



City of Powell, Ohio  
**Request for Qualifications (RFQ) for  
Professional Services –  
Engineering/Surveying (2025-2027)**

**Issue Date**

Wednesday, February 19, 2025

**Issued By**

City of Powell  
47 Hall St.  
Powell, Ohio 43065

**Inquiries** C. Aaron Stanford, P.E.  
City Engineer  
(614) 885-5380 (office)  
[astanford@cityofpowell.us](mailto:astanford@cityofpowell.us) (email)

**Proposal Submission Deadline**

2 p.m. EDT, March 5, 2025

# City of Powell, Ohio | Request for Qualifications (RFQ) for Professional Services – Engineering/Surveying (2025-2027)

## 1) General Information

The City of Powell prides itself on being the perfect place to raise a family and grow a business. We have paired a safe, quaint, small-town atmosphere with the modern conveniences and amenities of a growing city.

Our history, humble roots, and small-town hospitality are the foundation of our growth. Accessible to a big city yet nestled in the rolling highlands of the Scioto and Olentangy River valleys, it's clear why more than 14,000 people and 1,300 businesses choose to call Powell home.

For our families, Powell features beautifully manicured neighborhoods, a highly-rated school district, and a supportive, active community. On a warm day, our residents can walk or bike along our scenic interconnecting bike paths to our vibrant downtown district or one of our award-winning parks. They can bond with their children while enjoying the music of a Lolli-Pops! Children's Concert, or to watch a firework show that concludes the annual Powell Festival.

For our businesses, Powell offers a community of local merchants and artisans intermingled with upscale restaurants and progressive businesses. Powell is committed to the city's economic development and supports our local businesses with a wide range of resources to help them thrive.

### *Fast Facts*

1. 14,000+ Residents
2. 1,300+ Businesses
3. 'AAA' Bond Rating

## 2) Introduction

The City of Powell is inviting experienced and qualified firms to submit Statement of Qualifications for Engineering and Surveying professional services during the period of 2025 - 2027. These professional services will support the City's general activities and specific projects, including approved projects in the Capital Improvement Program (CIP). This list of prequalified firms will be utilized to request proposals for design services as projects needs arise.

## 3) Consultant Prequalification Requirements

- a) Certificate of Authorization
  - i) *Professional Engineering Services*

For firms that provide professional engineering services in accordance with Ohio Revised Code Section 4733.01 (D), a current Certificate of Authorization from the State Board of Registration for Professional Engineers and Surveyors in accordance with ORC 4733.16. The State Board of Registration for Engineers and Surveyors requires Consultants to update the firm's

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Certification of Authorization on a bi-annual basis. Corporations that were granted a charter prior to August 7, 1943 to engage in providing engineering and/or surveying services or were otherwise lawfully providing engineering and/or surveying services prior to November 15, 1982 are exempt from the requirements for these rules. Professional associations which comply with Chapter 1785 of the Revised Code and were incorporated prior to November 15, 1982, are also exempt. A letter from the State Board must be submitted approving either exemption. For additional information regarding certification, please contact the Ohio State Board of Registration for Professional Engineers and Surveyors, 77 South High Street, Suite 2472, Columbus, Ohio 43215-6108, (614) 466-3651 or (877) 644-6364, or [www.peps.ohio.gov](http://www.peps.ohio.gov).

### ii) *Landscape Architectural Services*

For firms that provide Landscape Architectural Services in accordance with Ohio Revised Code Section 4703.30(B) and request to be prequalified for Bicycle Facilities and Enhancement Design, a current Certificate of Authorization from the Ohio Landscape Architects Board in accordance with ORC 4703.331 (F). The Ohio Landscape Architects Board requires Consultants to update the firm's Certification of Authorization on an annual basis. For additional information regarding certification, please contact the Ohio Landscape Architects Board, 77 S. High Street, 16th Floor, Columbus, Ohio 43215-6108. Telephone (614) 466-2316 or <http://www.arc.ohio.gov/>.

### iii) *Environmental Services*

For firms requesting prequalification to provide environmental services only, a copy of the certificate issued by the Ohio Secretary of State indicating that your firm is authorized to do business in Ohio.

### b) Technical Capability Within the Areas of Prequalification Requested

The City reserves the right to deny prequalification based on poor consultant performance.

## 4) Project and Category Descriptions

The City of Powell anticipates the need for the following services over the 2025-2027 period.

General Services:

- Bicycle Facilities and Enhancement Design
- Non-Complex Roadway Design
- Thoroughfare Planning
- Surveying and/or Subsurface Utility Engineering
- Bridge Design Level 1

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- Soil/Geotechnical Services
- Traffic Signal Design
- Lighting Design
- Plan Review Services
- Construction Inspection
- Construction Management/Administration Services
- Right of Way Acquisition Services
- Environmental Services

### 4. CIP Projects

The Capital Improvement Plan (CIP) guides the construction and major enhancements of City facilities and infrastructure. It constitutes a critical component in the City's system of planning, monitoring, and managing municipal activities. This system links together in a single process the annual cycle of planning, budgeting, implementation, and quality assessment activities.

