CITY OF HUBBARD
REQUEST FOR PROFESSIONAL ENGINEERING SERVICES

The City of Hubbard is accepting Statements of Qualifications (SOQ) for professional engineering services associated with the West Park Stormwater Improvement Project, which is generally considered a storm sewer extension project to alleviate current flooding concerns. The project is being jointly funded through the FEMA Hazard Mitigation Grant Program and the Ohio Public Works Commission.

To support the development of this project, engineering services may include, but are not limited to, the following: funding administration, hydraulic modeling, engineering, field surveying, right-of-way acquisition, environmental review, permitting, bidding services, and construction administration/inspection.

The City of Hubbard reserves the right to select qualified firms in compliance with the requirements of Ohio Revised Code 153.65-.73.

Interested firms shall submit five (5) hard copies of the Statement of Qualifications and one (1) electronic copy of the same. Responses must be received by 11am EST on June 19, 2026. Statement of Qualifications received after this deadline will not be considered.

Statement of Qualifications shall be submitted to:

The City of Hubbard
Office of the Auditor
220 West Liberty Street
Hubbard, Ohio 44425
Attn: Ed Palestro, Service Director

Firms intending to provide engineering services pursuant to this request shall submit qualification statements for consideration as indicated below. All submittals shall be limited to eighteen (18) 8.5"x11" pages with 12-point font. A page shall consist of one side of a sheet of paper with text, graphics, etc. If both sides of a sheet of paper have text, graphics, etc. that shall be considered two pages. Submittals shall include the following:

The SOQ shall include the following sections:

1. Cover Letter (1 Page Maximum)
2. Firm Information (2 Page Maximum)
    a. Provide the firm's name, contact information, office where the majority of the work will occur, and a brief history of the firm.
3. Personnel (5 Page Maximum)
    a. Identify the Project Manager and other key staff members by name and title. The Project Manager must be licensed to practice in the State of Ohio and must demonstrate prior experience on similar projects.
    b. Provide availability of the assigned staff.
4. Qualifications and Experience (9 Page Maximum)
    a. Describe the firm's resources including staff and equipment.
    b. Provide a detailed description of similar past projects with community locations. All projects shall have been completed within the last ten (10) years.
5. References (1 Page Maximum)
    a. Include a minimum of five (5) references for which similar work has been performed. Contact information shall be provided.

The City of Hubbard shall evaluate and rank responding firms in accordance with Ohio Revised Code Section 153.65-.73. The City shall enter negotiations with the highest ranked firm for each project based on an evaluation of the Statement of Qualifications. All responding firms will be evaluated in accordance with the following criteria:

Criteria	Points
Experience and Qualifications of Firm and Key Personnel	50
Capacity to Perform Work	30
Past Performance	10
Reference Checks	5
Proximity of Consultant's Office to the City of Hubbard	5

Special Conditions

1) The City of Hubbard shall not be liable for any costs incurred for the preparation of this Request for Qualifications.
2) The City reserves the right to reject qualification packages and to accept or reject any item therein.
3) All qualification statements received shall become property of the City. All qualification statements shall become public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that such parts are clearly marked as "trade secret", "confidential", or "proprietary."