

TOWN OF AKRON, COLORADO



REQUEST FOR STATEMENT OF QUALIFICATIONS(RFQ) FOR COMMUNITY DEVELOPMENT  
AND ON-CALL ENGINEERING SERVICES  
RFQ No. 03-2026

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## **I. INTRODUCTION**

The Town of Akron, Colorado is soliciting qualification based, sealed Statements of Qualifications for the selection of a vendor to provide on-call professional engineering services and technical support, including roadway and drainage design, traffic engineering, electrical utility services, structural engineering, construction management, environmental, geotechnical services, land acquisition and appraisal services, and surveying and other categories as shown under the scope of work Professional Services . Any selected respondent will be expected to provide professional services to the Town of Akron in one or more of the mentioned subject areas, as more fully detailed in the Scope of Services section of the Request for Qualifications (RFQ).

This RFQ provides a general description of the professional service areas for which the Town is seeking qualified respondents, submittal requirements, and outlines selection criteria and the selection process. A response to this RFQ should serve as a complete approach to providing one or more of the services listed above. Joint submittals are encouraged to ensure the ability to provide all services requested in this scope, however separate submittals from respondents responding to a single service will also be accepted. Each proposal must clearly state which services the firm (team) is willing to provide. Any proposed subcontractors/team members must be identified and their roles clearly defined in the proposal.

Submittals will be accepted no later than 2:00PM (local time), Monday, March 9, 2026 to:

TOWN OF AKRON  
ATTN: GILLIAN LAYCOCK, TOWN MANAGER  
250 MAIN AVE. AKRON, CO 80720  
(or)  
GLAYCOCK@TOWNOF AKRON.COM  
970-345-2624

## **II. BACKGROUND**

The Town of Akron (Town) is located at the intersection of Highway 34 and Highway 63 approximately 110 miles northeast of Denver. We serve a population of 1,757 citizens, encompass 2.77 square miles, and are the County Seat for Washington County. The Town owns and operates a water and wastewater that currently services residential and commercial customers. The Town street department is responsible for the maintenance of 27 paved lane miles of roadway.

## **III. BIDDER'S CERTIFICATION**

Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.

- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  - 2. “Fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  - 3. “Collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### **IV. SCOPE OF WORK**

##### **Project Goals**

This is an on-call RFQ for potential future projects with grant funding. When project(s) are identified, it is anticipated that the successful consultant and the Town will work together to develop a more detailed scope of work including fees, specific project goals, and schedule milestones. One or more Consultants will perform professional, on-call services and general technical engineering support for one or more of the following major engineering/subject areas:

##### **Professional Services Categories**

- 1. Major and Minor Roadway Project Planning and Design
- 2. Pedestrian Facility Planning and Design
- 3. Traffic and Transportation Engineering Services
- 4. Plan Review Services
- 5. Structural Design Services
- 6. Electrical Engineering Services
- 7. Geotechnical Services and Pavement Design
- 8. Surveying and Aerial Mapping
- 9. Land Acquisition and Appraisal Services
- 10. Drainage and Hydraulic Design
- 11. Environmental Services
- 12. Site Design
- 13. Grant Management
- 14. Construction Management and Inspection Services

The selected Respondent(s) will provide all labor, tools, equipment, and materials to perform tasks with one or more of the areas described above. The scope of work associated with each category is general in nature since the individual projects and tasks are, yet, undefined. A more specific scope of work will be developed for individual projects, as applicable, to accompany a specific Work Order. The Town requests a wide variety of services under this RFQ, understanding that not all firms have expertise in all areas. The Town expects to make multiple awards under this RFQ, and requests that each Respondent clearly specify which discipline(s) they are submitting for so that the Town can evaluate each Proposal appropriately.

The Consultant may subcontract geotechnical, storm water, traffic engineering, appraisal, environmental, inspection and surveying services as long as the proposal sufficiently details the subconsultant arrangement, or these services may be performed under a separate contract.

## **General Project Requirements**

Consultant will prepare and deliver the projects based on the scope of services provided for each Work Order. All work shall be completed in accordance with applicable Town standards and applicable with the agreed timeline.

