OREGON
OPPORTUNITY ON THE BAY

REQUEST FOR QUALIFICATIONS
CITY OF OREGON
COY ROAD STORM SEWER REPLACEMENT AND ARDMORE FLOOD RELIEF PROJECT

Notice is hereby given that the City of Oregon is requesting qualification statements from interested professional engineering firms for the design of various storm drainage improvements on Coy Road, Oregon, Ohio. The firm selected will be responsible for preparing detailed construction plans and specifications for the project.

Interested firms need to obtain a complete copy of the Request for Qualifications from the City's website at *www.oregonohio.org/engineering/engineering/bidding-information.html*. Specific questions concerning the project details can be emailed to proman@oregonohio.org.

Firms interested in being considered for selection must respond by 4:30 PM on Thursday, March 27, 2025 to Paul Roman, Director of Public Service, City of Oregon, 5330 Seaman Road, Oregon, Ohio 43616 by submitting three (3) paper copies and one (1) electronic copy of a response to this RFQ.

By Order of the Council of the City of Oregon, Ohio. Ordinance No. 001-2025.

Paul Roman
Director of Public Service

PR:klw

Published: February 27, 2025
March 6, 2025

02-27-25 Posting Date
LUC-Oregon Detailed Storm Drainage Design (1 Project)
PID No. N/A
City of Oregon, Ohio
Response Due Date: 03-27-25

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Project Description

The City of Oregon Public Service Department is requesting Qualification Statements (RFQ) in the form of a Letter of Interest (LOI) from qualified, professional engineers to provide engineering services for detail design of the **Coy Road Storm Sewer Replacement and Ardmore Flood Relief Project.** The consultant will be required to provide hydrologic and hydraulic analyses to confirm the best sizes and alignment for the final design and shall be responsible for preparing detailed Plans, Specifications, and Estimates. Consultant will also assist City in obtaining permits from USACE and OEPA, as needed.

Coy Road Storm Sewer Replacement and Ardmore Flood Relief Project

The project is located within the upstream area of the Driftmeyer Ditch Watershed, specifically on Coy Road between Mary Allen Drive and Country Farms Road in the City of Oregon, Lucas County, Ohio.

The project consists of enlarging the existing storm sewer on Coy Road, between said roads, and installing a new overflow storm sewer or open channel from the Forester Drive Storm Sewer in the Ardmore Subdivision. The new overflow or channel will flow easterly to the Coy Road Storm Sewer and will provide detention to not overload the Coy Road Storm Sewer. See attached map.

The storm sewer enlargement on Coy Road will consist of approximately 1200 feet of 18 inch storm sewer and will connect to the 24 inch Mary Allen Storm Sewer installed with the Pickle Road Storm Sewer Relief Ditch. See attached plan. The Ardmore overflow (as a minimum) will consist of a 10 inch to 12 inch overflow pipe from the Forester Storm Sewer and flow to the Coy Storm Sewer. The overflow sewer will be approximately 800 feet in length. An open channel may be considered as an alternative to the overflow sewer pipe to provide detention, if needed.

Additional right-of-way or drainage easements will be required for the project. The consultant shall prepare right-of-way and easement description as necessary.

The City will administer the design and construction of the project. City plans to apply for Ohio Public Works Commission funding for this project in the Fall of 2025.

The following are some of the basic services that will need to be provided with the design portion of this project:

- Field survey
- Location and verification of existing utilities
- Hydraulic Conduit Sizing Confirmation
- Environmental document preparation
- Sewer and Structure design
- Easement preparation
- Maintenance of traffic design
- Preparation of final construction plans and specifications

All projects are anticipated to be funded through the Ohio Public Works Commission (OPWC). The City of Oregon will administer the design and construction of the project.

Qualification Requirements: (Combination of Prime Consultant and Sub-Consultants)

Qualified Professional Engineering firms shall have experience in designing large public drainage improvement projects, especially those including large open channels, large storm sewers and small bridges. Firms shall have experience working on projects that require OEPA Water Quality Certification and USACE Permits.

Selection Subfactors:

The consultant should show experience/expertise in preparing detailed design plans for similar large public projects and be capable of providing the necessary plans, specification, estimates, and documents that will be acceptable to the City of Oregon and OPWC.

