



PUBLIC NOTICE: Request for Qualification - Village Engineer of Record

Publication Wednesday, June 4, 2025; Perry County Tribute and Thornville.Gov website

The Village of Thornville, Ohio is requesting Statements of Qualifications (SOQ) from qualified engineering firms to serve as the Engineer of Record for a broad range of municipal infrastructure projects. The Village intends to select one or more qualified firms to provide professional engineering services on an as-needed basis. The successful firm(s) may be awarded a five-year agreement and will be expected to assist in planning, surveying, engineering design, permitting, funding applications, bidding, construction oversight, and general consulting.

Scope of Services - Projects may include but are not limited to:

- Road Infrastructure: Overlays, repairs, safe routes to school planning, traffic impact studies.
- Stormwater Infrastructure: Utilities, drainage analysis, pipe and structure improvements.
- Water Infrastructure: Water main, tank, meter, and treatment improvements, rate analysis
- Sewer Infrastructure: WWTP upgrades, collection system improvements, I&I studies and projects, pump station upgrades, rate analysis.
- Planning and Zoning: Subdivision/development regulations, plan review, zoning code updates.

Funding sources may include various state and federal funding programs, including but not limited to grants and loans from the EPA, OPWC, USDA, FEMA, and other applicable agencies, as well as local funds. Compliance with all relevant state and federal procurement and reporting requirements, including Appendix II to 2 CFR Part 200, will be required.

Statements of qualifications should include information:

1. Cover Letter – Authorized representative, firm overview
2. Firm Background – History, organizational structure, office locations
3. Key Personnel – Education and experience of principals and project leads
4. Technical Capabilities – Areas of expertise; staff qualifications and certifications
5. Relevant Experience – Projects of similar size and scope
6. Proximity to Thornville – Demonstrated ability to provide timely local response
7. Staff Availability – Capacity and readiness to begin work
8. Equipment and Facilities – Firm assets that support engineering services
9. References – Contact info for past clients familiar with similar work
10. Past Work for Thornville – Any previous projects completed for the Village

Evaluation & Selection: The Village will rank firms based on demonstrated qualifications. Contract negotiations will begin with the highest-ranked firm. Evaluation criteria will include:

- Qualifications and experience of firm and key personnel
- Past performance and familiarity with similar infrastructure projects
- Capacity to perform work in a timely manner
- Proximity and availability
- Familiarity with applicable funding program requirements
- Responsiveness to the Village's needs

The Village reserves the right to reject all responses.



Firms interested in submitting qualifications should provide their statements by 4:00pm on Friday June 27, 2025. ONE (1) Electronic Copy and ONE (1) hard copy is required. The electronic copy may be emailed (administrator@thornville.gov) or provided on a USB drive and the hard copy can be dropped off or mailed but **MUST** be **received** by the deadline. The Village reserves the right to reject all RFQs or utilize the selected engineering firm or firms for providing engineering services for any or all portions of the projects. Mail or drop off at Village of Thornville, Attention: Melissa Brofford, P.O. Box 607, 1 S. Main Steet, Thornville, Ohio 43076.

The Village of Thornville will afford full opportunity to minority business enterprises to submit a show of interest and response to this request and will not discriminate against any interested individual or firm on the grounds of race, creed, color, sex, age, handicap, or national origin in award of the professional services contract.

This Public Notice will only have one newspaper publication. The notice can be accessed online at thornville.gov. This Public Notice will be listed under "News" with a title of "Request for Qualifications – Village Engineer of Record