

PUBLIC ANNOUNCEMENT

REQUEST FOR STATEMENTS OF QUALIFICATION

The Hamilton County Engineer's Office on behalf of the Hamilton County Storm Water District (HCSWD) is requesting statements of qualification for engineering services for the following project:

**PROJECT: HAMILTON COUNTY STORM WATER DISTRICT AS NEEDED
CONSULTANT ASSISTANCE**

Various office and field duties as required by the HCSWD

PROJECT NUMBER: 501870

SUBMISSION DATE: Friday, March 30, 2018

(Statements of qualification received after **4:00 p.m.** on this date **WILL NOT** be considered.)

The work to be performed under this project is defined in the Project Scope of Service. If interested in this project, you are requested to submit **two (2) copies** of the required information to Mr. Theodore B. Hubbard, Hamilton County Engineer, 138 East Court Street, County Administration Building, Room 700, Cincinnati, Ohio 45202; Attention: Mr. Todd Long.

If the firm has any questions regarding this project or the Scope of Service, please contact Mr. Todd Long at 513-946-4254 or todd.long@hamilton-co.org.

The statement of qualification must contain the following information:

- 1) Resumes of key technical personnel who will actually be assigned to the project.
- 2) A list of similar projects completed by the firm in the following areas, and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.
 1. Storm Water Utility Audit Preparedness and Support
 2. Storm Water Utility Development including financing and billing unit development
 3. Document Management Systems, Database, and Web Development solutions
 4. Storm Water Capital Improvement Program Development and Administration
 5. Storm Water Permitting and Compliance
 6. Storm Water Management Plan Development
 7. Storm Water Quality and Quantity Facility Design
 8. Construction Inspection Services for Storm Water Quality/Quantity Facility Designs
 9. Storm Water training – facility, operational, and programmatic

10. Storm Water Illicit Discharge Detection and Elimination evaluation and elimination planning
11. Ordinance/Resolution, Rules and Regulation, and Design Manual Development
12. Stakeholder and Public Involvement Meetings.
13. Procurement of Funding Opportunities including Federal and State Funds
14. GIS and Mapping Development

- 3) If the firm has more than one office, the primary location/office for each of the key technical personnel to be assigned to this project. Indicate the type of work to be completed by each office and the percentage of the total project work to be completed by each office.
- 4) A statement as to the amount of work to be completed in the local office. If the firm has more than one office, indicate the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
- 5) A list of any sub-consultants that are to be used on this project. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
- 6) A statement of whether or not the firm or any firm to be utilized as a sub-consultant on the project is currently on the Auditor of State's list of companies with unresolved findings for recovery.
- 7) A statement detailing the firm's approach in undertaking the project scope.
- 8) A statement of the firm's current workload and the anticipated workload for next year.
- 9) A proposed, detailed schedule for the completion of the project work and a statement regarding the ability of the firm to complete the Project within the proposed time frames. The schedule should designate certain key steps and the time frame for the completion of those steps, i.e. preparation of yearly billing file.
- 10) A statement that the firm is able and willing to meet all provisions of the "Required Consultant Insurance" contained in the Scope of Service. If the firm is unable to meet certain provisions or if the firm intends to suggest changes to these provisions, these must be noted in the submitted letter of qualification.