

REQUEST FOR QUALIFICATIONS

CITY OF LANCASTER

FOR INSPECTION SERVICES

Various roadway projects including storm sewers, culverts and paving.
Federally Funded Bridge Replacement Project, LPA project with ODOT oversight.

OBJECTIVE

The objective is to request Statement of Qualifications (SoQ) to select up to 3 qualified firms to complete inspection and construction management service of various construction projects within the City of Lancaster during 2026. Selection of the firms will be based upon a predetermined set of weighted criteria as outlined herein.

BACKGROUND

The projects with anticipated inspection needs are the 2026 Street Improvement Program, Arbor Valley Drive Reconstruction Project, 6th Ave Bridge Replacement Project and various subdivision projects by private developers.

SCHEDULE

The work hours and actual schedules will be determined by the contractors or developers. Normally weekday, daytime hours are expected with the possibility of working on weekends. It is anticipated that the majority of the inspection services required will be between March 15, 2026 and November 15, 2026.

SCOPE OF WORK

The selected consultant will be the principal point of contact between the contractor or developer and the City of Lancaster. The selected consultant will represent the City of Lancaster in the field with the general travelling public, residents and contractors / developers. The Assistant City Engineer will be the Project Manager, and the City of Lancaster is the Project Owner.

The selected consultant will: be on the construction site anytime construction is taking place; communicate and coordinate with various City departments; keep a detailed daily diary of construction activities; perform wage interviews; track quantity of materials; assure that materials brought onto the site comply with the project specifications; assure that construction procedures comply with the project specifications; advise and help negotiate changes in the project costs, scope and schedule; determine when and what materials testing is needed, attend project meetings; create a punch list and coordinate corrective work; oversee the maintenance of traffic for conformity to the OMUTCD; keep

detailed and accurate records of all activity; and submit all records to the City; complete paper work and inspections as required by ODOT on LPA Project.

EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights the City plans to utilize to select the best qualified consultants. The right to change these criteria and weights assigned is retained by the City throughout the selection process. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

a) ODOT Experience (20 points)

The City uses ODOT specifications and procedures for roadway construction items, and relies on ODOT personnel for support. Considerations are; ODOT pre-qualifications, years of experience with similar type projects, familiarity with ODOT testing and construction procedures.

b) Experience with City Specifications and Utilities (20 points)

The City uses Lancaster specifications for roadside and utility work items. The inspector will coordinate the project with local utilities (private and City) and Considerations are; experience with similar type projects with the City, familiarity with the City specifications and knowledge of various departments within the City.

c) Strength/Experience of Assigned Staff including Subconsultants. (20 Points)

d) Availability and Responsiveness (20 points)

The inspector should be on site, as much as possible during construction activities. Some of which will be short in duration and sporadic. The inspector must be available at short notice. A local presence is advantageous in keeping an eye on announced construction activities, reducing response time and decreasing costs to the project. Considerations are; location of firm's office that will be responsible for project coordination, workload of inspectors, and priority of project.

e) Quality of Work (20 points)

Such considerations as; examples or descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this area.

STATEMENTS OF QUALIFICATIONS

The City will accept SoQ's until **3:30 (pm) on January 30, 2026** at the City of Lancaster Engineering Office, 121 E. Chestnut Street Suite 100, Lancaster OH 43130

Each firm shall submit a total of three copies of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Inspection Services, City of Lancaster 2026 Construction Projects. The SoQ shall be limited to 12 pages.

The City retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected and the City cannot negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified engineering firms at a later date.

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the criteria stated herein. It is desirable that the responding firm's SoQ's specifically address each evaluation criteria. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may also be submitted.

The City requests, that in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope for a detailed project description. The selected projects shall have been a project that has been completed within the last five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing address of the general contractor along with the name and telephone number of its project superintendent are required.

INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time. The City selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms' interviews are held.

NOTICE OF POLICY

It is the policy of the City of Lancaster that all original design documents, construction tracings, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of the City of Lancaster. Any copyrighting of material produced as a result of the services performed shall be in the City of Lancaster's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.