

**Jerusalem Township, Lucas County, Ohio**  
**OLEC Coastal & Shoreline Resilience**  
**Levee Improvements – Phase 1**  
**REQUEST FOR QUALIFICATIONS**  
**January 2025**

**Background & Purpose**

The Jerusalem Township Trustees (the “Trustees”) and Reno Beach/Howard Farms Conservancy District Board (“RBHFCD”) collaborated to submit and request grant funding through the Ohio Lake Erie Commission (OLEC) for engineering assistance related to technical services for furthering planned improvements to the existing flood protection system surrounding portions of the Township. The specific areas of planned improvements include approximately 9,000 lineal feet of earthen levees along the Cooley Canal and Wards Canal. A copy of the grant application packet is attached as Exhibit 1. The prior risk assessment report completed in January 2024 is available for review and includes a prioritized listing of repairs and improvements to enhance the flood protection systems and provide continued resilience to reduce coastal erosion.

Additional information regarding the Township, including the recently completed 2040 Comprehensive Plan, may be found at <https://twp.jerusalem.oh.us/>. Additional information related to the RBHFCD may be found at <https://rbhcd.org/>.

The Township intends to contract for engineering services to further develop and implement the program outlined within the Project Narrative of the OLEC grant application. The intent of these professional services is to support the Township and RBHFCD in planning and designing capital improvements and maintenance necessary to minimize the risks associated with potential flooding due to failure of the existing levee systems. It is anticipated that the engineering services will help to identify additional funding sources and strategies. An electronic copy of the recent OLEC grant application and related materials are available upon request to the Township.

In accordance with ORC Sections 153.65 thru 153.71, firms interested in being considered for a contract to provide the required services should reply with a Statement of Qualifications (SOQ).

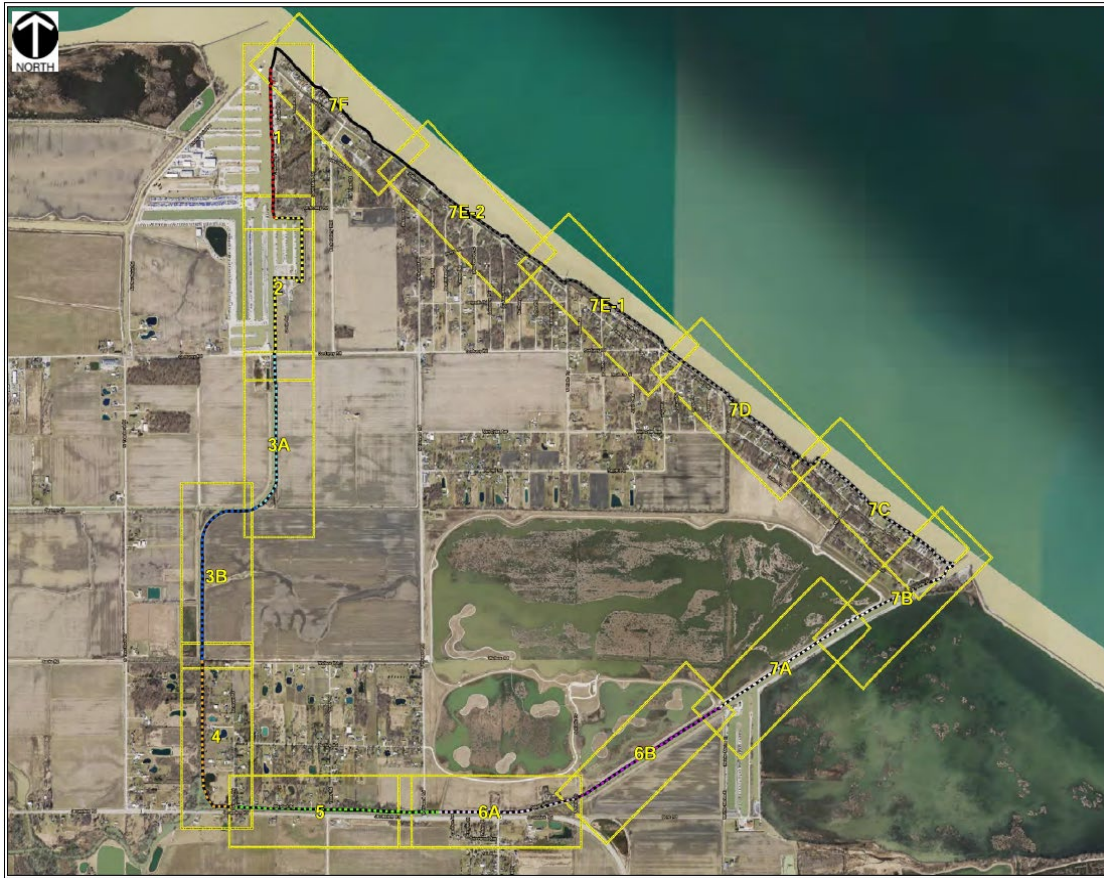
SOQs shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). SOQs received after the deadline stated herein will not be considered. Any SOQ not including all requested information or including significant additional exceptions or caveats related to the requested scope of work will be reason to deem a firm non-responsive and disqualified from further consideration.