It is anticipated that the selected Consultant will be authorized to proceed by April, 2025.

Disadvantaged Business Enterprise (DBE) Goal – N/A

Selection Procedures

The City of Oregon will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI are shown below. The Consultant Selection Rating Form included below will be used to select the consultant.

Firms interested in being considered for selection should respond by submitting three (3) paper copies and one (1) electronic copy of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Paul Roman, P.E.
Director of Public Service – City of Oregon
5330 Seaman Road
Oregon, Ohio 43616

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The Basic Consultant Scope of Services document is included below.

Requirements for Qualification Statement

A. Instructions for Preparing and Submitting a Qualification Statement

1. Provide the information requested in the Letter of Interest 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. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.6 below) for each project.

3. Please adhere to the following requirements in preparing and binding letters of interest:

   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 letters of interest 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. Qualification Statement Content

1. Provide brief history of firm and list the major types of services for which your firm is currently qualified to perform. List the location of the office where the majority of the work will be performed.

2. Experience in designing similar projects (Specifically, large drainage projects involving OPWC and other grant funding). Include firm's experience with design projects in the City of Oregon and familiarity with the project location(s).

   Provide references from three governmental organizations for similar projects completed in the past five years.

3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the selection sub factors noted.

4. List any significant subconsultants, their current qualifications and the percentage of work to be performed by each subconsultant.

5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

6. Provide a description of your Project Approach, not to exceed two pages for each project. Address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

   Provide a listing and/or a discussion of significant individual task that must be completed, a description of the importance of each, and important critical path relationships that will affect the project schedule.

   Considering the City's proposed project completion date and the review time needed for project development, provide and discuss your firm's schedule for the various elements of the work to meet the proposed completion date.

   Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

   Provide any other relevant information concerning your firm's qualifications for the project.

Items 1 thru 5 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Oregon, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Consultant Selection Rating Form

Project: _____

Firm Name: _____

Criteria	Rating*		Weight		Score
The firm's recent experience with public projects comparable to the proposed project.		X	10	=	
The professional background, caliber and qualifications of the firm's key personnel, i.e., those who will be in charge of the work.		X	15	=	
Technical Approach, Understanding of the Project, and innovative ideas for ensuring quality and reduced project costs		X	15	=	
Ability to Implement the Project promptly and according to the schedule		X	10	=	
Past Performance for City of Oregon and Previous Project Experience with OPWC funded projects		X	10		
			TOTAL SCORE (Maximum Score = 300)		

*RATINGS (1) Poor (2) Fair (3) Good (4) Excellent (5) Superior

Basic Consultant Scope of Services

Detailed Construction Plans & Specifications and Bidding Services

Note: The following is a minimum listing of services the city expects to be provided by the selected consultant. Provide a statement regarding firm's ability to provide the following minimum detailed scope of services.

The final plans shall be prepared in 22 by 34 inch full size plan sheets which can be reproduced to 11 by 17 inch scaled prints for distribution.

Plan composition, as a minimum, shall be:

- Title Sheet
- General Notes
- Specifications
- General Summary Sheets
- Sewer/Ditch Plan & Profile (Scale 1:20H; 1:5V)
- Sewer/Ditch Cross Sections (Scale 1:1H; 1:1V)
- Sewer/Ditch Details
- Bridge Details

A. Survey Requirements:

1. Establish centerline of right of way and site benchmarks as required.
2. Perform topographic survey.
3. Stake location of soil borings.
4. Contact utility companies in accordance to the Ohio Revised Code.
5. Establish existing right of way and property lines.

B. Proposed Preliminary Hydraulic Analysis and Alignment Submittal:

1. Submit hydraulic analysis data for proposed sizes for all open channels, pipe enclosures, culverts, and bridges.
2. Submit Sewer/Ditch Plan and Profile sheets showing existing topography and right of way, roadway boring locations, proposed sewer alignment and size, pavement, paved berms, shoulders, storm sewer laterals, field tile, ditches/swales, trees, existing utilities, etc..
3. A meeting shall be held with the city to discuss alignment alternatives.

