

**PUBLIC NOTICE
MEDINA COUNTY HIGHWAY ENGINEER
SUBDIVISION CONSTRUCTION INSPECTION
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)**

The Medina County Highway Engineer is soliciting statement of qualifications for inspection services for Subdivisions being constructed by Private Developers throughout Medina County. This work will be administered by the County on a project by project basis. Only consultants that can provide all of the following Construction/Inspection Services will be considered;

Construction/Inspection Firm

More Specifically, an On-Site full-time resident inspector for each subdivision when the following activities are being performed:

- Pre-construction Conference
- Erosion and Sediment control installations
- Erosion and sediment control weekly inspections for compliance with stormwater management permits
- Mass grading operations
- Stormwater controls installation
- Storm sewer installation
- Roadway sub grade compaction including testing services
- Roadway sub base proof roll(s)
- Roadway cement stabilization
- Roadway concrete paving, including testing services, mix designs and JMF's
- Roadway asphalt paving, including sampling, testing services, mix designs and JMF's
- Roadway under-drain installation
- Final Grading and Seeding
- And other activities the County deems necessary for inspection

For each of the operations above, a daily diary would be completed summarizing the days work along with photo evidence. Inspector would be expected to notify the County of insufficient work and STOP work if necessary until deficiencies are resolved. At the conclusion of each Subdivision Project, the Consulting Firm would assist the County in creating a punch list that the Developer would need to complete prior to the platting process being completed.

Selection Procedures:

The County Engineer will rank consultants based on the Statement of Qualifications. Qualifications should include resumes and names of likely inspector(s) for the above mentioned work. The County may select a consultant based on the Statement of Qualifications, or select two to three firms to interview. The County will then choose the firm best qualified to be invited to negotiate a contract.

All questions are to be submitted via email to jwolf@medinaco.org.

Firms interested in being considered for selection should respond by submitting 2

copies of the Statement of Qualifications to the following address by 4:30 PM on Friday, September 8, 2023.

Medina County Highway Engineer – Attn: Josh Wolf, P.E.
791 W. Smith Road
Medina, OH 44256

Requirements for Statement of Qualifications, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Statement of Qualifications

1. Provide the information requested in the Statement of Qualifications Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Statement of Qualifications shall be limited to twenty (20) 8½" x 11" single sided pages.
3. Please adhere to the following requirements in preparing and binding Statement of Qualifications:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind Statement of Qualifications by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Statement of Qualifications Content

1. List all subconsultants, and the type of work to be performed by each subconsultant.
2. List the Project Manager, Inspector(s) and other key staff members, including key subconsultant staff. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub-factors noted.
3. Describe the capacity of your staff to be available for inspection at multiple sites under construction on the same day.
4. Provide a description of your Project Approach, not to exceed two pages. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project;

Items 1 thru 3 must be included within the 20-page body of the RFQ. Remaining space within the twenty (20) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.