

**Quality Based Selection Procedure for Professional Services Contracts**  
**Effective Date: March 14, 2019**                      **Last Revision Date: N/A**

**The purpose of this procedure is to establish a clear and consistent manner to select professional consulting design/service firms to provide design and other professional services for the City of Gahanna.**

The City of Gahanna, Department of Public Service & Engineering herein after referred to as the City intends to use a Quality Based Selection (QBS) Process in accordance with Ohio Revised Code (ORC) Sections 153.65 to 153.71.

The procedure for procurement of professional consulting design/service firms is summarized as follows:

1. The City will encourage professional design/service consultant firms to submit statements of qualifications (SOQ) and letters of interest (LOI) for upcoming professional services identified by the City. (ORC 153.66) **Please include 5 hard copies and one electronic copy of the submittal.**
2. The City shall place a public notice requesting professional consulting design/service firms to submit a LOI and SOQ for the projects/services identified in the public notice. This notice for request for statements of qualifications (RFSQ) for professional consulting design/services shall be placed in a local newspaper of general circulation in the City of Gahanna. The City shall also do a one time direct mailing to firms who have expressed an interest in providing professional design/services. The notice for the RFSQ shall also be placed on the City's web page under the Service and Engineering Department for Bids and Requests for Proposals. Said notice shall be placed at least two weeks before the LOI and SOQ is to be submitted to the City. (ORC 153.67)
3. The City shall receive LOI and SOQ at the office of the Director of Public Service & Engineering on or before the date established in the public notice.
4. The City shall evaluate the SOQ and establish a list of firms determined to be qualified to provide professional consulting design/services. The qualifications evaluation shall be based on the provisions set forth in Division (D) Section 153.65 of the ORC.
5. The Director of Public Service & Engineering shall establish a committee to evaluate and rank at least three firms for each identified project the committee feels are the most qualified to provide the required services.
6. The City shall then request that selected firms for each project submit a technical approach, scope of services, and other details the City will use to evaluate and select the firm the City determines to be most qualified. Interviews may be required during evaluation of technical proposals. (ORC 153.69 (A))
7. The City shall then negotiate a contract with the firm ranked by the City as most qualified. (ORC 153.69 (B))
8. Should the City not be able to negotiate a contract with the firm ranked most qualified then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the

- City is able to successfully negotiate a contract as provided for in Divisions (D) and (E) of Section 153.69 of the ORC.
9. The above procedures do not apply to professional design contracts where the estimated design fee is less than \$50,000 as set forth in Division (A) Section 153.71 of the ORC. This procedure may also be suspended when the City Engineer determines an emergency exists as set forth in Division (B) Section 153.71 or the ORC.
  10. Qualifications shall be good for a period not to exceed three years. Firms can provide updated information it feels necessary and pertinent up to two times during the prequalification period.

### **EVALUATION OF STATEMENT OF QUALIFICATIONS**

For professional consulting/design services, the City of Gahanna's Evaluation/Selection Committee shall evaluate all SOQs on file. The committee shall then select and rank all firms it considers to be the qualified to provide the professional consulting/design services.

For engineering services the consulting firm, partnership, association or corporation shall have Civil Engineering as a major discipline with architectural and other services available as needed. The architectural and testing services may be provided in-house or through sub-contractual agreements. Qualifications of any subconsultant(s) used to obtain qualification in the various areas are to be included in the firm's SOQs.

Evaluation of the SOQ and ultimate selection of consultants are based on, but not limited to the following criteria:

**Statement of Qualification Evaluation Criteria  
(ORC-153.65 (D) and Points available:**

1. Competence of the firm to perform the required services as indicated by: technical training and education of firm's personnel. **(25 points)**
2. Experience of the firm's personnel assigned to perform the work. **(25 points)**
3. Ability of the firm to perform the required service competently and expeditiously as indicated by the firm's workload; **(5 points)**  
availability of necessary personnel; and **(5 points)**  
equipment and facilities. **(5 points)**
4. Past performance of the firm as reflected by the evaluation of past work with City of Gahanna or other clients (provide references) of the firm with respect to such factors as:  
Quality of work **(10 points)**  
Success in controlling costs; and **(10 points)**  
Success in meeting contract deadlines **(10 points)**
5. Location of firm: (City of Gahanna criteria) **(5 points)**

**Total Points available: (100 points)**  
**(evaluation form attached)**

Also attached is the criteria for proposal evaluation

## **AREAS OF PREQUALIFICATION**

Engineering firms that are prequalified by the Ohio Department of Transportation (ODOT) shall automatically be prequalified in the same or similar areas by the City of Gahanna. If the firm has not been prequalified by ODOT, the Committee shall determine the area(s) of prequalification upon completion of review of the firms SOQ. The areas of prequalification for the City of Gahanna are as follows:

### **ODOT Prequalification areas:**

- Non-Complex Highway Design
- Complex Highway Design
- Non-Complex Structure Design
- Complex Structure Design
- Minor Bridge Inspection
- Subsurface and Foundation Design
- Traffic Signal System Design
- Construction Inspection
- Right-of-way Plan Development
- Appraisal and Title Services
- Highway Environmental Studies
- Environmental Site Assessments
- Geotechnical/Testing Services
- Bicycle and Pedestrian Facilities

