



142 E. Main Street
Leipsic, Ohio 45856
P: (419) 943-2009
F: (419) 943-2010
E: Village@Leipsic.com

**REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES RELATING TO DESIGN AND CONSTRUCTION
OVERSIGHT OF THE VILLAGE OF LEIPSIC**

General Engineering Needs—Water, Waste Water, Street, Sidewalks, Architecture, Railroad

Background: The Village of Leipsic annually request qualification statements from professional engineering (A/E) firms to perform design, construction engineering, observation and management service as required in connection with the general needs of the Village Departments of Water, Waste Water, Street, Sidewalks, Architecture and Railroad. The Village needs range from permit preparation to grant writing and large-scale construction projects at the public utilities and public works departments.

The Village public utilities consist of a ground water sand filtered plant, a Sequential Batch Reactor (SBR) type waste water treatment system, three Village owned parks and an above ground reservoir and two pump stations for the raw water system.

Notice: This notice shall serve as a Request for Qualifications (RFQ) from qualified firms to oversee the grant writing, design and construction management of village owned projects. When a qualified A/E firm is selected for a public project in Leipsic they will be expected to complete all topographic surveys, easement preparation, design engineering, preparation of bid documents, construction monitoring, grant writing and compliance, all other regularly expected duties of a qualified A/E firm.

Selection: Selection of a firm will proceed in the following manner:

- 1.) The Village of Leipsic will review and evaluate the statements of the qualifications filed. Evaluation criteria include, but are not limited to:
 - a. The Village will consider qualifications of firms in each area of this general request.
 - b. Specifically experience and technical expertise of firms and its personnel in each field.
 - c. Past records of performance on contracts with the Village of Leipsic and other clients, including quality of work, timeliness and cost control.
 - d. Experience of the firm working with state and federal grants and on economic development related projects.
 - i. **Water Plant, Distribution and Reservoir**—Ground and surface water plants, above ground reservoirs and pump stations.
 - ii. **Waste Water Plant and Collections**—Sequencing Batch Reactor (SBR) plants and lift stations in industrial areas.
 - iii. **Streets, Sidewalks and Parks**—Design and construction of newly developed park lands.
 - iv. **Architecture**—Downtown buildings and other village owned buildings.
 - v. **Railroad**—Short line operation railroads with switches, road crossings and privately-owned spurs connecting to the short line.

Offerors are invited to submit qualification statements to be received no later than April 17, 2019 at 4:00 P.M. at 142 E. Main Street, Leipsic, Ohio 45856

Mayor: Kevin J. Benton • Council President: David Heitmeyer
Council: Rick Recker • Al Pingle • Tony Wobler • Sue Christman • Sue Schroeder
Administrator: Justin Barnhart • Fiscal Officer/Tax Administrator: Renee Spangler