C. Proposed Alignment and Utility Notification Submittal:

1. Include all sheets.
2. Storm Sewer/Ditch Plan and Profile sheets showing existing topography and right of way, roadway boring locations, preferred sewer alignment and size, pavement, paved berms, shoulders, ditches/swales, proposed easements, profile grade, centerline references, and benchmarks.
3. Plans, letters, memos, etc., from Utility Companies, which indicate the location of their facilities within the project, used by the consultant in the preparation of the project construction plans.
4. A utility coordination meeting shall be scheduled to discuss the proposed project with all affected utility companies in the project area.

D. Intermediate Review Submittal:

Provide three (3) complete sets of construction plans and technical specifications for review prior to Final Plan Submittal. All resulting comments shall be incorporated into the final plan tracings.

E. Easement Description Submittal: (As necessary)

1. Provide hard copy and electronic copy of all easement legal descriptions.
2. Necessary documents and legal descriptions for additional right of way or easements required for the project, including closure checks for legal descriptions prepared.
3. A copy of all existing right of way and property documentation.

F. Final Plan Submittal

1. Final plan tracings, ink on mylar or mylar reproductions for processing and sale.
2. Complete bidding documents and technical specifications.
3. Detailed cost estimate for the final plans, 8'/z" x 11" typed. Provide computer spreadsheet if available.
4. A copy of all survey data collected since initial submittal of field notes.
5. A compact disk of any computer plan sheets or drawings in AutoCad format and any computer-generated data in a format specified by the City of Oregon Department of Public Service.
6. A partial set of prints of the final plans for each Utility Company. The plan sets shall include the Title Sheet and all Sewer Plan & Profile that involve a selected Utility.

G. Bidding Services

1. Prepare Bidding Documents including contract agreement forms, general conditions and supplementary conditions, bid forms, invitations to bidders, instructions to bidders, technical specifications, and other related documents.
2. Assist the City in advertising for and obtaining bids for the construction, maintain a record of prospective bidders to whom Bidding Documents have been issued; attend pre-bid conferences; receive and process deposits for Bidding Documents.
3. Issue addenda as appropriate to clarify, correct, or change Bidding Documents.
4. Attend the bid opening and assist the City in evaluating bids and in assembling and awarding contracts for construction.