## **Professional Services Categories**

### **1. Major and Minor Roadway Planning and Design**

Respondents interested in qualifying for these categories of projects must submit documentation of experience and expertise in the following areas:

- Arterial, collector, and local street intersection design including geometric alternative analysis and concept design.
- Traffic engineering services related to traffic volume forecasting, intersection design, capacity analysis, realignments, traffic signal design, access control plans, median cuts, turn lanes, pavement structure, sight distance and construction traffic control.
- Hydrologic and hydraulic analysis and drainage study preparation for roadway and tributary areas and capacity analysis for major structures or conveyances.
- Structural design related to potential retaining walls and construction management thereof.
- Design and construction management of storm sewers and related structures including hydraulic analysis to size pipe inlets and minor structures.
- Floodplain requirements at the local, state, and federal levels.
- Knowledge of Colorado Department of Transportation (CDOT) procedures & federal funding, as well as Federal requirements associated with Federal funds.
- Knowledge of National Environmental Policy Act (NEPA) procedures including Environmental Assessment and Environmental Impact Statement documentation as well as state and federal environmental permitting.
- Public involvement and consensus building.
- Knowledge of the CDOT/ Federal Highway Administration (FHWA) Stewardship Program for Local Agencies for management of federally funded-construction.
- Utility coordination, clearances, and relocations.

### **2. Pedestrian Facility Planning and Design**

The Consultant will be expected to be capable of performing studies, conceptual and preliminary design, final engineering, plans and bid document preparation, designated environmental tasks, and construction management. The consultant may subcontract geotechnical services, storm water, traffic engineering, and surveying.

### **3. Traffic and Transportation Engineering Services**

The Consultant will be expected to have knowledge of design elements that enhance vehicular and/or pedestrian safety such as signing/stripping, channelization, tapers, and sight distance. Traffic signal warrant studies and signal design capabilities, as well as other general traffic engineering studies and tasks, are also included in this division of work. Transportation corridor studies and other transportation planning studies may also

be required.

#### **4. Plan Review Services**

The Consultant will be expected to have knowledge of transportation design elements, including both the Town's Design and Construction Standards and CDOT Standards, in order to accurately and thoroughly review plans and design documents prepared by other design firms. Written comments will be supplied as the deliverable on each plan set or document reviewed. Plans involved in this effort are typically new commercial, residential or industrial development within the Town. Supporting design documents may include: drainage reports, traffic studies, and pavement design reports.

Consultants may be required to review cost estimates for public improvements, prepare public improvement agreements, and evaluate terms of construction for acceptability.

The Consultant will be required to attend meetings with applicants and staff and will be required at times to attend public meetings, including providing testimony to public bodies. Some meetings may occur outside of regular business hours.

#### **5. Structural Design Services**

Consultants are expected to be capable of performing structural design services for potential retaining wall construction.

When applicable, the Consultants selected will be responsible for managing their sub-contractors that provide geotechnical engineering services for structure foundations and pavement designs, which shall be based on field and lab testing. In addition to structural components, the various Town projects will likely include hydraulic design, channel stability, and scour analysis.

For projects selected to receive State or Federal funding, the consultants may be asked to assist the Town in coordinating project issues with CDOT and other governmental agencies; and in obtaining approval of the final design.

For each of the above professional services, individual projects may require any or all the following:

- a. Perform necessary services from preliminary engineering, design, specification development, project bidding, through construction management and inspection
- b. Project Management
- c. Supplement Town of Akron staff
- d. Infrastructure system analysis
- e. System planning
- f. Troubleshooting and hydraulic analysis
- g. Structural analysis and design
- h. Assistance obtaining governmental grants and loans (e.g. DOLA, SRF, etc.)
- i. Condition Assessments
- j. Hydraulic modeling - All modeling to conform to AWWA standards.
- k. Surveying
- l. Provide third party review services
- m. Coordination of meetings with Town staff, other agencies, and developers
- n. Conduct public meetings and/or public outreach during design process
- o. Engineer's estimate
- p. Project scheduling
- q. Bidding and Construction management and/or assistance

## 6. Electrical Engineering Services

The ideal consulting team would exhibit the following:

- a. Strong technical expertise in the electrical utility;
- b. Strong knowledge of federal, state, and local laws and policies pertaining to municipal electric utilities;
- c. A proven track record in preparing high quality technical plans and analyses within a collaborative process;
- d. Strong familiarity with rural municipal utilities;
- e. A proven history in completing work that is accepted as technically sound;
- f. Strong familiarity with rural municipal electrical distribution;
- g. Strong familiarity with substations;
- h. The ability to develop and adhere to strict QA/QC standards;
- i. Long-term experience in planning and development for municipal distribution and transmission systems.
- j. Strong familiarity with distributed generation, interconnection, and renewable interconnections.

