



JEFFERSON COUNTY PORT AUTHORITY

Request for Statements of Qualifications for Engineering Services

The Jefferson County Port Authority (Port) expects to engage in several capital investment projects in the coming years that will require various engineering consulting services. Consistent with its Procurement Policy and Ohio Revised Code 153.71, the Port will maintain a file of qualified engineering firms that will be available to enter into direct cost negotiations with the Port on specific projects estimated to cost less than \$50,000.00. The Port will reserve the right to determine each firm's eligibility as a member of the pre-qualified list, based on the qualifications outlined below. The Port's Executive Director will maintain regular communications with all respondents to this request pertaining to their ongoing eligibility. Per ORC 153.71 (A)(1), any consultant performing work for the Port under this small project selection process must submit an updated statement of qualifications within the preceding 12 months prior to being selected to perform work.

Consistent with its Procurement Policy and ORC 153.71, all respondents will agree and understand that the Port will issue separate Requests for Qualifications (RFQ's) pertaining to each future project estimated to cost more than \$50,000.00. For these larger projects, the Port will utilize its project-based RFQ ranking system outlined in its policy.

Firms that submit acceptable Statements of Qualifications will be available to assist the Port on the following types of projects as needs arise. This shall not serve as an all-inclusive list; items may be added as necessary:

1. Phase I and Phase II environmental assessments for hazardous substance or petroleum land contamination.
2. Wetlands mitigation or other State/Federal permitting assistance.
3. Grant-writing assistance.
4. Asbestos abatement planning.
5. Road planning and/or cost estimates.
6. Preliminary design/engineering for building construction projects.

Statements of Qualifications shall not exceed a total length of 8 pages (minimum 11-point font), not counting resumes to be included in an appendix. The submittal shall include the following information:

1. Firm Information—A concise description of the firm, its history, and various areas of expertise. Include information on the firm's available resources, including which field offices would be

available to assist the Port. Case studies of successful projects in at least four of the categories of general areas of assistance listed above are required.

2. Project Team—The 8-page submittal should describe the core team that will be available for future projects, with the Port’s understanding that specific future projects could require other team members from the firm. This section shall describe each team member’s general ability to address projects. (Supplemental information may be provided in each team member’s resume in the appendix). It is required that at least one (1) team member will be a Certified Professional (CP) within the Ohio Voluntary Action Program (VAP) in order to consult on future environmental needs. This section should also address the team’s general present and projected workload and ability to respond to the Port’s needs.
3. Previous Performance/Experience in the Upper Ohio Valley—The submittal should cover the firm’s successful projects in Jefferson and surrounding counties, with particular emphasis on the team’s ability to serve similarly staffed local governments on economic development projects. Local/regional references are welcome within the narrative.

Submittal Information

Responses (1 copy) may be sent to the Port Authority via mail or email at:

- evan@jcport.com

or

- Evan Scurti, Executive Director
Jefferson County Port Authority
500 Market Street, first floor, Suite 3
Steubenville, OH 43952

Submittals will be accepted on an ongoing basis until further notice. The Board of Directors, following a recommendation from the Executive Director, will reserve the right to reject any and all submittals based on its determination that an engineering firm has not met the minimum qualifications to be a pre-qualified member of the Port’s file for small project selection.

Questions can be directed at any time to Executive Director Evan Scurti at: 740-283-2476; evan@jcport.com