



The City of Grove City, Ohio

4035 Broadway • Grove City, Ohio 43123
(614) 277-3000

Richard L. "Ike" Stage, Mayor
Phil Honsey, C.M., City Administrator

REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ) PROFESSIONAL DESIGN/CONSULTATION/INSPECTION SERVICES CITY OF GROVE CITY, OHIO

I. GENERAL INFORMATION/ ORGANIZATIONAL BACKGROUND

Grove City, located in southwest Franklin County approximately seven miles from Ohio's capital, is a diverse and rapidly growing community with an estimated population of 35,575. Since 2000, the City has experienced a 31 percent increase in population and according to the Mid-Ohio Regional Planning Commission (MORPC) is projected to be the second largest suburban community in Franklin County by 2035. In addition to its residential growth, Grove City has also seen a tremendous amount of nonresidential development activity in retail, industrial, medical, and hotel sectors. In terms of land area, the City covers approximately 16 square miles with a nonexclusive utility contract area of approximately 27 square miles with the City of Columbus. It is with this understanding that the City recognizes the importance of constructing quality public improvements and regulating private development as a means to promote balanced growth and to maintain a high quality of life for its residents. The City of Grove City seeks to secure the services of innovative, experienced, and reliable multidisciplinary and specialty firms in the fields of engineering, architecture, surveying, landscape architecture, construction inspection and management, planning and geographic information systems. Selected firms will be capable and committed to providing Grove City with quality professional services and design solutions.

The City operates under the Mayor–Council–Administrator form of government with the Administrator responsible for overseeing daily operations of the municipality, including the nine departments that comprise the administrative offices supporting the delivery of services to residents. Currently, there are no in-house engineering personnel to support the City's administrative offices. With all services received through consultants, personnel (within the various departments) serve as points of contact to the City's consulting engineers and help to manage, coordinate, and oversee their activities. Under this system, the City expects the selected firms to work with multiple individuals within the City's organization primarily within the Development, Parks and Recreation, and Service departments.

II. STATEMENT OF INTENT

As the community continues to grow and develop so does the City's methodology and approach for ensuring the residents are receiving the best possible services. The intent of this request is to establish a list of pre-qualified engineering, inspection, and specialty firms on a categorical basis as detailed in Section IV (Service Categories) below to conduct business with the City of Grove City.

Note: Consultants who the City deems qualified and places on the pre-qualified list are not guaranteed to be tasked for work.

III. SELECTION PROCESS/GENERAL REQUIREMENTS

The City of Grove City is in search of the most qualified firms to provide professional engineering and related professional services. In selecting firms to provide professional services for upcoming projects, the City has chosen to utilize submitted Statements of Qualification (SOQ's) to create a roster of qualified firms that the City will maintain for three years.

Each Respondent shall be required to know and understand the Grove City procurement systems required for the various type of projects covered here and will be expected to coordinate and cooperate with Elected officials, staff, and consultants of the City—including its attorneys—to ensure that the procurement methodology and contract documents used in any project comport with the requirements of Grove City.

Grove City will use the following methodology to select firms for inclusion on the roster:

1. City personnel will evaluate the Statement of Qualifications (SOQ) and will prepare a recommendation to the City Administrator, who will make the final selections.
2. The City will place Firms on the list/roster in their specialized category or categories based on solicited service.

It is the City's intention and expectation to generate categorical lists that include both multidisciplinary and specialty firms demonstrating abilities to mobilize and respond to projects requiring immediate attention. The City has grouped and organized the Solicited services into the following categories:

1. Standard Engineering Services
2. Specialty Engineering Services

3. Architectural Services
4. Construction Services
5. Surveying Services
6. Planning Services
7. Geographic Information System Services

Note: Should your firm wish to be considered for more than one service (as outlined in Section IV), responses shall include qualifications for each service by service category as described in Section VI (Submittal Content) of the submittal instructions. Submitted responses shall be bound in a single binder with each service category tabbed appropriately.

