

CITY OF GREENVILLE

Dept. of Planning & Zoning

100 Public Square

Greenville, OH 45331

Phone: (937) 548-4930, Web: www.cityofgreenville.org



November 29, 2017

RE: Engineering Qualification Based Selection for 2018

Dear Engineering Firm:

This letter is to notify you that the City of Greenville adopted a procedure pertaining to the Qualifications Based Selection process that should be advantageous to all involved. We will now accept a "qualification statement" submittal that can be made by January 1, 2018, to be placed on file. This submittal then can be referenced for each proposed contract for engineering services that is advertised through a public announcement procedure in 2018.

This "qualification statement" submittal might include, but need not be limited to, the history of the firm, management structure, staff resumes, insurance information, advertising brochures and photos of projects. Please refer to Attachment "A" for a preferred statement format. We would expect to see an annual submittal to refresh information such as staff personnel, projects in the firm's resume, changes in pre-qualifications by ODOT and so forth. Consequently, responses for a specific project need only address items such as the makeup of the specific design team, the workload of said design team, identification of six to ten select similar projects, references for the similar projects, assessment of the scope of work and so forth.

Please note that this "qualification statement" submittal is optional. The intent is to reduce preparation time for you, especially if you expect to seek more than one project in a given year and reduce the complexity and size of each individual project submittal for us.

Sincerely,

Janelle Cross
Administrative Secretary

ATTACHMENT "A"

QUALIFICATION-BASED SELECTION STATEMENT PREFERRED FORMAT

1. Company contact information.
2. A brief history of the firm. Please include information pertaining to major areas of expertise for the company.
3. Resumes for key personnel with the firm.
4. Listing of clients and representative projects worked on in the last five (5) years. Please provide a brief description and relative size of each project.
5. List any experience Company has serving as "consulting city engineer". Please include reference contact information.
6. Provide a copy of a current ODOT technical pre-qualification letter. If your firm is not pre-qualified, it should be indicated in the statement.
7. Provide information related to the insurance carried by the firm.
8. Provide information related to the computer hardware and software utilized by your firm. Also indicate size and number of workstations.
9. Provide any further information which may be helpful for the City of Greenville to determine the qualifications of your firm.