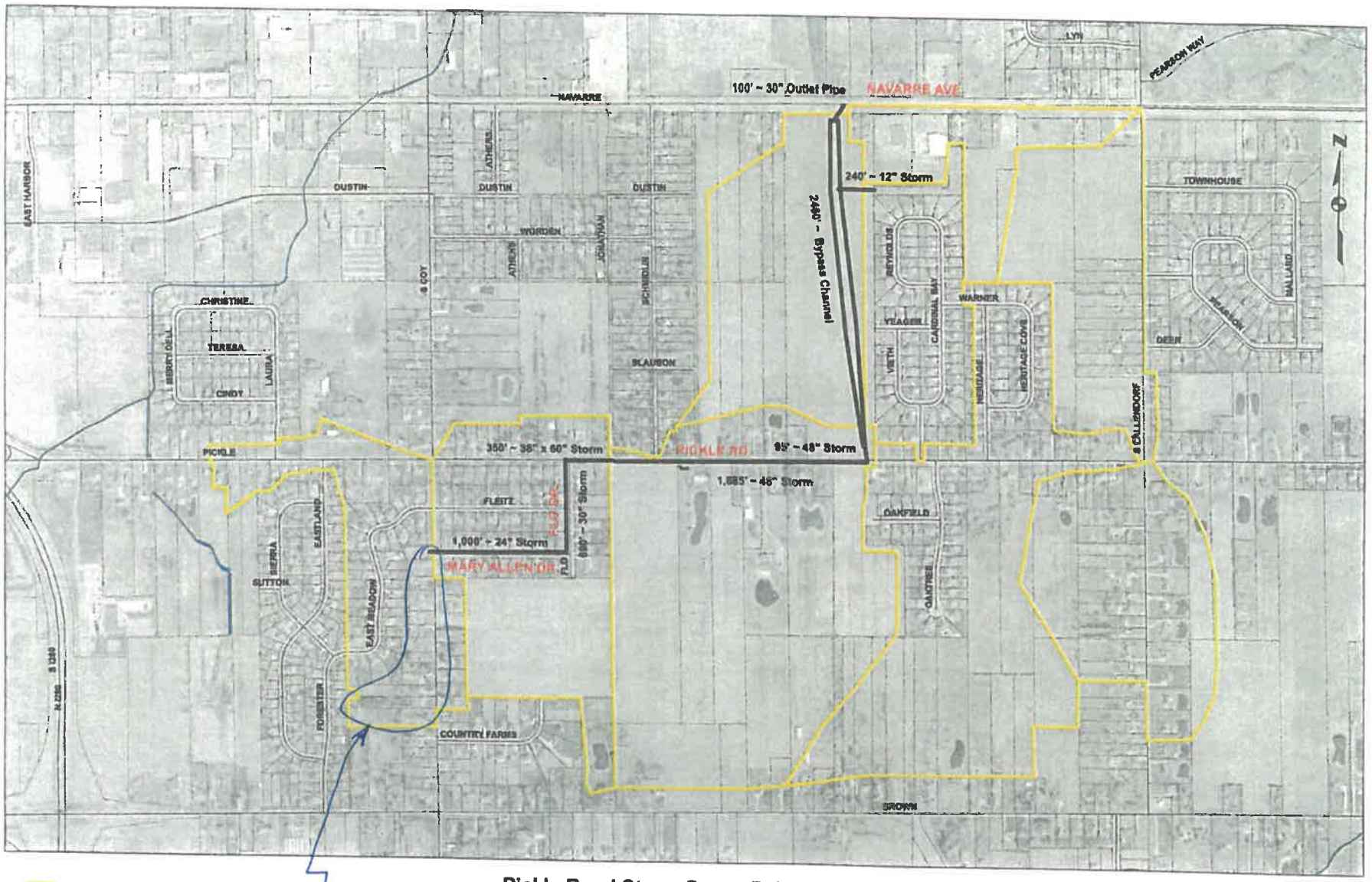
Project Schedules

Anticipated Start-up and completion dates for the project are as follows:

Coy Road Storm Sewer Replacement and Ardmore Flood Relief Project

• Detail Design Authorization	April 2025
• Easement Descriptions (If necessary)	October 2025
• Advertising, Bidding & Awarding of the Project	May 2026
• Construction Start-up	June 2026
• Substantial Construction Completion	October 2026