IV. SERVICE CATEGORIES

Each firm may submit qualifications for any one, combination, or all of the Service categories that follow:

1. STANDARD ENGINEERING SERVICES

- a. **General Engineering Consultation Services** —Provide professional services to the City Administration in support of its daily responsibilities. Such duties may include responding to general engineering questions and providing advice to the City (including City Council); enforcing and maintaining standard drawings and design manuals; ensuring regulatory compliance with Ohio EPA as well as ODOT and other state and federal agencies; attending meetings and representing the City as required; and work necessary for the assignment of addresses.
- b. **Design and Coordination Services as well as Bidability/Constructability Review-** Provide professional services for the design of structures associated with transportation, traffic design, water distribution, stormwater, and wastewater collection systems, and associated appurtenances. Additionally, the City is seeking professional services for the design inspection and relocation of electrical facilities and in the areas of natural resources & environmental engineering.

Design may include preparation of plans, specifications, and bid documents with detailed cost estimates. Coordination services may include professional communication as a liaison with the public, sub-contractors utilities, other governmental agencies, and other involved parties. Bidability/constructability review services may include detailed plan and specification reviews to identify

errors, omissions, and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where the City could realize significant cost savings and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

Note: The City is seeking design, coordination, and Bidability/ constructability services in the areas contained below. It should be noted that these areas are not comprehensive and are provided as general examples of sought services.

- i. Transportation and Traffic Design Engineering – Provide professional services in the design of roadways, traffic signals, traffic control plan design, intelligent transportation systems (ITS), pavement markings, traffic calming, signs, other traffic control device plans, preparation of geometric design and delineation plans. Design services may include preparation of plans, specifications, and bid documents of streets and/or road repair together with pavement, curb and gutter, sidewalks, streetlights, drainage improvements and the like. Design may also include right-of-way/easement acquisition.
- ii. Traffic Study and Modeling Engineering - Provide professional services in the analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Model and simulation requires knowledge of specialized transportation modeling software such as, but not limited to: CORSIM, HCS, SYNCHRO, and TRANSCAD applications.
- iii. Structural Engineering – Provide services necessary to prepare the structural design any bridge and related structures. Services may include load-rating analysis, preparation of site data as well as design and detailing for signing, illumination, drainage and utilities on the structure.
- iv. Wastewater Infrastructure Design and Coordination - Provide professional services for the pre-design and/or design of construction plans, specifications, and bid documents for interceptors and/or collection systems (including wastewater lift stations). Design may include right-of-way/ easement acquisition, hydraulic and service area analysis.
- v. Water Infrastructure Design and Coordination – Provide professional services for the pre-design and/or design of construction plans, specifications, and bid documents for transmission mains and/or distribution systems including all appurtenances. Design may include right-of-way/easement acquisition and hydraulic analysis.

- c. **Design Review Services** – Provide professional services with the ability to perform detailed plan and specification reviews to identify errors, omissions, and insufficient or ambiguous details in order to determine compliance with local, state, and federal regulations. Services may be utilized to review proposed public improvement plans, private improvement plans, or a combination thereof. Services may include the review of plans submitted through the City’s development review process (Planning Commission and City Council), ranging from conceptual through final engineering design review. Ancillary plan review services may include stormwater calculations, traffic impact studies, floodplain studies, and the like. Work will include communication and coordination with City staff as well as attendance at meetings and field reviews.
- d. **Pavement Condition Evaluation Services** - Provide professional services necessary to prioritize and provide a work program for the preservation and rehabilitation of the City’s street network. This work will include collecting data to determine ride comfort and quality, visual surface distresses, traffic loading, and structural adequacy of each pavement section. The work will also include a network analysis that will include an evaluation to determine pavement performance, a proposed rehabilitation strategy, a proposed rehabilitation needs year, and a benefit/cost calculation.

2. SPECIALTY ENGINEERING SERVICES

- a. **Electrical Engineering Services** – Provide professional services in association with the design, inspection and relocation of electrical facilities (existing and future) as well as providing general advice and expertise to the City with respect to electrical facilities.
 - i. Design and Inspection – Provide professional services for the design and inspection of (existing and future) street lighting, highway lighting, trail lighting, sports field lighting, park lighting and any other electrical facility to ensure safety and compliance with applicable codes and standards. Design may include plans, specifications, and bid documents.
 - ii. Utility Line Relocation – Provide professional services in the form of coordination and oversight of electrical facility relocation on public improvement projects. Services are to include but not limited to representing the City and working with electrical providers with emphasis placed on the City’s desire to relocate electrical facilities underground.

