

PRELIMINARY SCOPE OF SERVICES

City of Maumee intends to improve and repave Conant Street with the limits of the Fort Meigs Memorial bridge to the Anthony Wayne Trail (U.S. 24). Joe Camp, Service Director, will serve as the owner's representative during the Quality Based Selection (QBS) process.

Project involvement will be with business owners along the corridor in conjunction with members of the Streets Committee of City Council.

The project includes approximately 3100 feet in length of roadway that is primarily 4 lanes in width. The roadway is classified as an Urban Principal Arterial that on average is carrying over 22,000 vehicles per day. Details of the improvements include the following:

Roadway Surface: Resurface the entire corridor to provide improved surface conditions with enhanced skid resistant and improved visibility of pavement markings and crosswalks. Replace curbing and drainage structures and handicap ramps where deteriorated.

Signalized Intersections: Video detection will need to be part of the study versus pavement traffic loops. A signal warrant analysis will be required at all signalized intersections to justify any and all improvements.

Design: Will need to include a typical section, roadway profile and plan, right of way location for the project length. Also, any right of way encroachments must be duly noted on plan design.

Timelines for the project are as follows:

Award of A/E Contract:	June 2015
Commencement of design:	June 2015
Stage 1 Submittal:	September 2015
Stage 2 Submittal:	October 2015
Stage 3 Submittal:	January 2016
Bid Documents and Tracings:	April 2016
Plan Package to Central Office:	May 2016
Award Date:	July 2016

The selection process will comprise of the following:

- 1) Selection committee consists of the Administrator, Service Director, Commissioner and Engineer Technician for the City of Maumee.
- 2) Statement of Qualifications will be evaluated based on personnel and project experience in conjunction with reference follow-up.
- 3) Short list will be established to 2 firms.
- 4) Interviews will be conducted and firms will be ranked.

Additional requirements will include a public meeting and comment on the project prior to final design.

Schedule of Activities

The Following schedule has been established by the City of Maumee for the Re-surfacing to Conant Street between Fort Meigs Memorial Bridge and Anthony Wayne Trail.

DATE	DESCRIPTION
04-02-15	Develop a preliminary scope of services and project description.
04-02-15	Identify the Selection Committee
04-13-15	Identify interested and potential firms
04-14-15	Mail requests for Statements of Qualifications
05-08-15	Statement of Qualification due date
05-14-15	Review references and develop short list of firms to interview
05-15-15	Notify short listed firms of the interview date.
05-18-15	Notify all firms of the short list.
05-21-15	Interview short listed firms
05-26-15	Review Statement of Qualifications and interview notes; rankings
05-28-15	Notify all firms interviewed of results
05-28-15	Negotiate contract with selected firm
06-01-15	Council award engineering contract

Request for Statements of Qualifications

Statements of Qualifications Information Materials

- 1) Firm Name, address, telephone number and contact person.
- 2) A one page statement of interest and qualifications for this project.
- 3) A brief project understanding description. Include any concerns regarding schedules.
- 4) Discussions of firms specific abilities and expertise to provide the required professional services and qualifications related to project requirements. Include project management skills and methodology to monitor project budgets.
- 5) Key personnel proposed as project team members inclusive of detailed resumes. Clearly identify sub-consultants, if proposed, with similar information.
- 6) Examples of specific knowledge, expertise and project management experience related to this type of project.
- 7) Description of recent and related projects completed by the firm.
- 8) References of other owners for which the firm has provided similar professional services. Reference information must include:
 - a. Name of Owner
 - b. Project name
 - c. Brief description of firms involvement
 - d. Contact person
 - e. Address
 - f. Telephone number
 - g. Firm's key personnel assigned to the referenced project

Request for Statements of Qualifications

To: DGL Consulting Engineers, LLC
Feller, Finch & Associates, Inc.
Mannik & Smith Group, Inc
Proudfoot Associates, Inc.
Tetra Tech Professional Services

From: City of Maumee
Joseph R. Camp, Director of Public Service

RE: Request for Statement of Qualifications

Your firm is invited to submit a Statement of Qualifications to become eligible for an interview for Engineering Services PID (not assigned currently), U.S. 20, Conant Street Repaving by the City of Maumee.

Attached to this memo are the following:

- 1) A list of information and material that you should include with your Statement of Qualifications.
- 2) A Preliminary Scope of Services
- 3) A Schedule of Activities for the selection process.

Please forward your Statement of Qualifications to: City of Maumee
400 Conant Street
Maumee, Ohio 43537-3379

ATTN: Joe Camp

Deadline for submission is 3:00 pm on Friday, May 8, 2015.