

REQUEST FOR QUALIFICATIONS (RFQ) ENGINEERING SERVICES

Project Overview

The Zanesville-Muskingum County Port Authority is soliciting a qualified Engineering Firm to perform all final engineering, and project and site management at the National Road Business Park located in Muskingum County. This is a 203 acre Greenfield site.

Appropriate reports and documentation will be required to ensure compliance with applicable regulations and requirements. Attendance at public meetings may be required.

The Selected firm will:

- Assist the Port Authority in discussions with regulatory agencies;
- Provide field supervision of required site work;
- Provide assessments of discovered environmental conditions;
- Provide Certified Professional services necessary to prepare the site.

The selected firm will be required to demonstrate the following:

- Experience with successfully managing large scale projects, including but not limited to, site planning and development, master planning, infrastructure upgrades, and utility upgrades. Familiarity with the City of Zanesville and Muskingum County.

The selected firm will be expected to enter into a contract with the Port Authority for the completion of the work funded through the Port Authority and Grants.

Requirements for Consideration

The response to this Request for Qualifications should include all information requested below. The Port Authority reserves the right to reject any or all responses, to waive any irregularities in a response or to accept the response which, in the judgment of appropriate officials, is in the best interest of the Zanesville-Muskingum County Port Authority.

For ease in evaluating responses to the Request for Qualifications, the following guidelines must be followed:

- A. The response should be submitted on letter-size (8 ½" X 11") paper with typing on one side.
- B. Each response shall be limited to 10 pages not including required attachments.
- C. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- D. Pages must be numbered.

Applicants who do not follow these guidelines or do not provide comprehensive information will not be considered.

In addition to the required attachments, the response shall include the following information in the order listed below:

Section 1. Firm Identification and Background Information

- A. Firm's name, website address, postal address, contact name, telephone and fax numbers;
- B. Federal Tax I.D. Number and Ohio Tax I.D. Number.

Section 2. Qualifications and Experience of the Firm

- A. Provide a concise history of the firm, its partners/officers and organizational structure;
- B. Provide an overview of the firm's general capabilities and resources;
- C. Provide a description of the firm's resources, including staff, and equipment;
- D. Demonstrate experience working in or near Zanesville and Muskingum County, especially in reference to environmental, site remediation, and infrastructure engineering;
- E. Provide any additional information that would support selection.

Section 3. Personnel

- A. Identify the Project Manager(s) who will be assigned to the contract;
- B. Provide a summary of the project organization structure and qualifications for firm's personnel who will be responsible for the success of the project;
- C. Provide concise resumes of the personnel identified in Section 3A and Section 3B. Please provide no more than three (3) resumes.

Section 4. References

- A. Provide two references of clients whose projects reflect a similar scope and complexity. Include the name, telephone number, and email address of a contact for each client and a brief description of the services provided.

Section 5. Required Attachments

- A. Certified Professional's Current Certificate with name and CP number;
- B. Current certificate of professional liability (if awarded, must name Zanesville-Muskingum County Port Authority as additionally insured);
- C. Current Bureau of Worker's Compensation Certificate;
- D. Marketing materials, statements of qualifications, and resumes of key personnel may also be included.

All questions should be emailed to Matt Abbott at matt@zmcport.com by **5:00pm December 14, 2018**.

Interested parties should mail two (2) copies of the Statement of Qualifications by **5:00pm December 18, 2018** to:

Zanesville-Muskingum County Port Authority
205 N. Fifth Street Zanesville,
OH 43701

The Statement of Qualifications must be received at the above address no later than **5:00pm December 18, 2018**. Late materials will not be accepted or reviewed.

The Statement of Qualifications will be primarily evaluated on project experience with site planning and development, master planning, infrastructure upgrades and utility upgrades and familiarity with Zanesville and Muskingum County. Other factors may include the quality of the proposal, qualifications of the firm, and reviews of the prior work for the local government entities in Muskingum County, if any.

This RFQ is posted on the Port Authority's website www.zmcport.com and Zanesville Times Recorder newspaper.