

**HAMILTON TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO
REQUEST FOR QUALIFICATIONS
FOR GEOTECHNICAL INSPECTION SERVICES**

Dated June 6, 2023

Project Owner: Hamilton Township Board of Trustees, Warren County, Ohio Board of Trustees

Project Name: Grandin-Towne Center Expansion Project

Project Location: 5705 OH-48, Maineville, Ohio 45039

Deadline to Submit Qualifications: **2:00 p.m.** local time, Thursday, June 15, 2023

Hamilton Township Board of Trustees, Warren County, Ohio (the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Geotechnical Inspection Services for the Grandin-Towne Center Expansion Project (the "Project"). The Owner reserves the right to add additional scope and services if further improvements are identified and funds are available.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000. Each firm is requested to provide annual updates to the qualifications to keep them current.

Submittals:

Interested individuals or firms must submit **3 hard copies and 1 electronic copy in PDF format** on CD-DVD or flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**HAMILTON TOWNSHIP – GRANDIN-TOWNE CENTER EXPANSION PROJECT QUALIFICATIONS.**"

SOQs must be delivered to the following address, before the submittal deadline above:

Warren County Engineer's Office
ATTN: David Mick, PE
210 W. Main Street
Lebanon, Ohio 45036

Hand deliveries to this location may be made during operating hours and must be made before the deadline. However, Respondents are responsible for confirming current operating hours.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to David Mick, PE, Assistant County Engineer, at david.mick@co.warren.oh.us by **5:00 p.m., Monday, June 12, 2023**. Questions will be reviewed, and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Background and Project Description:

- A. The Project is anticipated to include on-site testing and observation of compaction practices for roadway construction at grade to up to 15-foot fill and undercut and stabilization practices.

- B. Geotechnical Studies available include:
 - S&ME Geotechnical Report for WAR-SR 48-7.01 including the portion of SR 48 along adjacent to the project area.
 - Geotechnical Report for the Towne Center Boulevard Extension included in this project.
 - A geotechnical report prepared for a development located between the Towne Center Boulevard and Grandin Road extensions east of SR 48 may be available with permission of the Owner/Developer.

Qualifications:

Submittals should include the following:

1. Familiarity with the proposed project, soil types and conditions near the site. Please list any geotechnical studies, geotechnical testing or inspection services provided near the project area and a description of the scope of work recommended by your firm given your knowledge of the project and site conditions.

2. Firm's History, Education & Technical Training/Experience – Information about the firm's history (number of years in business, etc.). Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team's experience in providing substantially similar services (i.e., similar geotechnical inspection projects) and the team's experience working together on similar projects.

3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team's ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).

4. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of at least five (5) relevant projects involving similar services

performed by the firm during the past five years. Include the following information for each project:

- a. Project owner, name of project and location;
 - b. Brief description of the project, including size of project (e.g., square footage/area) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
 - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
 - d. Construction budget, change order amounts, and actual construction cost;
 - e. Your firm's assigned team members for the project;
 - f. Other relevant information about the project and the firm's services; and
 - g. Reference contact person and phone number.
5. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.
6. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings with the Owner.
7. Professional Liability Insurance Coverage & Claims History – Include:
- a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - c. Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - d. Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).

Pre-Submittal Site Visit:

During the RFQ phase, firms may visit the Project site from the general public's perspective.

Evaluation & Selection:

Firms submitting SOQs for the available contract will be evaluated and the Owner will select and rank at least three firms which it considers to be the most-qualified to provide the required services. However, if the Owner determines that fewer than three qualified firms are available, it will select and rank those firms. Such evaluation and selection is subject to the Owner's absolute right to stop the process and refrain from entering into any contract. The Owner may require additional information from one or more Respondents to supplement or clarify the SOQs submitted. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before

final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. If the Owner and the selected firm agree to a price and scope of services, the form of agreement between the Owner and the selected firm will be provided by Owner. The Owner reserves the right to take any action affecting the RFQ process or the Project that it deems to be in its best interest.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.