WRENFIELD COUNTY, OHIO
PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS

RFQ-PW-2027-014

On-Call Civil Engineering Services

Issue date: Monday, January 11, 2027
Written questions due: Monday, January 25, 2027, 5:00 p.m. ET
SOQs due: Thursday, February 11, 2027, 2:00 p.m. ET

Procurement Contact:
Marisol Trent, CPPB, Procurement Officer
200 Courthouse Square, Halden, Ohio
procurement@wrenfieldcountyoh.gov | (330) 555-0142

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SOLICITATION SUMMARY

The Wrenfield County Public Works Department is requesting Statements of Qualifications (SOQs) from licensed engineering firms to provide on-call civil engineering services under multi-year, task-order contracts.

Item	Detail
Solicitation number	RFQ-PW-2027-014
Title	On-Call Civil Engineering Services
Issuing department	Wrenfield County Public Works Department, 200 Courthouse Square, Halden, Ohio
Procurement contact	Marisol Trent, CPPB, Procurement Officer, procurement@wrenfieldcountyoh.gov, (330) 555-0142
Issue date	Monday, January 11, 2027
Written questions due	Monday, January 25, 2027, 5:00 p.m. Eastern Time (ET)
Addenda issued	Addendum No. 1, Monday, February 1, 2027 (included at the end of this RFQ)
SOQs due	Thursday, February 11, 2027, 2:00 p.m. ET
Interviews (if held)	Week of March 8, 2027
Anticipated award	April 2027, by the Wrenfield County Board of Commissioners
Contract term	Three (3) years, with up to two (2) optional one-year renewals
Selection method	Qualifications-based selection. Do not submit pricing.

1. INTRODUCTION AND SCOPE OF SERVICES

1.1 Background. Wrenfield County (population approximately 212,000) maintains 640 centerline miles of county roads, 187 bridges and large culverts, and a stormwater system regulated under an Ohio EPA Phase II MS4 permit. The Public Works Department also operates the Wrenfield County Sewer District, which serves approximately 18,000 customer accounts. The County's 2027–2031 Capital Improvement Plan totals $96 million. The Department's six in-house engineers are supplemented by consultants for design, inspection, and peak workload.

1.2 Purpose. The County intends to select up to four (4) firms and execute a Master Services Agreement with each. Work will be assigned through individual task orders, each with a negotiated scope, schedule, and fee. The County anticipates task orders of $25,000 to $350,000 each. Award of a Master Services Agreement does not guarantee any minimum amount of work.

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1.3 Service Categories. Task orders may include any of the following:

- A. Roadway and intersection design, including resurfacing, safety improvements, and ADA curb ramps
- B. Stormwater and drainage design, culvert replacement, and MS4 permit compliance support
- C. Bridge and culvert inspection, load rating, and rehabilitation design
- D. Water and sanitary sewer design for the Wrenfield County Sewer District
- E. Site civil design for County facilities
- F. Topographic and boundary survey
- G. Construction administration and inspection
- H. Grant application and funding support for state and federal infrastructure programs

Respondents may use subconsultants for any category except Categories A and B, which the prime firm must self-perform.

2. QUESTIONS AND SUBMISSION INSTRUCTIONS

2.1 Questions. Submit all questions in writing by email to the Procurement Contact by the deadline in the Solicitation Summary. Answers will be issued only by written addendum posted on the County's procurement portal. Respondents are responsible for checking the portal for addenda. Oral answers are not binding.

2.2 Communication Restriction. From the issue date until the Board of Commissioners approves the award, Respondents shall not contact any County official, employee, or evaluation committee member about this RFQ, except the Procurement Contact. A violation may result in disqualification.

2.3 Submission Requirements. SOQs will be accepted by email only. Hard-copy, fax, and portal uploads will not be accepted.

