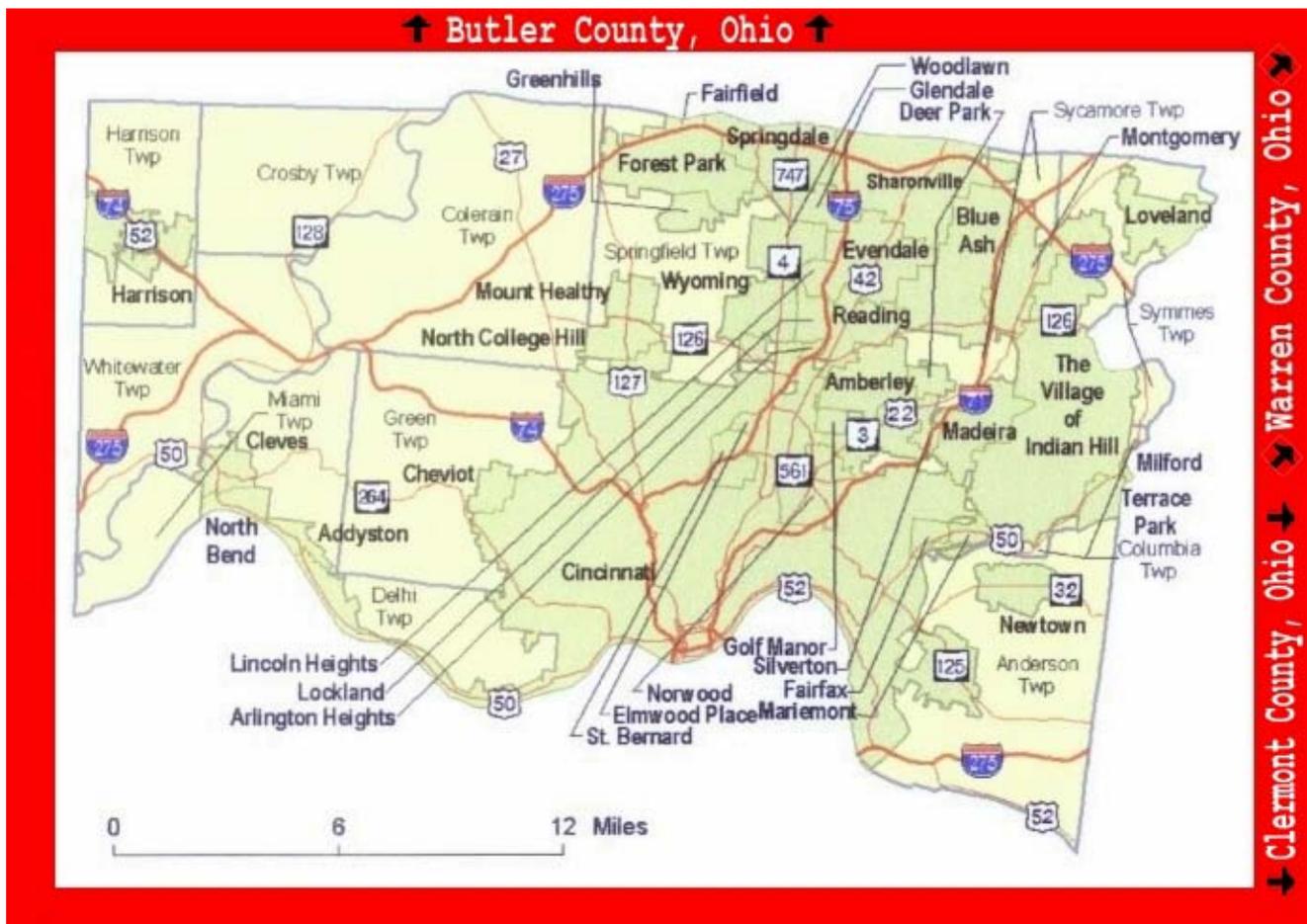


VILLAGE OF NEWTOWN
3537 Church Street Newtown, Ohio 45244
(513)561-7097 ~ Fax (513)561-7555
Established 1792

REQUEST FOR PROPOSAL/QUALIFICATIONS

VILLAGE ENGINEER



REQUEST FOR PROPOSAL/QUALIFICATIONS

Contract for Village Engineer

The Village of Newtown is requesting proposals/qualifications from a qualified individual or firm to perform the duties of Village Engineer. Individuals responding to this Request for Proposal/Qualifications should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

Background:

Newtown is a village in southeastern Hamilton County, Ohio. The population was 2,672 at the 2010 census. Newtown is surrounded by Anderson Township, from which it was split in the 1960s. The village has a total area of 2.3 square miles.

The Village of Newtown is comprised of a Mayor/Council form of government with a Fiscal Officer. The Mayor serves as President of Council and six (6) Council Members, each elected for staggered four-year terms have the voting power to create, pass or disapprove local laws, ordinances, and resolutions that govern the Village. Council is also responsible for control of all finances and property of the municipality. The Mayor, along with the administrative staff and the various boards and commissions, carry out policies and laws as set forth in the Ohio Revised Code and the Village of Newtown Ordinances.

The funding for the Village is mostly generated by a 1% income tax on residents, employees and businesses in the community. The Village contracts for the services of the Village Solicitor, Village Engineer, Building/Zoning Commissioner and Property Maintenance Inspector. The Village provides Street Department services as well as 24-hour Police and Fire services to its residents.

