

CITY OF BUCYRUS, OHIO QUALIFICATIONS-BASED SELECTION POLICY FOR PROFESSIONAL SERVICES

A. Qualifications Statement

The City of Bucyrus will request a qualifications statement from interested professional architects, engineers and surveyors to provide professional City engineering, design, construction management, or surveying services in accordance with Section 153.65-71 of the Ohio Revised Code. The request will be published and requests will be sent to individuals and firms who are known to have a direct interest in providing such services.

As other individuals and firms may become aware of this policy, qualification statements will be accepted at any time from any individual or firm. In addition, the City of Bucyrus will send out an annual request allowing individuals and firms to update information contained in their Qualifications Statement on file.

The Qualifications Statement will contain information based upon the format provided by the City of Bucyrus. The format will closely follow "Appendix A, Qualifications-Based Selection Statement Criteria." Any Qualifications Statement that does not include all requested information may be deemed an unqualified individual or firm.

B. Selection Process for a Particular Project Having an Estimated Fee Greater Than \$25,000

When a need arises for the City of Bucyrus to employ a professional architect, engineer, or surveyor, and the estimated cost of such professional services exceeds Twenty-Five Thousand Dollars (\$25,000), the City of Bucyrus will review all Qualifications Statements on file and decide which individual or firms appear to be qualified for the particular project need.

A preliminary ranking system established by the City of Bucyrus for each project will be used to determine the individual or firm that appears to be the most qualified for the particular project.

Selection Process for a Particular Project (continued)

The City of Bucyrus and the most qualified individual or firm will agree upon a scope of work and form of contract for the particular project. The City of Bucyrus and the individual or firm shall then enter into negotiations concerning fees using the agreed upon scope of work.

If negotiations with the most qualified individual or firm fail to result in an agreed upon fee, the City of Bucyrus will notify the most qualified individual or firm in writing that the negotiation process has been completed. After such notice, the City of Bucyrus may begin negotiating with the second most qualified individual or firm, including but not limited to: scope of work, form of contract and fee.

If negotiations with the second ranked individual or firm fail to result in an agreed upon fee, the City of Bucyrus will move down the qualification list until a qualified individual or firm is found to agree with a negotiated fee.

Upon reaching agreement with respect to fees, the Mayor of the City of Bucyrus will recommend to the Council that they be authorized to enter into a contract on behalf of the City of Bucyrus with the selected individual or firm. The individual or firm shall execute two (2) original copies of the contract. The City of Bucyrus will execute the contract, insurance certificates, and other required documents and approval of same by the Law Director.

Construction Management firms may also be required to submit a performance bond per Section 9.333 of the Ohio Revised Code.

Appendix A

Qualifications-Based Selection Statement Criteria

1. Provide a brief history of the firm, including information pertaining to the major areas of expertise of the company.
2. Provide resumes of key personnel of the firm.
3. List clients and representative projects worked on in the last five (5) years. Please provide a brief description and relative size of each project.
4. Provide a copy of a current ODOT technical pre-qualification letter. If the firm is not pre-qualified, it should be indicated in the statement.
5. Provide information related to the insurance carried by the firm.
6. Provide information related to the computer hardware and software utilized by the firm. Please indicate size and numbers of workstations.
7. Provide any further information which may be helpful to the City of Bucyrus in determining the qualifications of the firm.