Possible projects include, but are not limited to:

- a. Plan review and/or design for new construction projects, from single family to subdivisions.
- b. Design of capital and expense projects for the Town 5-year capital improvement plan.
- c. Design and or assist with facility relocations.
- d. Establish design standards for distribution projects.
- e. Create Distribution System Model.
- f. Plan and design distribution and transmission systems, construction work plans, and cost estimates.
- g. Review and assist with renewable energy interconnection policies and applications.

## 7. Geotechnical Services

The consultant should have the capability to support the Town's annual Pavement Management Program, Concrete Replacement Program and potentially other projects designed in-house, or by others.

The work under this division will generally consist of subsurface soil investigation, foundation analysis/design, pavement design, material mix designs and construction quality control and/or quality assurance (QA/QC) services.

The Consultant shall certify whether hot mix asphalt, slurry seal, and concrete materials being placed are in accordance with material specifications. The consultant shall be responsible for all compaction testing, material testing, coring and applicable requirements per the Town's Standards and Project Specifications and/or CDOT Specifications, as applicable. The consultants shall be familiar with both CDOT and MGPEC design procedures and specifications.

Field investigations shall consist of test borings to evaluate the existing pavement and subsurface conditions, and may include non-destructive deflection testing, plus on-site materials testing (subgrade, hot mix asphalt, concrete). Laboratory testing capabilities shall include, but are not limited to: R-value testing, Proctors/Atterberg limits, extraction/gradation, stabilized subgrade compressive strength, L.A. Abrasion, Lottman, wet track abrasion test, fine aggregate angularity, fractured faces, coring/thickness/density testing, compressive strength, soil consolidation/swell, corrosivity, cohesion test, etc.

Laboratories shall be accredited by AASHTO for the material being tested. Technicians taking samples and conducting compaction tests must have a LabCAT Level A certification or equivalent. Technicians conducting tests of asphalt content and gradation must have a LabCAT Level B certification or equivalent. Technicians performing volumetric testing must have a LabCAT Level C certification or equivalent.

## **8. Surveying and Aerial Mapping**

The Consultant shall be able to perform design-level surveys for small projects, as well as drainage surveying, construction staking, right-of-way surveying, legal description preparation for right-of-way acquisition, and aerial photography.

Surveying data will be required to be submitted in an AutoCAD-compatible format for project design.

## **9. Land Acquisition and Appraisal Services**

These Services will generally consist of Right-of-Way (ROW) procurement services and/or Appraisal services, which may include some legal document preparation, if expressly authorized by the Town Attorney's Office ("CAO") to do so. The Consultant must obtain express approval from the CAO before preparation of any legal documents, and must coordinate with the CAO as necessary. If a Respondent does not provide appraisals in-house, they must list the firms they have had experience with or will subcontract with to provide these services.

ROW procurement services will be conducted using maps and legal descriptions provided by the County or its consulting engineer performing the design for the project. ROW procurement services may require the contractor to provide title searches.

Familiarity with FHWA's Right-of-Way Project Development Guide and CDOT procedures for right-of-way acquisition will be required for projects funded with Federal/State monies. The Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Amendments of 1987 may be required. Familiarity with Federal and State Regulations and Procedures as related to Eminent Domain and "fair market value" determination is also required. Expert witness testimony for eminent domain actions and damage claim settlement may also be required work tasks.

Appraisal contractors who respond to this RFQ shall be listed on CDOT's Region 4 Qualified Appraiser List and shall be listed as a Colorado Certified General Appraiser.

## **10. Drainage and Hydraulic Design Services**

The Consultant shall provide miscellaneous Floodplain Management Review services, preparation of Stormwater Master Plans and Studies, and/or drainage design services.

Floodplain Management Review Services: the cost for these services, as assigned, will normally be less than \$25,000. The contractor will work as an extension of the Town's Floodplain Administration Staff. The number of projects and amount of work is unknown. A detailed scope of work, cost, and schedule will be negotiated for each assignment. A separate notice to proceed will be issued for each assignment. Consultants will review each floodplain modification study for conformance to all applicable FEMA, and county regulations.

The Consultant will provide general stormwater design for potential Town projects, including floodplain delineation, stormwater conveyance/water quality/detention facilities, and preparation of Stormwater Master Plans and Studies.

Type of work may include all or parts of the activities listed below. Firms interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- Hydrologic and hydraulic modeling and review
- Floodplain modification studies and review; floodplain delineation
- FEMA submittal
- Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)
- General stormwater design to include preparation of construction plans and specifications for storm sewer, culvert sizing, water quality, etc.
- Preparation of Stormwater Master Plans and Studies
- Bridge hydraulics and scour analysis.