**Anticipated Scope of Services:**

Services related to the **OLEC Coastal & Shoreline Resilience Levee Improvements – Phase 1** shall include, but may not be limited to:

- Assign a project manager and single point of contact for the Township to attend local meetings, as required, and maintain consistent support.
- Conduct site visits and review available records and documents, as necessary, by qualified personnel to observe the existing conditions in and throughout the project areas and to collect field data needed to perform the required analyses.
- Complete property research and a detailed boundary and topographic survey of the planned

project corridor for Levee Segments 3A (Corduroy to Howard Marsh Phase 2), 4 (Howard Marsh Phase 2 to SR-2) and 6A (East of Howard Road) as shown in the graphic below:



*Figure 1 - Levee Segment Map*

- Complete preliminary geotechnical borings and soil analyses for the planned project corridor for future design and estimating. For the purposes of this project is assumed that at least three (3) borings will be completed within each project segment.
- Develop schematic figures, defined quantities and project specifications for short-term, immediate repairs along Levee Segments 3A and 6A to fill rodent burrows, clear brush and trees, place fill and erosion control materials to reinforce the levees and complete site restoration. The project documents shall be accompanied with a detailed project estimate of the probable cost of construction. It is assumed that this work will be bid under a separate agreement in
- Provide property descriptions and sketches for permanent and temporary construction easements to facilitate the planned construction and provide access for future maintenance.
- Create a 30% design for long-term reconstruction and restoration of Levee Segments 3A, 4 and 6A to refine the future scope of work and budgetary costs for additional geotechnical borings, permitting, real estate acquisition, final design and construction.
- Assist in defining a means of project financing for the Township and RBHFCD and identifying opportunities for cooperation with other local agencies.
- Provide a listing of required permits and regulatory agencies who will be engaged as the proposed work continues.
- Coordinate and lead three (3) public meetings to update and inform the local residents and

general public of the work progress and planned improvements. The public meetings will be held at the Township Hall, with dates and times determined in cooperation with the Township and RBHFCD.

- Provide regular status reports and updates, as requested, throughout execution of the work. Status reports shall be submitted with current invoicing and shall include a summary comparison of fees and schedule expended, versus work completed, as well as anticipated efforts for the following billing period.
- All work shall be completed in conformance with generally accepted engineering practices and shall meet the requirements of the OLEC Grant Agreement.

### **Project Budget**

OLEC grant funding for engineering services is limited to \$145,500. This budget shall not be exceeded without prior written consent of the Township.

### **Project Schedule**

The schedule below, except for the submittal of SOQs, is tentative and may be changed if the Township deems it necessary.

