



Council-Mayor Government  
Don Mason, Mayor

# The City of Zanesville

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**Department of Public Service**  
**Engineering Division**  
Charles M. Saunders, P.E., CITY ENGINEER

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## CITY OF ZANESVILLE REQUEST FOR PROJECT QUALIFICATIONS

- 1) **Project Name:** Muskingum Avenue (Dug Road) Improvements
- 2) **Project Owner:** City of Zanesville, Ohio
- 3) **Project Location:** City of Zanesville  
401 Market Street  
Zanesville OH 43701
- 4) **Contact Person:** Charles M. Saunders, P.E.  
City Engineer, Department of Public Service  
(740) 617-4910  
[csaunders@coz.org](mailto:csaunders@coz.org)
- 5) **Overview:**

It is the desire of the City of Zanesville to select a qualified team to make improvements necessary to reopen Muskingum Avenue to the traveling public between Pine Street and the railroad crossing approximately 1500 feet to the east. The selected team must have the capabilities of performing geotechnical analysis, preparing civil engineering design alternatives with associated cost estimates, preparing construction plans and bidding documents, securing project funding, and providing construction engineering services.

Muskingum Avenue is prone to rock and tree falls due to the steep weathered rock cut slope along the south side of the roadway and lack of an adequate safety shoulder for debris to land. On the north side of the roadway there is another steep slope downward to the Muskingum River that has slip prone areas. The roadway was initially closed in early 2017 due to the increasing frequency of rock and tree falls. Resulting concerns from the public regarding delay of essential public safety services and access to residences and businesses on either end of the corridor led the City to reopen the road in late 2017 by limiting travel to the north lane with timed traffic signals on either end of the roadway to allow for alternating traffic and with a portable concrete barrier wall in between the signals to protect from falling debris. Unfortunately, in February of 2019 a significant slip developed along the north side edge of the pavement and the combination of hazards to the public from above and below have left the roadway completely closed since.

This portion of Muskingum Avenue is an important thoroughfare within the City of Zanesville. The road is a local connector between two federal routes, US 40 and US 22/SR 60. It serves as an important transportation link from the southern part of the city to the downtown and handles traffic from both downtown bridges, the 6<sup>th</sup> Street Bridge and the world-famous Y Bridge. A

closure of either of the two bridges for routine or emergency work causes this street route to act as the local detour.

## **6) Project Description:**

The selected consultant shall provide engineering services to design, bid, fund, and construct the improvements necessary to reopen Muskingum Avenue to the traveling public and to reconstruct the roadway from Pine Street to the railroad crossing.

### Phase 1 - Preliminary Phase

- a. Identify all required information needed.
- b. Consultant will provide the city with a proposal for engineering costs and a tentative scope of services.
- c. Meet with the city to discuss the proposal and finalize with council approval.

### Phase II – Planning & Preliminary Phase

- a. Perform engineering field surveying as required for plan development.
- b. Conduct geotechnical investigation and provide report to support engineering design.
- c. Coordinate with all utilities within the corridor for existing alignments.
- d. Provide at least 2 design alternatives with cost estimates to remediate the rock cut slope.
- e. Provide at least 2 design alternatives with cost estimates to repair the north side slip.
- f. Meet with the city to discuss and finalize selected alternatives.

### Phase III – Design & Funding Phase

- a. Prepare final construction plans for the selected alternatives chosen to complete the project improvements.
- b. Provide a final cost estimate for the construction of the improvements to be used for securing funding and the legislation to authorize the bidding of the project.
- c. Seek, recommend, and prepare grant and/or loan applications as necessary to fund the project.

### Phase IV – Bid Phase

- a. Prepare bid specifications and contract documents.
- b. Attend a pre-bid conference with prospective contractors.
- c. Review bids, prepare bid tabulation, and make recommendation for award / or rejection.

### Phase V – Construction Engineering

- a. Arrange and attend a pre-construction conference.
- b. Review and approve shop drawings and submittals.
- c. Review for approval and processing of pay requests.
- d. Review for approval and processing of change orders.
- e. Provide project inspection as necessary to ensure contractor compliance with project specifications.
- f. Provide the City with a set of as-built drawings.

- 7) **Total Project Budget:** To be determined
- 8) **Source of Funding:** City of Zanesville and to be determined
- 9) **Project Schedule:** To be finalized with selected consultant

Consultant RFQ Submittal Deadline:	3/27/2020
Completion of RFQ Scoring:	4/10/2020
Interviews:	At city's discretion
Selection of Consultant:	4/17/2020 (if no interviews necessary)
Development of Specific Scope of Services:	5/1/2020
Project Start Date:	6/1/2020

**10) Professional Services Required:**

The selected consultant will provide all labor and materials to meet the objectives as outlined within the project description section.