## **11. Environmental Services**

Consultants will be expected to have in depth knowledge of National Environmental Policy Act (NEPA) procedures including Environmental Assessment (EA) and Environmental Impact Statement (EIS) studies and documentation, 4(f) findings, Findings of No Significant Impact (FONSI) as well as knowledge of Categorical Exclusions (CATEX) and all other potential determinations. They also must have a solid understanding of local, state and federal environmental permitting.

The Consultant shall keep the designated Town representative informed on a regular basis as to how work is progressing and shall notify the Town immediately about deficiencies and issues or questions from regulators.

## **12. Site Design**

Site Design Services may include the following areas:

- Site Planning and Layout
  - Conceptual, preliminary, and final site design for municipal facilities, parks, public works sites, and infrastructure projects.
  - Evaluation of grading constraints, utilities, drainage, environmental considerations, and access requirements.
  - Coordination with surveying, geotechnical, environmental, structural, and traffic engineering disciplines.
- Grading and Earthwork Design
  - ADA-compliant grading for sidewalks, parking areas, and accessible routes.
  - Balanced cut-and-fill strategies that minimize construction costs.
  - Erosion control and stormwater integration in accordance with Town standards.
- Utility Infrastructure Design
  - Comprehensive layout and design of stormwater utilities.
  - Utility coordination with local providers, including conflict resolution.
  - Preparation of plans and specifications meeting Town of Akron Standards, CDOT criteria, MGPEC requirements, and applicable State standards.
- Stormwater and Drainage
  - Hydrologic and hydraulic analysis, on-site detention/retention, water-quality BMPs, and Low Impact Development (LID) strategies.



- Floodplain compliance, including preparation and support for CLOMR/LOMR submittals, when required.
- Access and Circulation
  - Design of safe vehicular, pedestrian, and bicycle circulation consistent with ADA and Town standards.
  - Driveway design, internal circulation layout, and multimodal access planning.
  - Coordination with traffic engineering for signing, striping, and other safety enhancements.

### **13. Grant Management Services**

The Consultant shall provide comprehensive grant management services to support the Town in identifying, securing, administering, and managing local, state, and federal grant funding opportunities. Grant management responsibilities may apply to stand-alone projects or to projects performed in conjunction with other Professional Services categories identified in this RFQ. Services may include, but are not limited to, the following:

- Grant Identification and Funding Strategy
- Identifying potential grant and loan programs that align with Town priorities.
  - Evaluating eligibility criteria and compliance requirements.
  - Assisting the Town in developing long-term funding strategies.
- Application Development and Submittal
  - Preparing complete grant applications, including narratives, budgets, schedules.
  - Coordinating with Town staff and partner agencies to gather required documentation.
- Grant Administration and Compliance
  - Managing grants in accordance with federal and state standards, including 2 CFR 200.
  - Preparing and submitting required reports and reimbursement requests.
  - Maintaining auditable records and monitoring project performance.

### **14. Construction Management and Inspection Services**

Respondents interested in qualifying for this work must submit documentation of experience and expertise in the following service areas:

- Pre-Construction:
  - Performing a constructability review
  - Bid package management – (review bid tabs, references, and check for bid balance)
  - Developing a public information plan
  - Attending the pre-construction conference
- Construction:
  - Monitoring contractor's performance and enforcing all requirements of applicable codes/standards, specifications, and contract drawings
  - Performing field inspection and other quality assurance activities, including necessary materials testing
  - Monitoring/reviewing construction schedules throughout the course of construction

- Reviewing working days, contract time, and documenting time extensions
- General documentation
- Maintaining a daily inspector's report system that records the hours worked by labor and equipment. Details must be sufficient to permit the review of the contractor's costs of the work in a manner similar to force account. Equipment must be identified sufficiently to enable determination of the applicable rental rates and operator's minimum wage if applicable. The narrative portion of the report shall include a description of the contractor's operation and location of work and any other pertinent information
- Tracking subcontractors' work and ensuring contractors submit written request prior to substituting a subcontractor
- Maintaining well-organized photographic/video records
- Ensuring contractor properly provides for the safety of the workers
- Managing change orders and field orders and obtaining required Town approval
- Managing and reviewing submittals and monitoring designer's review activities
- Managing and reviewing claims
- Managing and reviewing contractors' Requests for Information (RFI)
- Reviewing and recommending progress payments
- Determining materials sampling, testing requirements and providing acceptance testing services, (quality assurance)
- Enforcing Labor Compliance by preparing daily reports with required information, monitoring Certified Payrolls, and doing spot check labor surveys and interviews if federal funds are involved
- Review and approve MHT's with the Town's input
- Managing and reviewing contractors' detours, lane closures, and staging plans
- Providing final inspection and coordinating road openings for each stage
- Recommending Substantial and Final Completion
- Establishing a punch list
- Completing all project documentation including, but not limited to, change order summary, final detail estimate, project acceptance documentation, and claims management/ resolution.