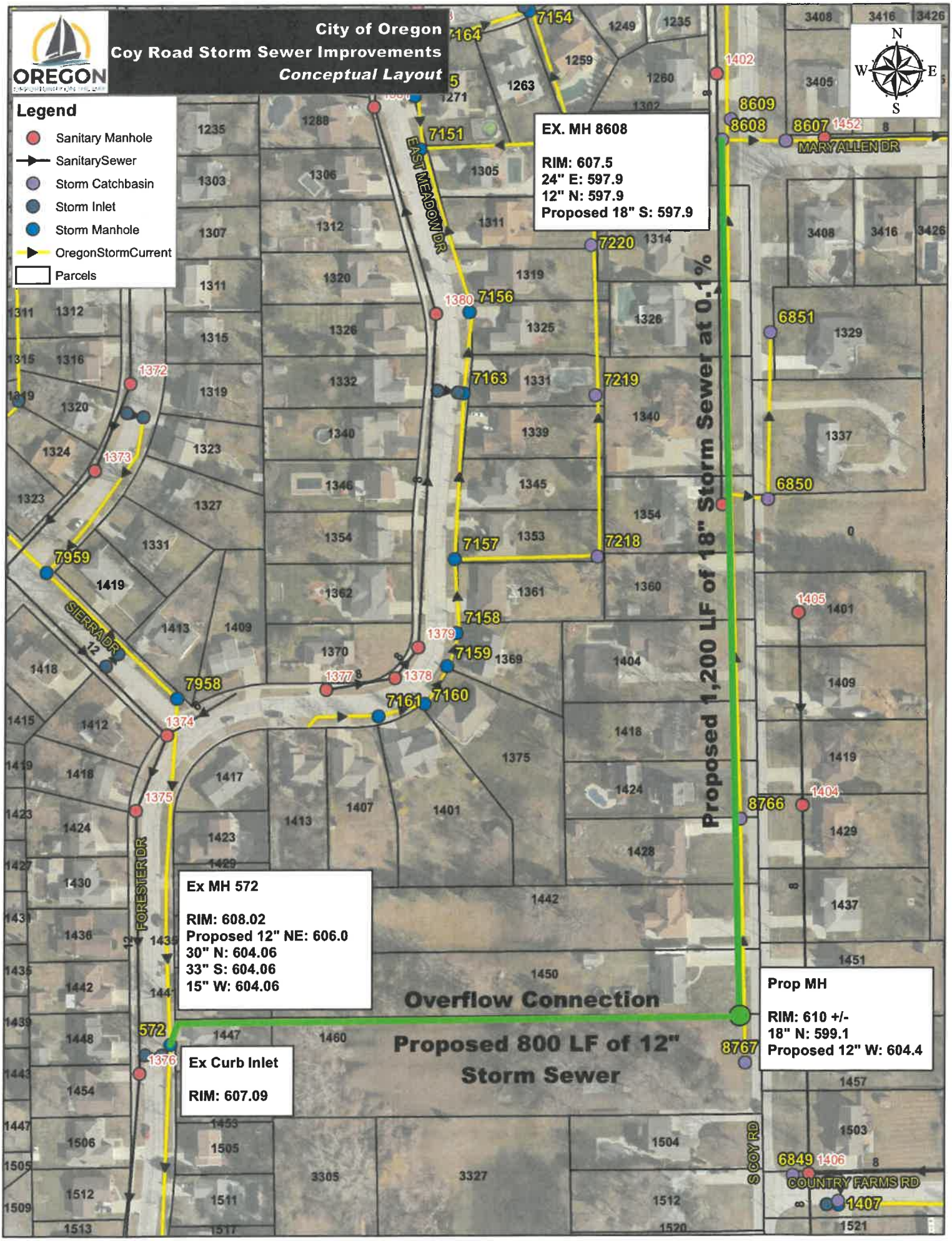
Note: * Schedule for Construction Start-up may change subject to OPWC funding approval.



Pickle Road Storm Sewer Relief Ditch
Site Location Map

Jones & Henry Engineers, Ltd.
November 2, 2015

Project Area For
Coy Road Storm Sewer Replacement
And Ardmore Flood Relief Project