The Village of Newtown Municipal Building is located at 3537 Church Street Newtown, Ohio 45244. The Municipal Building houses the Offices of the Mayor, the Village Fiscal Officer, the Village Secretary, the Building/Zoning Commissioner, Property Maintenance Inspector, and Council Chambers. The Village Office hours are 8:00am–4:30pm, Monday–Friday.

Scope of Services:

The consultant shall provide the Village with licensed engineers, licensed surveyors, inspectors, and other technical personnel necessary to review, observe, monitor, and document all engineering improvements conducted within the Village of Newtown. The variety of projects will include, but not limited to, subdivision review, development engineering plan review, storm water management plan review, improvements to intersections and roadways, traffic signals, storm water and bridge inspections. The services are to include plan reviews, designs, studies and construction administration. All work is to be performed according to the Village's Resolutions and Ordinances, general industry engineering standards and standards established by the Ohio Department of Transportation.

The engineer is expected to perform all the plan review tasks as follows:

1. Review all plans and surveying documents to insure they are satisfactory for Village execution and recording.
2. Review all proposed storm water plans to insure they comply with Village regulations.
3. Review all subdivision submittals and insure they comply with the Village's standards, state statutes and acceptable surveying practices.
4. Review all preliminary and final engineering submittals to insure they comply with the Village's development standards.
5. Provide staff to meet with developers and property owners to discuss proposed projects.
6. Provide input to staff regarding development proposals.
7. Periodically update the Pavement Management Study for the Village of Newtown.

The engineer is expected to perform complete construction observation services in accordance with, but not limited to, the following general task areas:

1. Provide extensive knowledge, experience and ability of applying for Ohio Public Works Commission Grants, Municipal Road Fund Grants and any other such devices for Village Improvement Projects.
2. Provide expertise and experience in engineering and environmental reviews and in the planning, design and construction phases of a wide variety of capital improvements.
3. The engineer will closely coordinate with the Village throughout the design process to ensure that the project is designed in accordance with the Village's expectations relative to cost, schedule, and impacts to residents and businesses.
4. Provide observation and inspection of the construction work and contractor operations to verify that the construction is accomplished in accordance with the plans and specifications.
5. Prepare and maintain periodic documentation and records throughout the project necessary to verify progress, quantities, materials documentation, measurement and computation of pay items, pay estimates, change orders, and other authorized plan and/or contract adjustments.
6. Provide Quality Assurance services in accordance with ODOT practices and procedures.
7. Inspect, document, and inform the contractor and the Village of the adequacy of the establishment and maintenance of traffic control and erosion control measures.
8. Provide liaison functions related to coordination of contractors, utilities, developers, other agencies and property owners engaged or affected by the project.

Minimum Requirements:

1. Registered licensed professional engineer in the State of Ohio for a period of not less than ten (10) years.
2. Minimum of five (5) years experience in the general representation of municipal governments or municipal authorities. Provide past municipal experience including municipality, position held and length of service.
3. High degree of demonstrated knowledge and experience in plan reviews, designs, studies and construction administration activities.
4. Sufficient support staff available to provide all general engineering services required by the Village of Newtown.
5. Maintain a bona fide principal office in the State of Ohio.

Submittal Deadline:

Sealed Proposal/Qualifications must be received by close of business, 4:30pm on November 20, 2015. They may be mailed or hand delivered to Fiscal Officer, Keri L. Everett at the following address. Proposal/Qualifications received after this time shall not be considered. All Proposal/Qualifications will become the property of The Village of Newtown and will not be returned.

Village of Newtown
ATTN: Keri L. Everett
3537 Church Street
Newtown, Ohio 45244
(513) 561-7097

Please direct all inquiries to Keri Everett at (513) 561-7097 or email keverett@villageofnewtown.com.

All proposal/qualifications shall contain the following information:

In addition to demonstrating an ability to meet all minimum qualifications above, the firm must also include and address the following:

1. Provide the name and address of the firm; the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
2. Provide resumes of the designated person that will be responsible for all services required in this proposal and of any associates in the firm that will be expected to deliver engineering services to the Village.
3. Include an executive summary of not more than two (2) pages, identifying and substantiating why the individual or firm qualifies to provide the requested services. Describe any other factors the proposing party believes is relevant to its ability to provide the Village with superior service.
4. List current municipal or government authorities represented. Include a contact name, position and phone number.
5. Identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this agreement with the village.
6. Provide a proposal for compensation or a schedule of fees to be charged for professional services. If the respondent proposes to provide services for a flat fee or a fixed retainer, the proposal shall specify which services are not included. The proposal shall also specify the fee that will be charged for such additional services and the basis for the compensation.

Award & Contract:

Proposals may be opened by the Village at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which proposal best fulfills the needs of the Village. The Village anticipates entering into a contract to fulfill the Professional Services needed. This Request for Proposals, however, does not commit the Village to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Village reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified engineers or to cancel this Request for Proposals, if it is in the best interest of the Village of Newtown to do so.

After the selection of an engineer, the schedule should include a period of collaboration between the Village of Newtown and the engineer to better define, elaborate upon and finalize the engineer's exact and Final Scope of Work. While the engineer should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Work.

Individuals/Firms selected to provide a Professional Service will be required to supply, at the time of contract execution,

- a) Certificate of Insurance issued by an insurance carrier authorized to do business in the State of Ohio, reflecting the amount of professional liability insurance in effect during the contract period.
- b) Certificate of Insurance evidencing Worker's Compensation coverage in the State of Ohio