

# REQUEST FOR QUALIFICATIONS (RFQ)

## FOR PROFESSIONAL ENGINEERING SERVICES

Village of Oakwood  
228 N 1<sup>st</sup> Street, Oakwood, OH 45873  
March 26<sup>th</sup>, 2026

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### 1. INTRODUCTION

The Village of Oakwood is requesting Statements of Qualifications (SOQs) from qualified engineering firms to provide professional engineering services for key priority infrastructure projects.

The Village intends to select one (1) firm to provide services on an as-needed basis for a variety of infrastructure and community development projects. The contract term will be 2 years with a chance of renewal.

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### 2. SCOPE OF SERVICES

The selected firm may be requested to provide engineering services for, but not limited to:

- Water system improvements (waterlines, treatment facilities, meters)
- Wastewater and stormwater infrastructure
- Roadway and sidewalk improvements
- Drainage improvements
- Downtown revitalization and building rehabilitation support
- Preliminary engineering reports (PERs)
- Design and bidding services
- Construction administration and inspection

Services will be authorized on a project-by-project basis.

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### 3. PROCUREMENT METHOD

This procurement is being conducted in accordance with **Qualifications-Based Selection (QBS)** procedures under federal regulations (2 CFR 200).

**Cost information shall NOT be submitted with qualifications.**

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## **4. MINIMUM QUALIFICATIONS**

Firms must:

- Be licensed to practice engineering in the State of Ohio
- Demonstrate experience with similar municipal infrastructure projects
- Demonstrate familiarity with CDBG-funded projects and requirements

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## **5. SUBMISSION REQUIREMENTS**

Submissions shall not exceed 25 pages and include:

1. Firm Overview
2. Relevant Project Experience (especially CDBG-funded)
3. Key Personnel & Resumes
4. Experience with Funding Programs (CDBG, OPWC, etc.)
5. References (at least 3)
6. Capacity to Perform Work
7. Knowledge of the Village of Oakwood & Local Conditions

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## **6. EVALUATION CRITERIA**

Submissions will be evaluated based on:

- Relevant Experience – [20 points]
- Qualifications of Key Staff – [15 points]
- Past Performance/References – [15 points]
- Knowledge of CDBG Program – [15 points]
- Capacity & Availability – [10 points]
- Familiarity with Oakwood/Local Conditions – [20 points]
- Quality of Submission – [5 points]

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## **7. SELECTION PROCESS**

The Village will:

1. Evaluate and rank firms based on qualifications
2. Enter negotiations with the top-ranked firm

3. Request a cost proposal only after ranking is complete
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## **8. SUBMISSION DEADLINE**

Statements of Qualifications must be received by:

- April 15<sup>th</sup>, 2026
  - 5:00 PM
  - Estee Blair, MVPO – [eblair@mvpo.org](mailto:eblair@mvpo.org) or 1300 E Second Street, Suite 200, Defiance, OH 43512
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## **9. QUESTIONS**

All questions shall be directed to:

Estee Blair, Senior Planner - MVPO  
[eblair@mvpo.org](mailto:eblair@mvpo.org) or 419-784-3882

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## **10. RESERVATION OF RIGHTS**

The Village reserves the right to:

- Reject any or all submissions
- Waive informalities
- Select the firm deemed most qualified