- Email one (1) PDF file to procurement@wrenfieldcountyoh.gov. The file shall not exceed 10 MB.
- Name the file: RFQ-PW-2027-014_[Respondent Short Name].pdf (for example, RFQ-PW-2027-014_Smith-Jones.pdf)
- **The email subject line must read exactly:** RFQ-PW-2027-014 SOQ - [Respondent's Legal Name]. Emails with any other subject line may not be routed to the evaluation file and may be treated as late.
- SOQs must be received by 2:00 p.m. ET on Thursday, February 11, 2027. The time stamp of the County's email server is the official time of receipt. Late SOQs will not be evaluated.
- The Procurement Contact will confirm receipt by email within one (1) business day. A Respondent that does not receive confirmation should call (330) 555-0142 before the deadline.

3. FORMAT AND PAGE LIMIT

- **Page limit.** Sections 1 through 4 (Cover Letter through Relevant Experience) shall not exceed six (6) pages combined. The front cover, an optional table of contents, and Section 5 (Required Forms) do not count toward the limit.

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- **Page size.** Pages shall be portrait, 8.5 x 11 inches. Foldout pages are not permitted. (See Addendum No. 1 regarding A4 pages.)
- **Font size.** Body text shall be at least 10-point. Text in tables, graphics, organization charts, and captions shall be at least 8-point.
- **Margins.** Text shall sit at least 0.75 inch from every page edge. Background images, color bands, headers, and footers may extend into the margin.
- **Headers and footers.** Headers and footers may contain only a document title, the Respondent's name or logo, and the page number.
- **Page numbers.** Number each page within the page limit in sequence. The table of contents, if included, does not need a page number.
- **Excess pages.** Pages beyond the limit will be removed and not evaluated.
- **No pricing.** Do not include fees, hourly rates, or cost information anywhere in the SOQ. An SOQ that includes pricing may be rejected.
- **Links.** Content reached through hyperlinks will not be evaluated.

4. REQUIRED CONTENTS AND ORDER

Organize the SOQ in the order below, using these section numbers and titles. SOQs that do not follow this order may lose points under Criterion 5.

Front Cover (not counted). Include the RFQ title, the name of the County, the Respondent's name or logo, and the submittal date.

Table of Contents (optional, not counted).

Section 1 – Cover Letter (one page maximum). On firm letterhead, the cover letter shall:

- Identify the proposed Project Manager and the primary contact for this RFQ, with phone and email for each
- Identify the Respondent's office location(s) in Ohio from which services will be provided
- State that the SOQ remains valid for 120 days after the due date
- Be signed by an officer authorized to bind the Respondent

Section 2 – Understanding and Approach. Address:

- The Respondent's understanding of the County's needs and priorities
- The task-order process from request through closeout, including the Respondent's typical time to deliver a scope and fee proposal after receiving a task-order request. A schedule graphic is encouraged.
- Quality assurance and quality control (QA/QC) procedures

Section 3 – Firm Overview and Team. Provide:

- A brief firm overview, including history, size, and office location
- Relevant certifications and prequalifications

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- An organization chart showing key personnel, their roles, and the service groups or subconsultants that will perform each service category
- The name and contact information of the Respondent's primary point of contact
- A resume for each of the three key personnel: Project Manager, Lead Engineer, and QA/QC Manager. Each resume shall list the person's role on this contract, education, years of experience, **Ohio Professional Engineer (PE) license number**, percent availability to this contract, and relevant projects.

The Project Manager must hold an active Ohio PE license. Key personnel may not be substituted after award without the County's written approval.

Section 4 – Relevant Experience. Describe exactly two (2) projects completed since January 1, 2020, for public agencies, similar to the service categories in Section 1.3. Present each project on no more than one page. For each project, include:

- Project name and client
- Completion date and the Respondent's role
- The service categories (from Section 1.3) the project included
- Scope and outcomes, quantified where possible
- Key personnel involved

Each project must include one client reference in exactly this format:

> Reference: [Full Name], [Title], [Agency] | [Phone] | [Email] | Relationship: [role on the project]

References must be client staff who directly managed the Respondent's work. References from the Respondent's own employees or subconsultants will not be accepted. The County will contact references. Project photos and client testimonials are optional.

Section 5 – Required Forms (not counted). Attachment A, Acknowledgment of Addenda and Submittal Certification, completed and signed. Attachment A must include the Respondent's Ohio Certificate of Authorization number.

