



Julie Seitz • Kristin Malhotra • Lelle Lutts Hedding – Board of Trustees  
Dan Corey – Fiscal Officer  
Eric Reiners - Administrator

## MEMORANDUM

Date: February 9, and February 16, 2025

To: All Interested Professional Engineering Consultants

From: Eric Reiners, Administrator  
Deerfield Township

**RFQ Due Date: March 3, 2025, before or by 3:30pm.**

**Re: Request for Qualifications**

This office is requesting qualifications for professional services related to the attached list of general types of projects. This is a broad list of standard work that may or may not be pursued in 2025 or future years. Detailed scopes will be determined later.

Please submit one copy (in electronic PDF format) of your statement of qualifications in accordance with the requirements set forth on Exhibit A attached hereto including information relevant to the types of work set forth on Exhibit B attached hereto. However, if you have already submitted qualifications to our office within the past two years and your project team is essentially the same as your earlier submittal, you may simply send a letter of interest (in electronic PDF format) referencing your qualifications to perform the attached list of general project types.

The Township may (i) amend, modify, or withdraw this RFQ, (ii) revise requirements of this RFQ, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFQ, in whole or in part, if the Township deems it in its best interest to do so. The Township may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

The Township makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The Township reserves the right to seek proposals from and to contract any firm not participating in this process. The awarding of a contract is at the sole discretion of the Township.

Firms may be disqualified and their responses not considered for any of the following reasons:

1. Reason for believing collusion exists among the firms.
2. Reasonable grounds for believing that any of the following exists or has occurred:
  - 2.1. The firm's involvement with any litigation against the Township.
  - 2.2. The firm's default on any current or previous contract.
  - 2.3. Lack of competency as revealed by a financial statement, experience and questionnaires, etc.
  - 2.4. Delinquent property taxes are owed by the firm.

We ask that you submit the letters of interest and/or statement of qualifications to Billy Highfill (513-701-6974; [bhighfill@deerfieldtwp.com](mailto:bhighfill@deerfieldtwp.com)) by 3:30pm on Monday, March 3, 2025. Your attention is appreciated, and we look forward to hearing from you.

Sincerely,

Eric Reiners

Deerfield Township Administrator

## EXHIBIT A

### **Submittal Requirements**

1. Each Statement of Qualification (“SOQ”) shall consist of the following:
  - 1.1. *Cover Letter*: The cover letter shall introduce the proposed firm, naming the key players and highlighting the firm’s qualifications for the Project, and other relevant information as desired.
  - 1.2. *Company History (please include for all team member firms, if the team consists of more than one firm) including*:
    - 1.2.1. Provide a brief history of the background of your firm (including number of years in business and any former names under which the firm has operated).
    - 1.2.2. What is the single most important quality that your firm brings to the Township?
    - 1.2.3. Annual revenues for the last five years.
  - 1.3. *Proposed Team and Approach to Projects*.
    - 1.3.1. Describe your firm's technical approach to evaluating and making recommendations to the Township;
    - 1.3.2. Describe how your firm's qualifications set it apart from other prospective firms;
    - 1.3.3. List the project manager and other key staff members, including key subconsultant staff who will work with the Township. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.
    - 1.3.4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
  - 1.4. *Litigation History*. Provide specific information on the firm’s performance history, in the last five years, with respect to:
    - 1.4.1. Termination for default.
    - 1.4.2. Litigation by or against your firm.
    - 1.4.3. Judgments entered for or against your firm.

## EXHIBIT B

### Request for Qualifications

#### Deerfield Township Board of Trustees

#### 2025 Pre-Qualified Professional Engineering Consultants (PPEC)

Deerfield Township performs various construction and re-construction on Township properties, facilities and public infrastructure. The Township is seeking to improve the delivery of the design of these projects by establishing a pre-qualified list of professional consultants to streamline the qualification and award process for selected projects; where the architect/engineer fees are less than \$50,000. The PPEC will expedite the design process for projects such as these:

1. Paving, roadway, and street construction and re-construction
2. Sidewalks, pathways, trails, and streetscapes.
3. Street lighting, underground electric, electrical systems.
4. Sewers, storm drains, pipes, culverts, retaining walls, etc.
5. Public facility improvements and design.
6. Site engineering, geotechnical, structural and architectural designs.
7. Environmental management, drainage facilities, storm water design.
8. Surveying, Re-plats, easement work, etc.
9. Park improvements which may include but are not limited to, restrooms, ballfields, playgrounds, historic building analysis, etc.

Pre-qualification in effect until March 1, 2026.