- b. **Environmental Services** - Provide professional services for the preparation and review of FEMA studies, Phase I and II Environmental Site Assessments, the investigation of soil and groundwater contamination, preparation of technical documents for regulatory agency submittal, and remediation system alternative selection and design. Services may also include environmental permitting, environmental clean-up and restoration, environmental sample collection and testing, preparation of environmental assessments and impact statements, environmental modeling, asbestos and other hazardous material abatement consulting, and waters of the U.S. assessments.
- c. **Hydrology/Hydraulic Engineering Services** – Provide professional services and expertise in, but not limited to roadway drainage design, storm drains systems, culverts, water quality treatment facilities, stormwater quantity control, and open channel flow. Services may also include flood study preparation/permitting, floodplain analysis, stormwater reporting and compliance reviews (NPDES), annual inspection and permitting of stormwater retention and detention facilities.
- d. **Geotechnical Engineering Services** – Provide professional services and expertise in the areas of field exploration including performing subsurface geotechnical investigations. Work may also involve geotechnical design for bridges, walls, cuts and fills.

3. ARCHITECTURAL SERVICES

- a. **General Consultation as well as Design/Coordination Services and Bidability/Constructability Review (Architecture)** – Provide professional services in association with the design of facilities as well as providing general advice and expertise to the City with respect to architectural principles and practices. Basic services may include programming, reports, studies, schematic design, design development, preparation of construction and bid documents with detailed cost estimates, permitting, bidding assistance, construction administration, and project management for new construction, renovations and restorations of public facilities. Bidability/constructability review services may include detailed plan and specification reviews to identify errors, omissions, and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where the City could realize significant cost savings and to provide a constructability report summarizing their findings.

- b. **Design Review Services** – Provide professional services with the ability to perform conceptual and detailed plan and specification reviews to identify errors, omissions, and insufficient or ambiguous details in order to determine compliance with local, state, and federal regulations. Services may include the review of plans submitted through the City’s Development Review (Planning Commission/City Council) process.
- c. **Landscape Architecture Services** – Provide professional services in landscape architecture, minor architectural design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects, to include new construction, renovations, and restorations. Basic services may include programming, reports, studies, surveys, site planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management.

4. CONSTRUCTION SERVICES

- a. **Administration/Project Management and Inspection Services** – Provide professional services with the skills and abilities to serve as project management task and perform professional inspection services. Project management tasks may include inspecting and documenting contractors’ work, and prepare pay requests and change orders as required. Additionally, project management services may include professional communication as a liaison with the public and communication/coordination with contractors, sub-contractors, utilities, other governmental agencies, and other involved parties.

Professional inspection services shall involve conducting inspection services for both private development (subdivision and single site) and public infrastructure improvement projects. Work may include coordinating, documenting and reporting on all aspects of inspection activities as well as acting as City’s liaison with the public and contractors as well as representing the City at required meetings.

Note: It is the City’s desire to collect spatial data and attributes of installed public improvements (waterlines, curbs, etc.), including those associated with private subdivision projects at time of installation using standardized GPS methods/practices in accordance with tolerances established by the City.

- b. **Material Testing Services** – provide professional services for the testing of materials in accordance with all local, state and federal regulations/specifications.

- c. **Utility Locate Services** – Provide professional services in locating and marking underground utility facilities for residential, commercial and industrial property owners/projects. Work may include marking facilities on a regular and ongoing basis to protect the safety of the public, decrease the injury rate among workers as well as to protect the underground infrastructure and eliminate guesswork when excavating in Grove City.

5. SURVEYING SERVICES

- a. Construction Staking Services - Provide professional services that may include the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a major project is to be constructed. Also includes the establishment of necessary site-specific construction elevation benchmarks and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed project improvements.
- b. Boundary Services - Provide professional services in the establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the appropriate land coordinate system to enable the survey to be retraced. This work includes the boundary resolution, the preparation of legal descriptions and exhibits of the area surveyed and acquisition areas, and the preparation of right-of-way plans/records of surveys.

6. PLANNING SERVICES

- a. **Planning Consultation Services** – Provide professional services in association with or in support of City staff with respect to analyzing, investigating and developing an understanding of various community-wide and area specific issues as they relate to long-range planning, urban design, and/or regulatory policies. Basic services may include assisting staff or conducting detailed reports, studies, surveys, schematic designs or any related support needed to supplement the efforts of City staff. Work will include communication and coordination with City staff as well as attendance at required meetings and field reviews.
- b. **Capital Improvement Planning/Administration Services** – Provide professional services for the formation, prioritization, and administration of the City's capital improvement plan (CIP). Work may include the identification of grant/funding mechanisms as well as the formation of CIP projects and require preparation of

reports, construction drawings, certifications of rights-of-way, bid document reviews, inspections and materials testing, and pay request reviews and verifications. Design may include right-of-way/easement acquisitions.

