

The Proposals should adhere to the requirements listed under the following "Requirements for Statement of Proposal". Any correspondence regarding this announcement should be directed to Todd J Roth, P.E., P.S. at [troth@wmscoengineer.com](mailto:troth@wmscoengineer.com) or to John Waterston, P.E., P.S. at [jwaterston@wmscoengineer.com](mailto:jwaterston@wmscoengineer.com)

### **Requirements for Proposals**

- A. General Instructions for Preparing and Submitting a Statement of Proposal:
1. Provide the information requested in the Statement of Proposal (Item B below), in the same order listed and a letter signed by an officer of the Professional Design Firm or Prequalified Individual.
  2. Send **five** Statements of Qualifications to Todd J Roth, P.E., P.S. at the following address:

**Todd J. Roth, P.E., P.S.**  
**Williams County Engineer**  
**Williams County Engineer's Office**  
**12953 County Road G**  
**Bryan, Ohio 43506**

3. Statements of Proposal must be received by **2 PM** on **March 23rd, 2018**. Statements of Proposal received after this time **will not** be considered.

- B. Statement of Proposal Format:

**18 pages maximum including a cover letter.**

#### **Firm or Individuals Background**

Provide the firm or individuals name, contact information, and brief background. List the location of the office of the firm or individual. Company brochure and promotional materials, if available, may be included at the end of your submission.

**2 pages maximum**

#### **Project Understanding**

Briefly describe the overall understanding of the project.

**2 pages maximum**

#### **Personnel**

Identify the Coatings Inspector and any other key staff members by name and title. Include project engineers for important disciplines and staff members responsible for key elements of the required services. Describe the experience of persons to be assigned to the Project on projects similar in scope and size.

**6 pages maximum**

**Qualifications, Availability and Experience**

Describe the resources including staff available and equipment. Describe the availability and current workload. Detail efforts made on previous projects to control cost. Provide detailed description of similar projects with location and final cost.

**6 pages maximum**

**References**

Include references that the County may choose to contact for an assessment of the firm or individual's credentials to perform required services.

**1 page maximum**

<b>Rating Criteria</b>	<b>Points</b>
1) <u>Personnel assigned to Project</u> Education & Training Experience	20
2) <u>Ability to Complete Services</u> Workload Availability	20
3) <u>Past Experience</u> Similar Projects Comparable size	30
4) <u>Understanding of Project</u> Experience Current Needs	10
5) <u>References</u> Quality of Work Current Needs	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>