Overall direction is established by the City Council's vision and strategic plan; these together with the Council Priorities, guide the five-year and one-year plans. The actual implementation of the City's plans is accomplished through the budget and the Capital Improvement Program. This process coordinates service delivery and assures that each City service and facility provided contributes to the City's long-term vision

The 2025 Budget, adopted on November 18, 2024, requested the projects including project descriptions, details, estimated costs, and programmed years that can be found at the following web address:

#### One-Year (2025) Plan

<https://city-powell-oh-budget-book.cleargov.com/17899/capital-improvements/capital-improvements-one-year>

#### Five-Year (2025-2029) Plan

<https://city-powell-oh-budget-book.cleargov.com/17899/capital-improvements/capital-improvements-multi-year>

Please note that the City of Powell approves all capital project budgets on a yearly basis and is subject to change.

### 5) Statement of Qualification: 30-page limit

Interested consultants shall submit a statement of qualifications, no more than thirty (30) pages, with the following information:

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- Cover letter
- Firm Name, Address, Contact Person and email addresses
- Firm Qualifications
- Project Team and Relevant Experience
- ODOT Prequalification(s)
- Certificate of Authorization
- Completed Representative Projects
- References

### **6) Requirement Compliance:**

- It is the responsibility of the firm and/or employee to notify the City of Powell within 30 days of an employee disassociating (leaving) a firm.
- If a user, identified as a key person for a firm, has an expired dated requirement or other requirement missing causing the firm to no longer meet the minimum key person requirements, the category will be revoked from the firm.
- If a user, identified as a key person for a firm, has disassociated from a firm causing the firm to no longer meet the minimum key person requirements, the category will be revoked from the firm.
- Categories can only be reinstated through a category review submission to the City.

### **7) Contact Information**

During submittal development, the respondent's questions regarding this Request for Qualifications should be directed only to C. Aaron Stanford, P.E., City Engineer, via email at [astanford@cityofpowell.us](mailto:astanford@cityofpowell.us) with the Subject heading **“Request for Qualifications (RFQ) for Professional Services – Engineering/Surveying.”**

### **8) Submission Deadline**

An electronic copy in Adobe PDF format via email or flash drive must be received at the City of Powell no later than 2:00 p.m. EDT on March 5, 2025. Proposals will not be accepted after this time. Proposals will be addressed as follows:

C. Aaron Stanford, P.E., CITY ENGINEER  
CITY OF POWELL, OHIO  
Request for Qualifications (RFQ) for Professional Services – Engineering/Surveying  
47 HALL STREET  
POWELL, OHIO 43065

Or via email at [astanford@cityofpowell.us](mailto:astanford@cityofpowell.us)

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**9) Withdrawal from Consideration**

A respondent may withdraw at any time before the submission deadline by submitting a written request for withdrawal to: C. Aaron Stanford, P.E., City Engineer, 47 Hall Street, Powell, Ohio 43065. The request for withdrawal will be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

**10) Conditions of Responses**

A. *Completeness:*

All information required by the Request for Qualifications must be supplied to constitute a legitimate submittal.

B. *Request for Clarification:*

During the period of evaluation, the City will have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the City will have the right to reject the submittal.

C. *Oral Presentations:*

After all responses have been evaluated, the selection committee **may** require representatives of one or more of the respondents to appear and present before the selection committee, at the respondents' expense, to make a final evaluation.

D. *Consultant Prequalification:*

The City of Powell will review all Statement of Qualifications and will evaluate each submittal. Once completed, the City of Powell will provide each applicant with a "Notice of Prequalification" which will indicate the inclusion in the City of Powell's prequalification list for professional services in the specified areas.

# PROFESSIONAL SERVICES QUALIFICATIONS SELECTION

Please select the services that are being requested for qualification below by checking the box next to the service listed.

- Bicycle Facilities and Enhancement Design**
- Non-Complex Roadway Design**
- Thoroughfare Planning/Traffic Studies/Safety Studies**
- Surveying and/or Subsurface Utility Engineering**
- Bridge Design Level 1**
- Soil/Geotechnical Services**
- Traffic Signal Design**
- Lighting Design**
- Plan Review Services**
- Construction Inspection**
- Construction Management/Administration Services**
- Right of Way Acquisition Services**
- Environmental Services**

Name of Firm: \_\_\_\_\_

Authorized Agent (Printed): \_\_\_\_\_

Authorized Agent (Signature): \_\_\_\_\_

Date: \_\_\_\_\_