

## REQUEST FOR QUALIFICATIONS

### CANTON WATER DEPARTMENT

#### CANTON, OHIO

#### Water Meter and Meter Transmitting Unit Replacement Project

The City of Canton Water Department intends to contract with a professional engineering firm or firms to assist with the water meter and meter transmitting unit (MTU) replacement program. This program includes the replacement of approximately 40,000 residential water meters and the corresponding automated meter reading transmitting units associated with each water meter. The original fixed base AMR system, including water meters and MTU's, was installed in approximately 1997. This program includes only the replacement of the residential water meters and MTU's, as they have reached the end of their respective life cycles. The meters and MTU's to be replaced are located inside customers' residences.

The anticipated scope of services may include all aspects of planning, design and oversight necessary for the efficient and effective implementation of this system wide program. The initial planning and design phases would establish at a minimum the program methodology; procurement methodology; equipment specifications; cost estimates; bidding documents and other contract documents necessary for the City to advertise, receive bids and evaluate said bids for the award of a contract or contracts. The construction phase services are not yet defined at this time but will include at a minimum conducting a pre-construction conference; preparation of contract documents for execution; project administration including technical support, project oversight, and contractor pay estimates review along with recommendation for payment. Other general services may include interaction with customers and the contractor for scheduling, installation and follow-up to customer questions on behalf of the City. Consultants must also be available to attend and represent the City at public informational meetings related to this project.

Engineering firms interested in being considered for a contract must submit a qualifications package to: Tyler S. Converse, Superintendent, Canton Water Department, 2664 Harrisburg Road N.E., Canton, Ohio 44705. Three complete copies of the package must be received no later than 3:30 P.M. on March 15th, 2013. Statements received after this deadline will not be considered.

Per the Ohio Revised Code, Section 153.65-68, statements of qualifications shall be used to rank firms based on the general qualifications such as: The firm's background; experience on similar past projects; past project performance with regard to quality of work, control of costs, and meeting of deadlines; references; identification of the project team; experience of the consulting team; availability of qualified personnel; and a technical approach.

The general qualifications must not exceed 20 single-sided pages that are double-spaced with a 12-point font. The project technical approach shall not exceed an additional five single-sided pages that are double-spaced with a 12-point font. The technical approach shall describe the consultant's personnel responsibilities and processes to complete the study. The City reserves the right to require an oral technical presentation to aid in the ranking process.

Once the firms are ranked, the City will commence fee and contract negotiations with the firm or firms ranked most qualified to perform the required services. The final scope of engineering services will also be established during the negotiation.

SCHEDULE: For the calendar year 2013-2014.

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