department of Transportation (ODOT), Ohio Public Works Commission (OPWC) and Ohio Department of Natural Resources (ODNR) projects.
- b. The MEC will prepare estimates of construction cost in sufficient detail for review and approval. The MEC will design and observe the construction of public improvements of the specific project quoted to be implemented by the Village when requested.

Evaluation Criteria:

- 1. ***Technical approach.*** Proposals should show the firm's understanding of municipal engineering needs.
- 2. ***Project team experience.*** Include information on team members' experience on similar projects and an organizational chart. Firm should only include team members who would be working on a project for the Village. This section should also include the firm's quality control methodology.
- 3. ***Competitive pricing.*** The submission of the lowest cost proposal does not guarantee that the firm will be awarded the contract. List an hourly rate and costs for all pertinent tasks including overhead and profit for **Item 1 - a through p.**

For projects outside of this scope such as those listed in **Item 2**, a separate request for quote will be requested when such a project arises.

- 4. ***References.*** Submit a minimum of three (3) references from previous or current municipal clients including the type of projects performed, ability to follow budget and scope, frequency and magnitude or change orders and ability to work independently, ability to represent the municipality and its projects, at both private or public meetings, to elected officials, the public and funders, etc.

Submit your request in order of the evaluation criteria and submit 3 copies no later than **Friday, May 31, 2019 at noon** to:

Danielle Romanowski, Fiscal Officer
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022