## **15. Miscellaneous Services (potentially applicable to all subject areas)**

### **Project Management**

When requested by the Town in a Work Order, Consultant shall prepare and submit to the Town for approval a project management plan that: specifies a schedule of work; details the roles and responsibilities of consultant and sub-contractors; identifies work tasks, milestones, and review/comment milestones; and a public outreach plan. Consultants will participate in meetings as necessary with the Town's Project Manager and meetings with specific Town Departments, key stakeholders, and outside agencies, as necessary. Consultant will prepare meeting agendas and keep meeting notes. Consultant will promptly respond to Town requests (both routine and emergency).

### **Coordination of Public Outreach; Notices**

If applicable to a specific project and requested by the Town in a Work Order, Consultant will ensure the proper delivery of notices and other documents to third parties as required by applicable with respect to the preparation and completion of each deliverable. Consultant will coordinate and conduct public outreach for the creation of the key deliverables. It is anticipated that a Public Engagement Strategy will be submitted for Town approval that outlines the respondent's role in leading public forums and meetings, identifying creative approaches for successful public engagement, preparing meeting materials, and coordinating with the Town Manager to communicate public outreach opportunities through Town resources.

### Public Hearing and Work Session Presentations

If applicable to a specific project and requested by the Town in a Work Order, Consultant will conduct meetings with key elected and appointed officials (i.e. Planning Commission and Town Council). Consultant should plan to make a presentation at a work session with Planning Commission and Town Council, and a presentation during the public hearing for adoption. Consultant will develop and submit a schedule as part of the proposal for obtaining input from elected and appointed officials. Consultants should plan to take the lead role in all work sessions and hearings with elected and appointed officials. Town staff shall be available to consult in a supporting role during the period. Consultant shall be responsible for creating meeting notes from each meeting, summarizing responses and comments provided by elected and appointed officials.

### Town Oversight

The Town Manager or her/his designee will be responsible for management of the contract for the Town Akron. The Town will provide reasonable assistance to consultants in the scheduling of meetings, interpretation of policy and procedural requirements, research relating to internal documents, coordination with outside agencies and Town staff, but the Town's obligation will not limit Consultant's obligations to perform the Services. The Town will rely on the personnel, experience, and expertise of consultants to ensure all necessary components of a project's scope of work are completed.

### Timeline and Budget

Consultant must complete all deliverables within any agreed-upon schedule and within the limits provided by the executed contract and executed Work Orders.

### Safety

Consultant shall be responsible for all safety training, procedures and requirements.

### Contract Requirements

Consultant will perform all Services in accordance with the executed Master Professional Services Agreement. Please refer to Attachment A for all contract requirements, including insurance, indemnification, compensation, termination, and payment standards.

## V. CONTRACT LIMITATIONS

- A. All parties competing for the work are advised that the work may be accomplished over the course of several projects.
- B. All parties are advised that some of the services listed may not be required and that the Town reserves the right to initiate additional procurement actions for any services not included in the initial procurement.
- C. Do not include any information regarding your fee structure with your proposal. The negotiations of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the Town and the selected firm, negotiations may be terminated and a new procurement action initiated.
  - D. A formal contract will be entered into with the selected proposer.

## VI. CONTENTS OF PROPOSAL

- A. Statements of Qualifications must be no more than 30 pages, exclusive of cover

letters or letters of transmittal containing introductory language only. The Statement of Qualifications should include:

- a. A cover letter.
- b. A narrative statement detailing the firm's understanding of the requirements of the Town and the capability to provide professional services to the Town of Akron in one or more of the mentioned subject areas, as more fully detailed in the Scope of Services section of the Request for Qualifications (RFQ).
- a. A general description of the firm, including company organizational structure, size of company, recent experience in comparable municipal projects, and experience with projects funded by state and federal grants.
- b. Identification of those key individuals who will be involved in the proposed project(s), setting forth their qualifications, backgrounds, experience, and specific responsibilities.
- c. A representative list of previous clients and representative project comparable to the proposed engineering projects listed above. Include contact person, municipality, project(s), and phone numbers.
- d. Demonstrated capability to meet schedules/deadlines without delays, cost escalations, overruns, or contractor claims.
- e. Evidence of general liability and professional liability insurance.