**11) City Rights Reserved:**

The City reserves the rights to accept or reject all or portions of any response(s) to the RFQ, to waive any formalities of the RFQ process, to re-advertise the RFQ, to amend the terms of the RFQ, to extend the dates provided herein, to award the contract to the most qualified and responsible respondent(s) as deemed in the best interest of the City, and/or to proceed to provide the services otherwise, as the City may determine at its sole discretion is in the best interest of the City.

In the event the RFQ responses are considered for an award, the City reserves the right to award the project to the firm that demonstrates the best ability to fulfill the requirements for performing the subject services. The City reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFQ and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications, and financial ability of the respondent(s), proposed sub consultants, independent consultants, and suppliers. The purpose of such investigation is to satisfy the City that the respondent has the experience, resources, and reputation necessary to perform the work and support any warranties in the prescribed manner and time. The successful firm will be chosen based on the qualifications, evaluation of submittals and a possible interview.

No reimbursement will be made by the City for any costs incurred in responding to this RFQ, developing or submitting responses to the RFQ, or attendance at a site inspection, pre-bid conference, or interviews.

**CONTENTS OF CONSULTING FIRMS  
STATEMENTS OF QUALIFICATION  
SUBMISSION**

The invited firm shall submit to the City of Zanesville by the prescribed date **one (1) bound copy** of the firm's Statements of Qualifications. The Statements of Qualification copy shall be bound in such a way as to be easily removable from the cover for copying by the City of Zanesville. Also, include **one (1) copy** in digital format consisting of one (1) adobe pdf file.

The firm's submission shall be of sufficient detail as to provide the City of Zanesville the following information only:

- 1) ***Statement of Firm's Interest***
- 2) ***Firm & Individual Qualifications***
  - A) Number of years firm has been in business
  - B) Qualification and experience of principals and key technical personnel that are to be part of project team.
  - C) Firm's background and experience on the preparation and completion of the assessment. All consultants must document at least two (2) similar projects. Major emphasis and consideration will be given to those firms that have documented experience.
  - D) Documentation of all applicable Ohio Certifications
- 3) ***Geographic Information***
  - A) Number of Offices
  - B) Proximity to Project Site
- 4) ***Capacity to Perform the Work***
  - A) Size and availability of staff
  - B) Projects in progress
  - C) Firm's equipment and facilities
  - D) Listing of all sub-consultants with their qualifications
- 5) ***References***
  - A) Minimum of two (2) references of previous Assessment/or similar Projects with contact names, addresses, and phone numbers.
- 6) ***Insurance***
  - A) Documentation of firm's Professional Liability Insurance Policy
- 7) ***Listing of Past Projects Completed for the City of Zanesville (if applicable)***
  - A) Scope and complexity of project
  - B) Project contact person
  - C) Success of the project

**CITY OF ZANESVILLE  
ENGINEERING SELECTION  
STATEMENT OF QUALIFICATIONS EVALUATION FORM**

**RATING SYSTEM:**

**CONSULTANT NAME:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 5 – Excellent**
- 4 – Good**
- 3 – Average**
- 2 – Fair**
- 1 – Poor**

**RATING**

**EXPERIENCE OF CONSULTANT**

- Familiarity with similar projects ..... \_\_\_\_\_
- Documented experience with similar projects..... \_\_\_\_\_
- Does the consultant have the qualifications for this project ..... \_\_\_\_\_
- Do you think the consultant is capable of doing the work as requested ..... \_\_\_\_\_
- Key technical personnel identified ..... \_\_\_\_\_

**STAFFING & EQUIPMENT**

- Staffing levels sufficient..... \_\_\_\_\_
- Does consultant have sufficient equipment to complete this work ..... \_\_\_\_\_
- Does consultant have sufficient field personnel to complete the work ..... \_\_\_\_\_
- Is the consultant’s office in good proximity to Zanesville ..... \_\_\_\_\_

**SUB-CONSULTANTS**

- Does the consulting firm identify the need for sub-consultants..... \_\_\_\_\_
- Is the primary consulting firm taking the lead on the project ..... \_\_\_\_\_

**REPUTATION OF CONSULTANT**

- References provided (min. of 2 previous similar projects)..... \_\_\_\_\_

**RFQS**

- Did the consultant respond to everything in the Request for Qualifications..... \_\_\_\_\_
- Does the consultant outline their understanding of the city’s needs ..... \_\_\_\_\_

**PREVIOUS CITY PROJECTS**

- Did the consultant identify any previous work with the City of Zanesville ..... \_\_\_\_\_
- Was this work in conformance with city standards or were there identifiable problems ..... \_\_\_\_\_

**TIME TABLES**

- Given the work load that the consultant provided, can they complete the work within the specified time limits..... \_\_\_\_\_

**MISCELLANEOUS**

- Did consultant provide documentation of Professional Liability Insurance..... \_\_\_\_\_
- Did consultant provide documentation of all applicable Ohio Certifications ..... \_\_\_\_\_

**TOTAL POINTS  
FOR CONSULTANT..... \_\_\_\_\_**