- 2/21/2025: SOQ submission deadline
- 2/28/2025: Review of submittals
- 3/7/2025: Highest ranked firm notified
- 3/28/2025: Negotiate project scope and fee
- 4/2/2025: Authorization to proceed with project and selected firm
- 4/30/2025: Complete QAPP development
- 8/31/2025: Complete survey and geotechnical borings
- 12/1/2025: Consultant to submit Draft Report
- 2/28/2026: Consultant to submit Final Report, including 30% design documents
- 4/30/2026: Detailed design for Levee Segments 3A & 6A complete

### **Statement of Qualifications (SOQ) Submission:**

Responses to this RFQ must be submitted as PDF images via email to the Township as follows:

Due Date:	Friday, February 21, 2025
Time:	Prior to 3:00 p.m. (Local Time)
Deliver To:	Jerusalem Township Trustee, Alex Lytten Email: <a href="mailto:Alex.Lytten@twp.jerusalem.oh.us">Alex.Lytten@twp.jerusalem.oh.us</a>
Submittal:	One (1) indexed PDF SOQ package as defined below

During the evaluation of individual SOQs, the Township reserves the right to request additional written information to assist in the evaluation and/or conduct local interviews. Written responses to the Township's request for additional information shall be signed by an officer of the proposing firm or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the SOQs shall become the property of the Township for disposition or usage by the Township at its discretion.

### **Content of Qualifications Packages:**

To standardize responses and simplify the comparison and evaluation of the responses, all SOQs must be organized in the manner set forth below.

- a. Background & Introduction. Provide a summary and overview of the firm, including firm history and financial stability and familiarity and experience working with this Township and/or other similar entities and conservancy districts throughout the State of Ohio. Provide evidence of proper certification to perform engineering services in the State of Ohio, as well as worker's compensation, general and professional liability insurances.
- b. Past Project Experience. Provide evidence of execution of at least five (5) similar projects within the past 15 years. Include a description of all related services and the firm's performance related to meeting schedules, budgets and minimizing change orders.
- c. Project Staffing. Provide a brief description of the individual education and related experience of key technical personnel, including those of subconsultants, who will provide the required services directly to the Village under this request. Resumes shall not exceed one (1) page in length.
- d. References. Provide no fewer than four (4) individual professional references for similar projects, including the current title, employer, phone, mailing address and email contact for each.
- e. Additional Information. Provide any additional information and/or suggestions for project scope enhancements from your firm's experience with similar projects that you feel would be important to the success of the project.
- f. Technical Approach & Scope of Work. State acknowledgment and understanding of the project as outlined above. Any proposed modifications, disclaimers or caveats related to the above scope of work shall be clearly stated and referenced. Provide details regarding the firm's proposed methods of developing proposed project solutions, including applicable software.

SOQ packages shall not exceed a total of **15 single-sided pages**, inclusive of the above listed elements and a cover page and letter of transmittal. The cover/transmittal letter counts toward the 15 page maximum. All pages shall be set for printing on 8.5"x11" paper and shall be provided with a 1" margin on all sides and a 12-point minimum font size. Please submit one (1) fully indexed PDF version of the proposal. File size shall be limited to 10MB.

A copy of the firm's standard contract terms and conditions shall be submitted as an attachment to the SOQ package for review and consideration by the Township's Legal Advisor. The standard agreement will not count toward the 15-page limit above. A PDF image of the standard agreement shall be submitted as a separate file.

### **Evaluation & Award**

The Township will evaluate the SOQs received and rank the responding firms based on the following criteria:

- Firm Background & Introduction (10 points)
- Past Project Experience (15 points)
- Project Staffing (20 points)
- References (15 points)
- Additional Information (10 points)
- Technical Approach & Scope of Work (25 points)

The Township may, at its discretion, elect to conduct in-person interviews with the top ranked firm or firms or enter direct contract negotiations with the most highly ranked firm.

Standard terms and conditions presented by the selected firm shall be reviewed by the Township's Legal Advisor and comments provided. The selected firm is encouraged to facilitate timely response to all comments received to ensure acceptance of the final contract terms and conditions. Should the negotiation of acceptable contract terms and conditions fail to reach a conclusion within a period of ten (10) working days from the issuance of comments by the Township, the Township may, at its discretion, commence negotiation with the second ranked firm.

**Limitations and Reservations**

The Township reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the Township to do so.

**Contact Person(s):**

Any questions concerning the SOQs should be directed to Township Trustee, Alex Lytten, who may be reached at 419.972.1087 or via email at [Alex.Lytten@twp.jerusalem.oh.us](mailto:Alex.Lytten@twp.jerusalem.oh.us).