

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM MUNICIPAL ENGINEERS AND ENGINEERING FIRMS SEEKING APPOINTMENT AS THE VILLAGE OF NORTHFIELD MUNICIPAL ENGINEER**

To: Persons and Engineering Firms Qualified to Perform Municipal Engineering Services

From: Village of Northfield, Ohio

Re: Appointment as the Village of Northfield Municipal Engineer

Date: September 28, 2020

The Village of Northfield, Ohio (the "Village") is looking for a qualified person and firm experienced to act as the Village Municipal Engineer, starting no earlier than January 1, 2021. Persons and firms responding to this Request will have the opportunity, if selected, to meet with Village officials to further discuss their suitability for appointment as the Village Municipal Engineer.

**VILLAGE MUNICIPAL ENGINEER**

Section 13.01 of the Village of Northfield Charter provides for the appointment and duties of the Village Municipal Engineer. That Section states:

The Council may by ordinance provide for the employment of a Municipal Engineer, who shall be appointed by the Mayor, subject to confirmation by a two-thirds vote of those members elected to Council, and who shall serve at the pleasure of the Mayor. The Municipal Engineer shall be a registered professional engineer in the State of Ohio and shall perform such duties as may be prescribed by the Mayor. He or she shall receive such compensation in the form of fees or salary, or both, as may be provided for by ordinance of Council.

The current Village Engineer hourly pay rate schedule tops out at \$116 per hour. Lesser rates are currently being charged for surveying work, computer drafting, and construction project inspections that cannot be performed by Village Service Department employees.

The Village expects to appoint a Village Municipal Engineer for a term starting no earlier than January 1, 2021 and that all or a significant portion of the Village's engineering services would be performed by that appointed municipal engineer and his or her firm. Engineering Services expected to be performed would include, but not necessarily be limited to: attending the first Village Council Meeting of the month on the second Wednesday of the month at 7:30 p.m.; attending two or more Village Planning Commission Meetings per year on the third Wednesday of the month at 7:30 p.m.; conducting relevant engineering studies, surveys, mapping, soil testing, and soil borings; preparing preliminary and final drawings and plans, preparing specifications and bid documents, assisting with bidding and contract awards, and drafting

correspondence in connection with Village road, sewer, and other construction projects; performing construction project administration and inspection services; conducting plan reviews and drafting correspondence for private construction projects and developments in the Village; preparing requested and required reports; preparing and reviewing erosion and stormwater control plans; supervising requests from utility providers; testing concrete and asphalt; administering Village traffic control signals and devices; and ensuring compliance with EPA, NEORS, and Army Corps of Engineers matters and requirements.

### STATEMENT OF QUALIFICATIONS

The Village is accepting Statements of Qualifications from persons and firms experienced in providing municipal engineering services. The Statements of Qualifications shall be a document consisting of no more than ten double sided pages or twenty single sided pages between covers. Any Statement of Qualifications exceeding the page limit will not be considered. Applicants should not feel compelled to approach the maximum page limit if they feel they can adequately respond to this Request in a more concise manner.

Emphasis should be placed upon presenting your relevant experience as a municipal engineer and attending and participating in public meetings. You should provide information on what staff members would be expected to perform work for the Village, the qualifications and experience of those staff members, and the work tasks for which any listed team members would be responsible. A schedule listing your current employee municipal billing rates by classification and any overhead multipliers, and expected fixed fees is also requested.

Statements of Qualifications that are non-responsive to the above directives may be disqualified. Statements shall be signed by the individual submitting the Statement of Qualifications on behalf of the firm. Statements should indicate that the individual submitting the Statement has the authority to submit the Statement on behalf of the firm. During the evaluation period, which will commence after the submission deadline, the Village reserves the right to request additional written information to assist in the evaluation of the Statements. The Village also reserves the right to reject, for any reason that is sufficient in the discretion of the Village, any and all nonconforming Statements and waive irregularities in any of the Statements received. All firms submitting Statements will receive a written response from the Village as to which firms are selected for further consideration.

A municipal engineer appointment will be made after a person or entity is selected and a compensation and/or fee schedule is agreed upon between the Village and the person/entity selected. The effective date of the appointment will be no earlier than January 1, 2021.

Interested applicants must submit their Statement of Qualifications to the Village, c/o Law Director Brad Bryan, at Goodwin & Bryan, LLP, 22050 Mastick Road, Fairview Park, Ohio 44126 if by mail, or by email to Mr. Bryan at [bbryan@gbs-llp.com](mailto:bbryan@gbs-llp.com). Submissions must be received no later than 3:00 p.m. on Tuesday October 27, 2020. Late submissions will not be accepted. Any questions regarding this Request should be addressed to Brad Bryan, Village of Northfield Director of Law, at 440.686.9000 or [bbryan@gbs-llp.com](mailto:bbryan@gbs-llp.com). The Village of Northfield appreciates your interest in this position.