

PUBLIC ANNOUNCEMENT  
REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ)  
FOR PROFESSIONAL SERVICES

The Village of Piketon invites General Statements of Qualifications (SOQ) for Professional Services to support various municipal projects during calendar years 2022-2023.

Professional Services include:

- Engineering & Design
- Environmental Consulting Services
- Brownfield Remediation
- Design-Build Services
- Architect
- Construction Administration
- Project Inspection Services
- Surveying
- Reuse & Recycling
- Sustainability Assessments
- Grant and Funding Assistance
- Grant Administration
- Communications, Branding, and Marketing
- Water Distribution System
- Storm Water Collection System
- Sanitary Sewer Collection System
- Water Treatment Plant
- Wastewater Treatment Plant
- Composting & Yard Waste
- Transportation Infrastructure

Specific projects will be planned and evaluated on an annual basis for consistency with the Village's objectives.

**Requirements and Programmatic Selection Process:**

Submit Professional Services Statements of Qualification for one or more of the above listed services by email or hard copy by 3:00PM on May 23, 2022 to Administrator Jennifer Chandler:

EMAIL: [JENNIFERLCHANDLER@ICLOUD.COM](mailto:JENNIFERLCHANDLER@ICLOUD.COM)

ADDRESS: 411 West Street, PO Box 547, Piketon, Ohio 45661

Statements of Qualifications should include:

- Cover Letter introducing the Firm
- Firm Background
  - Provide brief background of the firm, contact information, professional services offered, and location of office(s).
- Personnel
  - Include resumes and experience of Project Managers and other key staff members by name and title. Include staff members responsible for engineering in each discipline.
- Experience
  - Provide information for similar projects completed including description of service provided, project scope, client name and contact, completion dates and project costs.
- Availability of Staff and Equipment
  - Describe the firm's resources including staff and equipment.

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- References
  - Include references for the firm that the Village may choose to contact for an assessment of the firm's credential to perform required services.
- Size of SOQ
  - The consultant shall limit the size of the SOQ to a maximum of twenty-five (25) sheets of paper.

Selection Procedures:

The Village of Piketon will maintain the list of qualified professional firms for selection of Firm/Consultant for each field. Each professional firm/consultant shall be responsible to update its SOQ on file in accordance with ORC 153.65-71 as necessary.

The Village of Piketon may form a selection committee comprised of Village officials to review SOQ's for major projects. The Village of Piketon will evaluate and select qualified consultants from the list on file at the time for a specific project and/or study per ORC 153.65-71. Project specific rating criteria may be developed for specific projects.

The Village of Piketon may choose to interview selected firms for particular projects if deemed necessary. The Village reserves the right to conduct other Requests for Qualifications or Requests for Proposals when deemed necessary on a project-by-project basis.

SOQs received after May 23, 2022, will be reviewed and placed on file for any subsequent projects scheduled after receipt of that SOQ.