All submittals must be received at the address and by the date and time specified herein. Submittals must contain the name, address, and daytime telephone number for the individual authorized to enter a contract with the Town.

The Town invites firms to submit Statements of Qualifications to perform the above- described services. Interested firms should submit five (5) copies of the Statement of Qualifications no later than 2:00PM (local time), Monday, March 9<sup>th</sup> 2026 to:

TOWN OF AKRON  
ATTN: GILLIAN LAYCOCK, TOWN MANAGER  
250 MAIN AVE. AKRON, CO 80720  
(or)  
GLAYCOCK@TOWNOF AKRON.COM  
970-345-2624

- f. Any submittal received after the identified date and time will be returned unopened.
- g. All packages must be submitted in a sealed envelope and clearly marked on the outside: "STATEMENT OF QUALIFICATIONS FOR ON- CALL ENGINEERING SERVICES".
- h. Proposals must contain the name, address, email address, and daytime telephone number for contact person(s) to who additional selection process requests should be communicated.
- i. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.

## **VII. REQUESTS FOR CLARIFICATION**

Any requests for clarification of additional information deemed necessary by any respondent to present a proposal shall be submitted in writing, via postal service,

email, or fax, to Ms. Gillian Laycock, Town Manager referencing this request. Written requests must be received a minimum of five (5) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to by Ms. Laycock in the form of an addendum addressed to all prospective respondents.

Direct contact with Town elected officials, members of the Planning Commission, or Town staff (with the exception of the Town Manager) during the selection process, except when and in the manner expressly authorized by the Request for Statement of Qualification documents, is strictly prohibited and may render the submittal as non-compliant. Violation of this requirement is grounds for disqualification from the process.

### **VIII. TIME OF COMPLETION AND PRELIMINARY SCHEDULE**

#### **A. Preliminary Project Schedule is as follows:**

February 5, 2026	PFQ Released and posted on Town Website
February 12, 2026:	First Publication of RFQ Notice in Newspaper
March 09, 2026:	Proposals Due to the Town of Akron, 2:00PM
March 16, 2026:	Scoring Committee Review of Proposals

### **IX. SELECTION CRITERIA**

Selection Criteria will be applied in the following order of importance:

CRITERIA	POINTS POSSIBLE
Recent experience in similar municipal projects	20
Capability to perform all aspects of the project	25
Reputation	35
Ability to meet schedules within budget	15
Quality of previous projects undertaken	20
Familiarity with the project location and understanding of the Town	25
<b>TOTAL POINTS POSSIBLE</b>	<b>140</b>

A short list will be developed from submittals received. If a decision cannot be made based on written materials Consultants on the short list may be asked to attend an interview prior to final selection. A schedule of fees will be negotiated with the selected consultant for the services to be performed. Subsequent fees will be negotiated on a task order basis as projects are identified.

It is the intent of the Town to enter into a contract with the most qualified firm no later than April, 6<sup>th</sup> 2026. The consulting firm most qualified to perform engineering services will be selected, and consulting fees for each project will be negotiated in accordance with Town policies and procedures.

### **X. TERMS AND CONDITIONS**

1. Proposers are expected to examine exhibits, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Request for Proposals.
3. The project will be awarded to the responsible bidder whose submittal, conforming to the

Request for Qualifications, will be most advantageous to the Town of Akron.

4. Any interpretation, correction or change of the RFQ documents will be made by Addendum. Interpretations, corrections and changes of the RFQ documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections and changes. The Town's Representative will not be responsible for oral clarification.
5. All submittals must be received at the address and by the date and time specified herein.
6. Any submittal received after the identified date and time will be returned unopened.
7. Following the selection process, the proposal for the selected Proposer shall be made available for public review, except for any items that the Proposer has requested, in writing, to remain confidential under applicable law.
8. The Town of Akron reserves the right to withdraw the entire project or any Project Element(s) from award consideration if it is in the best interest of the Town to do so.
9. The Town of Akron reserves the right to reject any or all proposals, to waive any informalities or irregularities therein, and to negotiate other terms in the proposals.