7. GEOGRAPHICAL INFORMATION SYSTEM (GIS) SERVICES

- a. **GIS Consultation Services** – Provide professional services to City staff in support of geospatial technology responsibilities. Such duties may include aiding staff in the design and implementation of an enterprise GIS; planning, developing, and maintaining specified projects or operations; creating or assisting in the creation of data, including the collection of data utilizing GPS; responding to general staff questions/problem solving; and providing guidance and onsite support to staff when requested. Preference in selection will be given to companies with experience in local government GIS and the utilization of ArcServer.

Note: The City may add and/or subtract service categories, without notification and at its discretion in order to best serve the community.

V. GENERAL SUBMITTAL INSTRUCTIONS

The City will be accepting SOQ's until 4:00 PM, FRIDAY, JANUARY 27, 2012, responses received after will not be considered. A total of eight (8) copies of the Statement of Qualification must be provided, six (6) bound and one (1) unbound hardcopies are to be provided as well as one (1) electronic copy of the firm's qualifications. The submittal is to be referenced as "Professional Design/Consultation/Inspection SOQ" and submitted to:

Kyle Rauch, AICP
Planning and Development Officer
City Hall, 4035 Broadway
Grove City, Ohio 43123

The City shall return late responses unopened, and not consider them for selection. There will be no exception to this policy. The City assumes no responsibility for responses received after the due date and time, whether due to mail delays, courier mistakes, mishandling, or inclement weather. **Submittal packages are to comply with the following:**

1. Statement of Qualifications must be printed double-sided in an 8½x11 format. Proposals with 11x17 pages are allowed but must be folded into an 8½x11 format.

2. No facsimile or "stand-alone" electronic proposals will be accepted.
3. An authorized representative must sign the cover letter and their name and title must appear below the person's signature. The signing of the proposal certifies:
 - a. The person signing the submittal has the legal authority to do so;
 - b. The respondent has not made and will not make any attempt to induce any other person or firm to submit or not submit a response;
 - c. That to the best of his or hers knowledge, no employee of the City of Grove City, or any partnership or corporation in which a City employee has an interest, will or has received any remuneration of any description, either directly or indirectly, in connection with the letting or performance of any contract resulting from this Request for SOQ's; and
 - d. The content contained in the submittal is true and complete to the best of the respondent's knowledge.
4. Firms responding for more than one service (outlined in Section IV), shall include qualifications for each service by service category as described in Section VI (Submittal Content) of the submittal instructions. Submitted responses shall be bound in a single binder with each service category tabbed appropriately.

NOTE: Following the submission of sealed packages, the respondents are not permitted to inquire or contact any City staff or official regarding their submission. Failure to adhere to this notice may result in disqualification or further consideration. Please note that City staff will conduct a professional review and may at our discretion follow-up with needed questions or clarifications.

VI. SUBMITTAL CONTENT

For consistency in proposals, please arrange content in order listed below:

1. **Introductory Cover Letter (Two Pages Max.)** - A letter naming the person or persons authorized to represent the consultant in any negotiations and sign any contract that may result. Additionally this statement should clearly indicate that the firm has the capacity to enter into a general engineering agreement and that the information contained within is true and complete to the best of his or hers knowledge.
2. **General Liability Insurance Coverage** – Except when a modification is requested in writing by the Engineer and approved in writing by the City, the Engineer shall carry and maintain at its cost, with companies authorized to do business in Ohio, liability

insurance (which shall include the requirements set forth below) during the term of the Agreement:

