

# REQUEST FOR QUALIFICATIONS

## **COPLEY RD TRAIL - PLANNING, ENGINEERING AND RIGHT OF WAY ACQUISITION SERVICES**

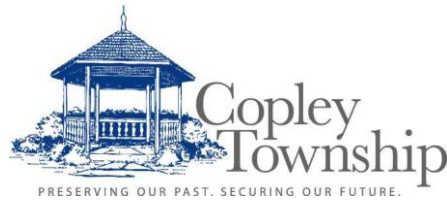
Notice is hereby given that Copley Township is seeking Statements of Qualifications (SOQ) from qualified engineering firms to assist with the planning, design, right-of-way acquisition, permitting, and development of a multi-purpose trail connecting Copley Circle to Copley Community Park. The approximately 0.9 - mile project area is located within Copley Township, Summit County, Ohio, and will provide pedestrian, bicycle, and readily accessible connectivity along the SR162 (Copley Rd) corridor.

The consulting firm shall be responsible for the design, right-of-way acquisition, permitting, construction documents, and bidding documents. The consulting firm will be responsible for providing all information and for securing, on behalf of Copley Township, all necessary state, local, and federal permits for the project. This includes all required surveying, appraisal, negotiation, and data collection to prepare and submit permit applications and right-of-way acquisition documents, as well as payment of all required fees to obtain permits or agency authorizations to proceed. Right-of-way services shall encompass identification of required easements or parcels, property owner negotiations, appraisals, legal coordination for acquisitions, and compliance with eminent domain processes if necessary. The consulting firm shall observe and comply with all legal requirements in the performance of the work.

### **LIST OF ATTACHMENTS • Exhibit A – Location and Site Map**

**STATEMENT OF QUALIFICATIONS** The consulting firm SOQ should contain the following information:

- 1. Cover Letter (1 page)**
- 2. Project understanding, and project approach (2 page maximum)**
- 3. General Firm Information (10 page maximum)**
  - Name, address, brief history and philosophy of your firm;
  - Description of your firm's related experience and background with specific examples of projects similar in type to those listed in Scope of Work and Project Delivery;



- Provide an outline of the project team and organization including resumes for the project manager and key staff; and
- Company overview, personnel resumes, and professional registration information of staff members who may be assigned to the project;
- Insurance certificate, including evidence of capacity to provide a copy of certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability, and professional liability insurance. Not less than \$1,000,000 per occurrence;
- List of sub-consultants planned to be utilized for the project (i.e., geotechnical engineer, environmental engineer, biologist, hydrologist, surveyor, landscape architect, right-of-way acquisition specialist, appraiser, etc.). Please be sure all proposed design and acquisition disciplines of the team are included; and
- Team's quality control/quality assurance procedure; and
- Three to five professional references for projects that are comparable to those listed in Scope of Work.

#### **4. Funding Experience (1 page maximum)**

- This project is funded through a combination of township funds and Ohio Department of Natural Resources (ODNR) grants. Please describe the firm's experience, if any, working with grant and publicly funded capital improvement projects.

### **EVALUATION PROCESS**

Each firm responding to this RFQ will be evaluated based upon the consulting firm's qualifications, and experience. After evaluating the responses to this RFQ, Copley Township may enter into contract negotiations with the team/firm deemed to be the best value for the project. Upon negotiation of contract terms, an agreement may be entered into between Copley Township and the consulting firm.

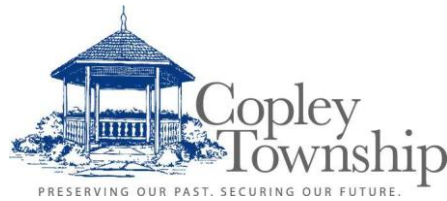


## EVALUATION CRITERIA

Category	Sub-Criteria	Points
<b>Project Approach (15 Points)</b>	• Project Understanding	5
	• Project administration	5
	• Innovative approach to the project	5
<b>Project Team (35 Points)</b>	• Project Organization Chart	5
	• Project Manager	10
	• Strength/experience of assigned staff and sub consultants	20
<b>Team Experience (40 Points)</b>	• Experience on 5 similar projects	15
	• References from last 3 years	15
	• Previous experience with Copley Township	5
	• Previous experience with ODNR funding	5
<b>QA/QC and Reporting (10 points)</b>	• Team's quality control/quality assurance procedure	5
	• Submission of plans/reports and record keeping	5

## PROJECT TIMELINE (Tentative)

Event	Date
Trustees RFP Approval	9/8/25
RFP Public Release	11/13/25
Final Day for Questions	11/24/25
Proposal Deadline	<del>11/27/25</del> 12/5/25
Internal Review Period	<del>12/1/25</del> 12/8/25
Negotiations	<del>12/8/25</del> 12/15/25
Board of Trustees Approval	12/22/25
Contract Commencement	1/2/2026



## INSTRUCTIONS FOR SUBMISSIONS

1. **Submission.** One hard copy and one electronic copy (emailed as a PDF attachment) of the qualification statement must be submitted by 4 p.m. on ~~November 27~~ **December 5th, 2025**. Responses must be addressed to: Greg Tracy, Service and Development Director, Copley Township, 1540 S Cleveland Massillon Rd, Copley, OH 44321.
2. **Questions.** Questions may be submitted via email to [gtracy@copley.oh.us](mailto:gtracy@copley.oh.us) by ~~November 24~~ **December 2nd, 2025**.
3. **Public Records.** All documents submitted to Copley Township in response to this RFQ are public and will be available for inspection under ORC 149.43 at the conclusion of the selection process. The following information shall, to the extent included with the qualifications statement, remain confidential except under proper order of a court: insurance certificates and policies.
4. **Communications.** All questions and comments must be submitted to the person identified in Sections 1 and 2 above. No communication related to the RFQ may be directed to any other Copley Township staff member.
5. **Cancellation; Rejection.** Copley Township reserves the right to cancel at any time and for any reason this solicitation and to reject all qualification statements. Copley Township shall have no liability to any proposer arising out of such cancellation or rejection. Copley Township reserves the right to waive any informalities or minor irregularities; reject any and all statements that are incomplete, conditional, or obscure; and/or accept or reject any and all proposals with or without cause.
6. **Costs.** Copley Township assumes no responsibility for costs incurred in the preparation, presentation, or submission of qualification statements.
7. **Amendments to RFQ.** At its discretion, Copley Township may amend this RFQ at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms on record with Copley Township as having requested or been furnished a copy of this RFQ.



## EXHIBIT A