5. EVALUATION AND SELECTION

5.1 Responsiveness Review. Before scoring, the Procurement Contact will review each SOQ on a pass/fail basis. An SOQ that fails any item below will be deemed non-responsive and will not be scored:

- Received by the deadline
- Attachment A signed, with every issued addendum acknowledged
- Proposed Project Manager holds an active Ohio PE license
- No pricing included

5.2 Evaluation Criteria. An evaluation committee of three (3) to five (5) County staff will score responsive SOQs as follows:

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Criterion	Evaluated in	Points
1. Qualifications of the firm and key personnel	Section 3	30
2. Understanding of County needs and approach	Section 2	25
3. Relevant experience with similar public-sector work	Section 4	25
4. Capacity and responsiveness: local office, staff availability, and scope-and-fee turnaround	Sections 1–3	10
5. Completeness, organization, and compliance of the SOQ	All	10
Total		**100**

5.3 Interviews. The County may interview up to six (6) top-ranked Respondents. If held, interviews will be scored using the same criteria, and final rankings will combine written and interview scores.

5.4 Negotiation and Award. Consistent with Ohio law governing the qualifications-based selection of professional design services, cost is not an evaluation factor. The County will negotiate compensation with the highest-ranked Respondents. If the County cannot reach agreement with a Respondent, it will end negotiations and proceed to the next-ranked Respondent.

5.5 Task-Order Assignment. The County will assign task orders among contracted firms based on expertise, staff availability, past performance on County task orders, and equitable distribution of work.

6. GENERAL TERMS

- The County reserves the right to reject any or all SOQs, waive minor irregularities, request clarification, and cancel this RFQ at any time.
- Respondents bear all costs of preparing and submitting an SOQ.
- SOQs become public records under the Ohio Public Records Act after award. Clearly mark any page that contains trade secrets.
- Before executing a Master Services Agreement, the selected firm must hold a current Certificate of Authorization from the Ohio State Board of Registration for Professional Engineers and Surveyors.
- The selected firm must provide certificates of insurance showing, at minimum: professional liability of $2,000,000 per claim; commercial general liability of $1,000,000 per occurrence and $2,000,000 aggregate; automobile liability of $1,000,000; and Ohio workers' compensation coverage.
- The County encourages participation by small and disadvantaged business enterprises as primes or subconsultants.

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ADDENDUM NO. 1 – ISSUED MONDAY, FEBRUARY 1, 2027

This addendum answers written questions received by January 25, 2027. All other terms of RFQ-PW-2027-014 remain unchanged. Respondents must acknowledge this addendum on Attachment A.

No.	Question	Answer
1	Will the County accept SOQs formatted on A4 pages?	Yes. Portrait A4 pages (210 x 297 mm) are acceptable in place of 8.5 x 11-inch pages. All other format requirements apply.
2	Is a table of contents required?	No. A table of contents is optional and does not count toward the page limit.
3	Must Respondents use subconsultants for any service category?	No. Respondents that self-perform all categories should say so in Section 3.
4	May the two Section 4 projects include projects for cities as well as counties?	Yes. Any public agency is acceptable.
5	Does the County require a specific schedule format for Section 2?	No. Any schedule graphic is acceptable if it shows the task-order process from request through closeout.

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ATTACHMENT A – ACKNOWLEDGMENT OF ADDENDA AND SUBMITTAL CERTIFICATION

RFQ-PW-2027-014, On-Call Civil Engineering Services

Respondent legal name: _____

Address: _____

Ohio Certificate of Authorization No.: _____

Addenda acknowledged. List every addendum issued for this RFQ. If none were issued, write "None."

Addendum No.	Date Issued	Initials

Certification. By signing below, the undersigned certifies that:

1. The information in this SOQ is true and accurate.
2. The Respondent has no conflict of interest with Wrenfield County related to this RFQ, or has disclosed any potential conflict in writing attached to this form.
3. The SOQ was prepared without collusion with any other Respondent.
4. The Respondent is not debarred or suspended from public contracting by any federal, state, or local agency.
5. The undersigned is an officer authorized to bind the Respondent.

Signature: _____ Date: _____

Printed name: _____ Title: _____

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