- a. Worker's Compensation and employer's liability insurance to the full extent as required by applicable law;
 - b. Commercial general liability coverage for bodily injury, death and property damage, including limited contractual liability coverage in not less than the following amounts:
 1. General Aggregate Limit: \$2,000,000 each occurrence;
 2. Each Occurrence Limit: \$2,000,000 each occurrence; and
 - a. Compliance with these limits may be met by a combination of primary and umbrella/excess policies,
 3. Commercial automobile liability coverage, including non-owned and hired, in an amount not less than \$1,000,000.
3. **Professional Liability Insurance.** Except when a waiver is requested in writing by the Engineer and approved in writing by the City, the Engineer shall maintain insurance to protect against claims arising from the performance of the Engineer's services on the Project caused by any negligent acts, errors, or omissions for which the Engineer is legally liable ("Professional Liability Insurance"). The City will determine the amounts and types of specific coverage required for each project. (What follows in the remainder of this Section 3 is a general discussion of the insurance elements the City typically requires—subject to adjustment or complete waiver by the City on a project-by-project basis.) Generally, except when a modification is approved by the City in writing, such Professional Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) per claim and in the annual aggregate. The Engineer shall keep such insurance in effect for so long as the Engineer may be held liable for its performance of services for the Project. If the Professional Liability Insurance is written on a claims-made basis, such insurance shall have a retroactive date no later than the date on which the Engineer commenced to perform services relating to the Project. The insurance company issuing the Professional Liability Insurance policy must be authorized to do business in Ohio and have a rating of at least A status as noted in the most recent edition of the Best's Insurance Reports.

The selected consultants shall provide satisfactory proof of insurance. Moreover, on all insurance the selected consultant shall name the City, its officials, employees, and

agents, as additional insureds (except workers' compensation, professional liability, and professional errors and omissions policies). Affirmatively state that respondent can comply with these two requirements.

a. Licenses: Provide evidence that the firm is licensed to conduct the type of work for which it is submitting a proposal—where licenses are required by State law. For example, a firm submitting to provide landscape architecture services under Section (IV)(3)(c) of this Request for Qualifications must be registered as provided in Ohio Revised Code Sections 4703.30 to 4703.49; or, a submittal for Professional Engineer or Surveyor services must demonstrate registration under Chapter 4733 of the Revised Code.

4. **History & Background (Three Pages Max.)** - Provide a brief statement detailing the firm's history; corporate and satellite office locations; workforce (profession and non-professional) within the firm at both corporate and office satellite levels; and project types in which your firm has specialized at both corporate and satellite office levels.
5. **Firm Compatibility/Ability Statement (Four Pages Max.)** - Provide a statement that portrays the firm's capabilities and/or experience in providing professional services to communities of similar size, form of government and organizational outlay as Grove City, described in Section I (General Information/Organizational Background).
6. **Firm Qualifications (Five Pages Max. per Service plus Two Pages Max. per Key Personnel)** – Provide materials to demonstrate the firms' qualifications and abilities to serve the needs of the City as outlined in Section IV (Service Categories). Firms responding for more than one service shall include firm qualifications for each service by service category with each service category tabbed appropriately. Responses should be provided/formatted in the order noted below:
 - a. Qualifications and experience of the firm and its probable team members including subconsultants (if any) and other pertinent information demonstrating the firms' ability to perform work rapidly, efficiently, and economically.
 - b. Experience coordinating work with private, local, state, and federal agencies.
 - c. Relevant experience of similar projects/services. Descriptions should include: 1) start and completion dates; 2) cost estimates; 3) bid amounts vs. actual construction amounts; 4) number and percentage of change orders; and, 5) references.

- d. Special expertise in techniques of problem analysis and resolution applicable to similar projects/services.
- e. List and provide overview of three (3) similar/representative municipal projects or services in which your firm has been involved relevant to the solicited service. Do not include projects/services that current personnel performed for another firm. Please note proposals may be excluded from further consideration if projects are included that the firm did not perform.
- f. Provide list of key personnel qualifications and a statement that portrays how the qualifications and experience of the firm's proposed key personnel (professional/non-professional) relate to the solicited service. List and only provide information for those personnel that the firm is proposing to perform the work. Responses should address the following:
 - Qualifications of principal(s) and proposed key personnel with respect to the work as described in this SOQ. Identify any applicable registrations.
 - Experience of principal(s) and proposed key personnel with respect to the work as described in this SOQ. Clearly note projects/services performed by personnel that were performed for another firm.
 - Additionally, please respond to the following and provide other relevant information for each key personnel to be involved in the provision of services as deemed necessary.

Note: This information is to demonstrate that current employees have required experience, not just past experience of firm in general.

7. **Firm Quality of Client Service (Five Pages Max.)** - Provide a statement that demonstrates the quality of service provided to clients and provide a minimum of five (5) references with the names, addresses and telephone numbers of current and past clients for whom the firm has provided similar professional services. The response should address the following:
 - a. Availability for meetings, joint fieldwork, and other combined efforts; commitment to timely delivery of work products; and, commitment to timely communication with City staff.