### **Additional Prequalification areas:**

- Architectural Services
  - General
  - Landscape
  - Parks Planning and Design
- Civil Engineering:
  - Transportation Studies (Traffic Impact Analysis)
  - Professional Traffic Operations Engineer
  - Storm Water Management/Design
  - Water Resources Management/Design
  - Sanitary Sewer Design
  - Civil Site Design
  - Construction Management Services
  - Environmental Document Preparation and Permitting
- Other:
  - Fiber/Communication Systems Design

## Content Statement of Qualifications

Statement of Qualifications should include but is not limited to the following:

- 1) Cover letter.
- 2) Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
- 3) Prequalification areas being requested and copy of current ODOT prequalification letter if applicable. **Firms are limited to requesting prequalification in no more than three (3) areas, and must complete the provided checklist indicating which areas that they are choosing to pursue for prequalification.** Firms that are not prequalified by ODOT should include up to two pages of qualifications and experience for each area of prequalification they are requesting the City to evaluate. Additionally, for the prequalification areas the City has identified firms should include no more than two pages of qualifications and experience for the areas the firm is requesting the City to evaluate.
- 4) Names, qualifications, and experience of a principal/owner (contractual authority), a municipal services project manager, and key personnel who would be assigned to a City of Gahanna Project. This information should include but not be limited to the following for each individual (**a one page limit for each**):
  - a) Number and type of projects in which each individual has been involved (no project should be more than 5 years old)
  - b) Key personnel are defined as a design engineer for the appropriate disciplines. (maximum of five)
- 5) Number and composition of staff that is **readily available** for City of Gahanna projects, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians.
- 6) Name of responsible firm member and a Municipal Services Project Manager. *(This individual is **key** to the firms prequalification. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Gahanna contract is the individual is no longer with the firm. It is the design firms responsibility to advise the City of any changes in this individuals ability to be available for a Gahanna contract)*
- 7) A statement of the firm's Quality Assurance Program.

**QUALIFICATION EVALUATION FORM  
FOR PROFESSIONAL SERVICES**

**Name of Firm:** \_\_\_\_\_  
**Qualification Evaluation Criteria** **Points Awarded**

1. Competence of the firm to perform the required services as indicated by: technical training and education of firm's personnel. <div style="text-align: right;"><b>(25 points)</b></div>	_____
2. Experience of the firm's personnel assigned to perform the work. <div style="text-align: right;"><b>(25 points)</b></div>	_____
3a. Ability of the firm to perform the required service competently and expeditiously as indicated by the firm's workload; <div style="text-align: right;"><b>(5 points)</b></div>	_____
3b. availability of necessary personnel; and <div style="text-align: right;"><b>(5 points)</b></div>	_____
3c. equipment and facilities. <div style="text-align: right;"><b>(5 points)</b></div>	_____
Past performance of the firm as reflected by the evaluation of past work with City of Gahanna and/or other clients of the firm with respect to such factors as: 4a. Quality of work; and <div style="text-align: right;"><b>(10 points)</b></div>	_____
4b. Success in controlling costs; and <div style="text-align: right;"><b>(10 points)</b></div>	_____
4c. Success in meeting contract deadlines. <div style="text-align: right;"><b>(10 points)</b></div>	_____
5. Location of office: 5 pts. if corporate office in Gahanna 4 pts. if local office in Gahanna 3 pts. if corporate office adjacent to Franklin County 2 pts. if local office adjacent to Franklin County 1 pts. if in Ohio <div style="text-align: right;"><b>(5 points)</b></div>	_____
<b>TOTAL POINTS AVAILABLE</b>	<b>(100 points)</b> _____

**TYPICAL REQUEST FOR PROPOSAL EVALUATION CRITERIA**

<b>City of Gahanna Consultant Proposal Evaluation Form</b>		
<b>Project:</b>		
<b>Evaluator:</b>		
<b>Date:</b>		
<b>Category</b>	<b>Criteria</b>	<b>Available Points</b>
<b>Technical Approach</b>	Understanding of Project and Basic Scope of Services	25
	Additions or Deletions to the Basic Scope of Services	10
	Understanding of Unique Conditions of the Project	5
	Technical Approach to the Project	20
	Project Schedule	10
	Key Equipment or Resources that Assists in Performance of Work	5
	<b>SUBTOTAL OF POINTS</b>	<b>75</b>
<b>Project Team</b>	Consultant's and Subconsultants' Experience on Similar Projects	20
	Working Relationship within Project Team (Consultant and Subconsultants)	10
	Project Manager's Experience on Similar Projects	10
	Key Task Managers' Experience on Similar Projects	10
	Location of Key Staff Members (Consultant and Subconsultants)	10
	<b>SUBTOTAL OF POINTS</b>	<b>60</b>
<b>Past Performance</b>	Quality of Consultant's/Subconsultants' Past Work (Similar Size and/or Scope)	20
	Consultant's/Subconsultant's Ability to Meet Project Schedule	15
	Project Manager's Ability to Coordinate Project Activities	10
	Consultant's/Subconsultant's Success in Controlling Project Costs	10
	Consultant's/Project Manager's Ability to Communicate Effectively with Agency	10
	<b>SUBTOTAL OF POINTS</b>	<b>65</b>
	<b>TOTAL POINTS</b>	<b>200</b>