



Request for Qualifications – Engineering Services
VILLAGE OF LORDSTOWN, SALT SPRINGS ROAD WATER BOOSTER STATION RELOCATION PROJECT

The Clerk of the Village of Lordstown, Ohio is soliciting Statements of Qualifications for engineering construction services for the Salt Springs Road Water Booster Station Relocation Project in Lordstown, Ohio.

RFQ NUMBER: 2025-01

ISSUE DATE: April 2, 2025

DEADLINE FOR SUBMISSIONS: May 2, 2025

PROJECT CONTACT INFORMATION

COMMUNITY	Village of Lordstown
PRIMARY P.O.C.	Cindy Slusarczyk
ADDRESS	1455 Salt Springs Road
VILLAGE/ZIP	Warren, OH 44481
PHONE	(330) 824-2045
E-MAIL	waterclerk@lordstownvillage.com
DUNS #	098905524
FEDERAL EMPLOYER # (EIN)	34-1207102

SECONDARY P.O.C.	Jackie Woodward, Mayor
ADDRESS	1455 Salt Springs Road
VILLAGE/ZIP	Warren, OH 44481
PHONE	(330) 824-2507 x4
E-MAIL	mayor@lordstownvillage.com

PROJECT SUMMARY: The Village of Lordstown is seeking qualifications from interested firms for the engineering construction management of the Salt Springs Road Water Booster Station Relocation Project.

PROJECT DESCRIPTION: This improvement project consists of relocating the existing Salt Springs Road Water Booster Station, which is an idle 2016 skid-framed unit with an attached enclosure building to the following location TBD, but within a ¼ mile radius of the State Route 45 and Hallock Young Road intersection, and providing all lifting and transport services for the unit, installing a new reinforced concrete pad at the site on which the skid-framed unit will be fastened, upgrading the pumps and controls inside the relocated enclosure, upgrading the emergency generator, and connecting the water booster station suction and discharge pipes to the Village’s existing waterline along State Route 45. This improvement will entail site improvements at the new location, including a natural gas service line connection for the emergency generator, driveway turnaround, connection to State Route 45, and installing a new perimeter security fencing and site light. The pre-existing suction and discharge lines will need cut and capped and the surface of the site restored.

At the Pritchard-Ohltown Road water booster site, the existing station enclosure, which is concrete, will need completely disconnected, removed from the site, and hauled away for disposal. The existing suction and discharge lines will need to be cut and capped, and the surface of the site restored. The existing emergency generator and the generator controls will need lifted and hauled to a undetermined storage space (within Lordstown).

The services will entail performing all necessary construction administrative services, including but not limited to: review of all contract documents, review all shop drawing submittals, review all RFI’s, review all payment applications and change orders on the project, conduct all needed construction observation services, conducting construction progress meetings, complete all construction contract closeout with the contractor, attending equipment start-up and documenting testing, reviewing O&M Manuals submitted by the contractor, complete record drawings from the contractor’s red-lined as-built drawings, and assist the Owner with completing all necessary USEPA grant administration services throughout the construction contract.

PROJECT LOCATION: Area within a ¼ mile radius of State Route 45 and Hallock Young Road intersection in Lordstown, OH.

PROJECT START DATE: May 21, 2025

DEADLINE FOR SUBSTANTIAL COMPLETION: November 1, 2025

BUDGET SUMMARY:

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TOTAL PROJECT COST	\$424,000.00
FEDERAL SHARE	80%
NON-FEDERAL SHARE	20%

SUBMISSION INSTRUCTIONS: As required by Ohio Revised Code 153.65-73, responding applicants will be evaluated and ranked in order of their qualifications. Following this evaluation, the Village will enter into contract negotiations with the most highly qualified firm. Interested firms should submit their qualifications in accordance with the following instructions:

The Statement of Qualifications should include the following:

1. Firm name, address, telephone number and contact person.
2. A statement of interest and qualifications for this project.
3. A brief project understanding description. Include any concerns regarding permits, schedule, site, etc.
4. Firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project expertise, management skills, and methodology to monitor project budgets.
5. Key project team members, including detailed resumes, and any sub-consultants, if proposed, with similar information.
6. Examples of project construction and management experience with projects of this nature.
7. Descriptions of recent and related projects completed by the firm.
8. References of other owners for which the firm has provided similar professional services, including:
 - a. name of owner
 - b. project name
 - c. brief description of firm's involvement
 - d. contact person
 - e. address
 - f. telephone number
 - g. firm's key personnel assigned to the referenced project.

EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights that the Village plans to utilize to select the best qualified engineering firm. The right to change these criteria and weights assigned is retained by the Village throughout the selection process. Selection is very subjective in many areas, and the decision of the Village administration will be final and not subject to re-evaluation by the firms submitting a statement of qualifications.

Experience and Qualifications-Weight Factor 30%

Past experience with similar projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities, will be included in this area. length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, ability to be bonded, etc. will be included in this factor.

Technical Approach and Methodology-Weight Factor 30%

Such considerations as; ability of firm to timely complete the required work in-house, ability of firm to utilize full-time staff to complete work, range of firm’s staff in the technical areas needed for the project, subcontractors needed to complete the project, etc. will be included in this factor.

Quality of Work-Weight Factor 20%

Quality of examples and descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this factor.

Location-Weight Factor 10%

The location of firm's office that will be responsible for project coordination, previous work in the general geographic area, and key project personnel office location will be included in this area.

Demonstration of Interest-Weight Factor 10%

The responsiveness to this request, adequateness of material supplied to permit evaluation, quality of presentation, cooperation, concern, and availability to perform will be included in this factor.

Submission Deadline: **May 1, 2025**

Submission Method: Electronic submissions are preferred and should be sent to Cindy Slusarczyk at waterclerk@lordstownvillage.com. Alternatively, hard copies can be mailed to the Village of Lordstown Attn.: Cindy Slusarczyk, 1455 Salt Spring Road, Warren, OH 44481.

Please ensure that your submission includes all required information outlined in this RFQ. Late submissions will not be considered.

We look forward to receiving your qualifications for this project.