City of Oregon
Coy Road Storm Sewer Improvements
Conceptual Layout
OREGON
Legend
Sanitary Manhole
SanitarySewer
Storm Catchbasin
Storm Inlet
Storm Manhole
OregonStormCurrent
Parcels
N
W
E
S
EX. MH 8608
RIM: 607.5
24" E: 597.9
12" N: 597.9
Proposed 18" S: 597.9
Proposed 1,200 LF of 18" Storm Sewer at 0.1%
Ex MH 572
RIM: 608.02
Proposed 12" NE: 606.0
30" N: 604.06
33" S: 604.06
15" W: 604.06
Overflow Connection
Proposed 800 LF of 12" Storm Sewer
Ex Curb Inlet
RIM: 607.09
Prop MH
RIM: 610 +/-
18" N: 599.1
Proposed 12" W: 604.4
EAST MEADOW DR
MARY ALLEN DR
SIERRA DR
FORESTER DR
SCOY RD
COUNTRY FARMS RD
7154
7151
7156
7163
7157
7158
7159
7160
7161
7958
7959
7218
7219
7220
8608
8609
8607
8766
8767
572
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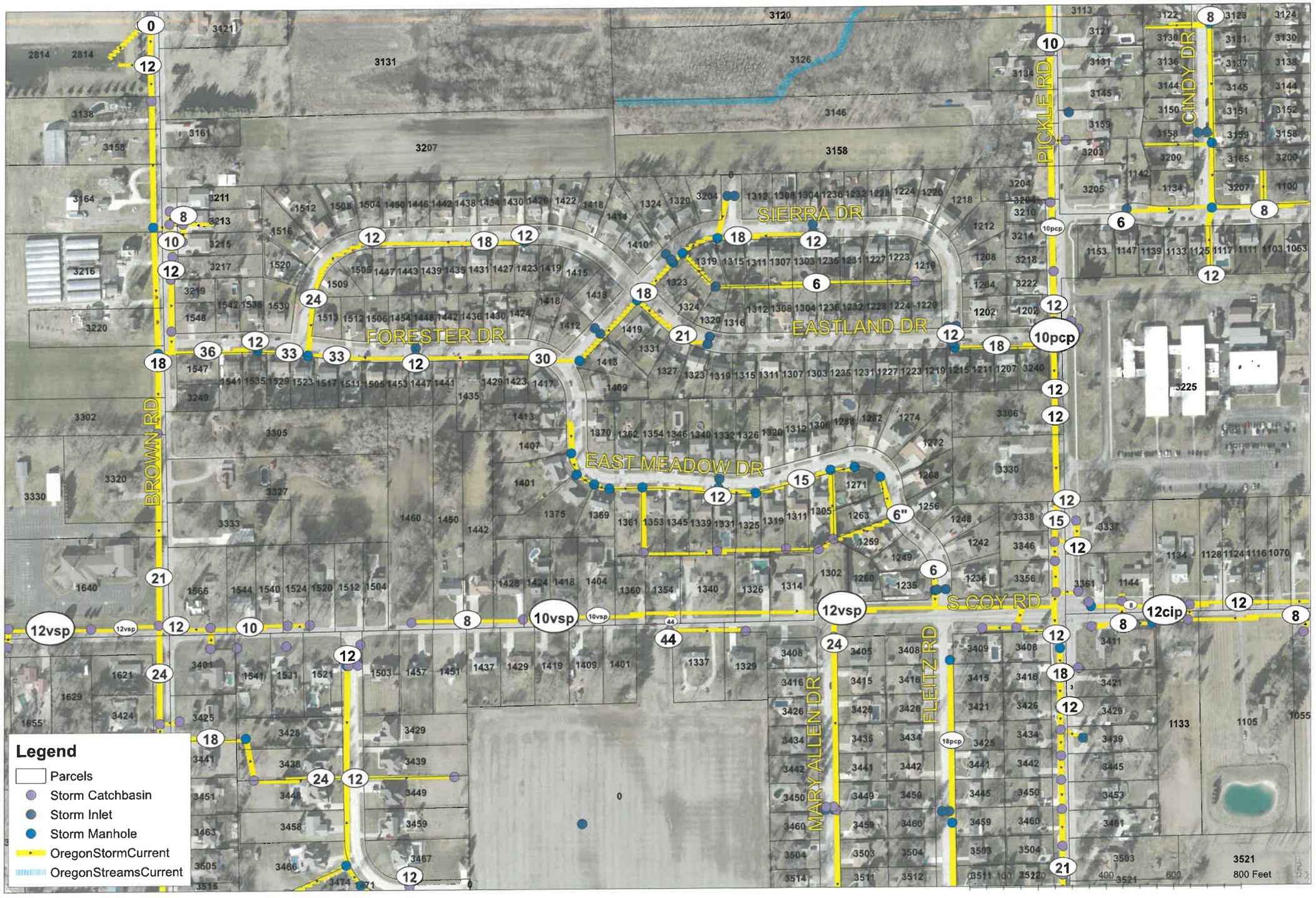
1407
1452
6849
6850
6851

COY RD AND BROWN RD STORM



Control Point 155
Set Capped Iron Rebar
Northing 716007.27
Easting 1704153.14
El. 606.82

Control Point 154
Set Capped Iron Rebar
Northing 715976.00
Easting 1704361.30
El. 606.04

COY RD.

Remove Trees

10' LF Of 24" Storm @ 0.06% Type B

N716,008.17,
E1,704,134.96
Sta. 62+31.39

MH 13-2

10' LF Of 18" Storm @ 0.06% Type B

12" Storm

24" Storm

PC-4

155

62

Note:
The Contractor Shall Clear Brush In Areas As Necessary To Construct The Storm Sewer As Approved By The Engineer.

Relocated Water Main See Detail On Sheet MD-2 (Typ.)