- b. Internal procedures and/or policies for quality assurance and cost control.
 - c. Success in minimizing the number of contract changes (or contract change orders on design and construction projects) for projects/services managed by the firm.
 - d. Long-term client/firm relationships. Preferably, this information shall be in the form of a matrix reflecting years (3 to 10 years) of repeat work for various clients, preferably those clients also listed as a reference.
 - e. Proposers shall provide with their response a list of claims made against the proposer and the values of those claims for any claim made during the last five years of operations. Proposers shall also provide a list of claims it has made against its clients during the last five years and include the amount of those claims as well.
8. **Supporting Information (Five Pages Max.)** - Examples of supporting materials that should be included with the response, may include:
- a. Graphs, charts, photos, resumes (of key personnel), plans, reports, or similar documentation
 - b. Project/service examples and materials that convey consistent quality service and illustrate innovative solutions and effective project management
 - c. Any litigation to which the firm is a party
 - d. Any bankruptcy settlements or unpaid judgments against the firm or its principals
 - e. Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s)

VII. INTERPRETATIONS AND ADDENDUM

All questions regarding this request for SOQ and process shall be submitted in writing to Kyle Rauch, AICP at krauch@grovecityohio.gov. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Respondents/Proposers within a reasonable time—as decided solely by the City—prior to submittal closing.

VIII. EXPENSES INCURRED IN PREPARATION AND SUBMISSION OF MATERIALS

The respondent/proposer shall be fully responsible for all expenses incurred in the preparation and submittal of materials. The City will accept no financial responsibility.

IX. SELECTION PROCESS

City staff will review and evaluate all materials contained in the submitted response. Responses will be evaluated on completeness and quality of its content with the understanding that this process is to identify firms with a demonstrated ability to perform the desired professional services as indicated by the technical training, education, and experience of the firm's personnel, the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.

Following the evaluation process staff will be recommending selected firms to the City Administrator for inclusion on the City's roster of qualified firms. A tentative schedule for this process appears below:

OUTLINE OF SELECTION PROCESS	DATE/DEADLINE
1. Advertise	Week of December 26 th
2. Responses Due	January 27, 2012
3. Short List Firms	February 17, 2012
4. Firms Interviews - Optional**	February 20-24, 2012
5. Consultant(s) Selection Notification	February 27, 2012

X. INTERVIEWS

The City reserves the right to conduct interviews on an as needed basis, determined at the sole discretion of the City. If needed, interviews will be held in a conference room with limited seating capacity, therefore the City requests that the interview team be limited to no more than three individuals. It is anticipated that interviews will be no more than one hour in duration. If deemed necessary, the City reserves the right to hold a second round of interviews before making their final selection of the consultant(s).

The City reserves the right to investigate the references and past performance with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers.

The City may postpone the award or execution of the Contract to complete the investigation of references.

XI. REQUEST FOR MORE INFORMATION

The City may request more information to fully and accurately evaluate SOQ's if two or more firms appear to be equally qualified. The City reserves the right to obtain clarification of any point in a firm's SOQ or to obtain additional information necessary to properly evaluate particular materials. Failure of a firm to respond to such a request for additional information or clarification could result in rejection of the firm's SOQ.

XII. CONSULTANT(S) SELECTION AND TERM

A panel composed of key city personnel charged with oversight and/or direct involvement with professional consultants will evaluate response submittals and prepare recommendations to the City Administrator. The City Administrator will determine the final selection and placement of a firm. Selected firms will be placed on the roster, in an unranked alphabetical order by service/service category for three (3) years or until updated.

XIII. RESERVATION OF CITY RIGHTS

The City reserves all rights regarding this Request for Statement of Qualifications, including without limitation, the right:

1. To waive any minor irregularity, informality, or non-conformity with the provisions or procedures and to seek clarification from the respondent if required.
2. To reject any submittal that fails to substantially comply with all prescribed solicitation procedures and requirements.
3. To reject any or all submittals.
4. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
5. To make the selection of any firm in the best interest of the City.
6. To investigate the references and past performance of any respondent with respect to its successful performance of similar services, compliance with specifications and

contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. The City may postpone the selection or execution of the contract after the announcement of the apparent successful firm(s) in order to complete its investigation.