3407 Mary Allen Drive

B-9

61

N716,008.15,
E1,704,819.63
Sta. 61+46.73

MH 13-1

Connect 4" & 6" Existing Storm Pipelines To The New 24" Storm Sewer

3415 Mary Allen Drive

4" Storm

6" Storm

60

154

Relocated Water Service See Detail On Sheet MD-2 (Typ.)

Contractor Shall Coordinate Temporary Relocation Of Electric Lines With Toledo Edison.

3425 Mary Allen Drive

Remove & Reinstall Lamppole

24" Storm

59

3435 Mary Allen Drive

Contractor Shall Coordinate Temporary Relocation Of Electric Lines With Toledo Edison.

3441 Mary Allen Drive

58

6" Storm

57

Match Line Sheet 12

3416 Mary Allen Drive

8408 Coy Road

Sta. 60+76
End Removal Of 15" Storm

3426 Mary Allen Drive

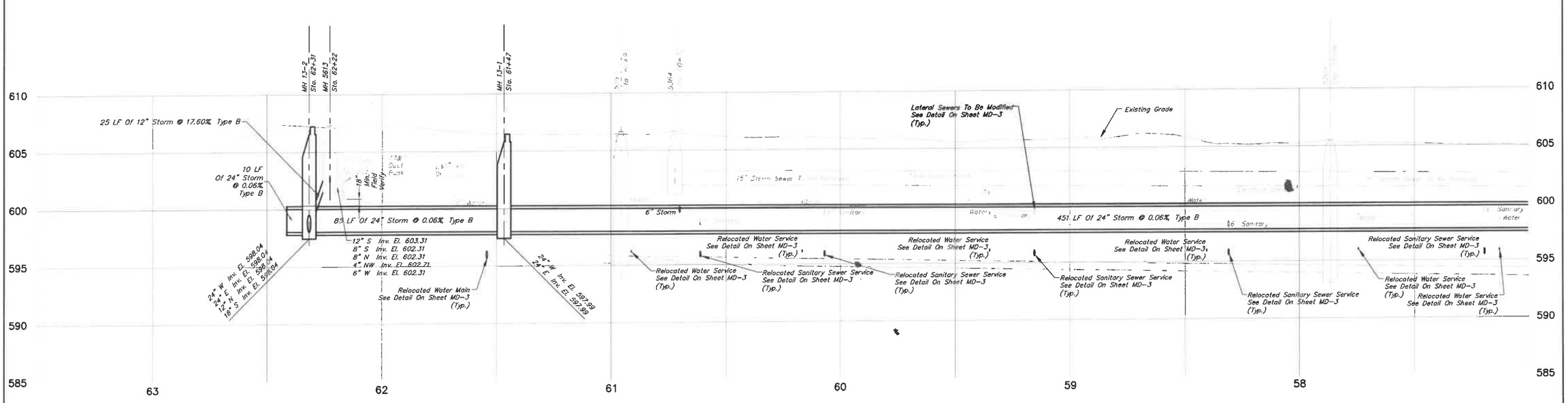
3434 Mary Allen Drive

3442 Mary Allen Drive

3450 Mary Allen Drive

MARY ALLEN DRIVE

N



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10/17/17 08:42:20
USER: 7170001SMH

THIS LINE SCALES 1" WHEN PLOTTED TO NOTED SCALE

CITY OF OREGON, OHIO
PICKLE ROAD STORM SEWER
RELIEF DITCH PROJECT

NO.	DATE	REVISIONS AFTER ISSUED FOR BID	BY
5			
4			
3			
2	9/29/17	ADDENDUM 5	KAW
1	9/20/17	ADDENDUM 3	TAB

STATUS:	DESIGNED	DRAWN	CHECKED
CONFORMED SET	JAH	GAC	JAH
DATE: OCTOBER 2017			

MARY ALLEN DRIVE STORM PLAN AND PROFILE STA. 57+00 TO 62+41

JOB NO. 552-7170.001
SCALE 1"=20' HOR. 1"=5' VERT.

Jones & Henry Engineers, Ltd.
www.jheng.com Fluid Thinking™

SHEET NO. 13
14 of 32