

VILLAGE OF EAST PALESTINE REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ENGINEERING SERVICES

East Palestine Economic Recovery and Infrastructure Expansion Initiative

The Village of East Palestine, Ohio (“Village”) is accepting Statements of Qualifications (“SOQ”) from qualified professional engineering firms to provide engineering and related professional services for various water, wastewater, utility, infrastructure improvement, and property development projects as part of the East Palestine Economic Recovery and Infrastructure Expansion Initiative.

The Village is actively pursuing strategic utility infrastructure investments intended to improve long-term system reliability, support economic development initiatives, enhance environmental resiliency, and expand utility capacity to support future residential, commercial, and industrial growth opportunities. The Village anticipates pursuing local, state, and federal funding opportunities, including but not limited to funding through the U.S. Economic Development Administration (“EDA”), Appalachian Regional Commission (“ARC”), Ohio EPA, Ohio Public Works Commission (“OPWC”), USDA Rural Development, Community Development Block Grant (“CDBG”), and other applicable infrastructure programs.

Accordingly, firms responding to this RFQ should demonstrate substantial experience with state funded and federally funded infrastructure projects, including familiarity with EDA procurement, compliance, environmental review, grant administration coordination, and federally required contracting procedures.

ANTICIPATED SCOPE OF SERVICES

Projects may include, but are not limited to, the following:

Water Infrastructure

- Water distribution system improvements and expansion
- Waterline replacement and rehabilitation
- Elevated and ground storage improvements
- Booster stations and pressure management
- Water treatment improvements
- System modeling and hydraulic analysis
- Metering and SCADA integration

Wastewater Infrastructure

- Sanitary sewer collection system improvements
- Inflow and infiltration mitigation
- Pump station upgrades and rehabilitation
- Wastewater treatment improvements
- Sewer extension and expansion projects
- Capacity and reliability improvements

General Utility and Infrastructure Services

- Utility extension to support economic development
- Industrial and business park infrastructure
- Preliminary engineering reports and feasibility studies
- Grant application support and technical documentation
- Asset management planning
- Resiliency and redundancy planning

Engineering and professional services may include, but are not limited to:

- Preliminary engineering
- Environmental review and permitting
- Surveying and mapping
- Easement and right-of-way support
- Utility coordination
- Design and bidding services
- Inspection services
- Construction administration and inspection
- Funding coordination support
- Cost estimating and capital planning
- Regulatory coordination
- Federal grant compliance support

PROCUREMENT AND COMPLIANCE

Selection of firms shall be conducted in accordance with:

- Ohio Revised Code Sections 153.65 through 153.73
- Applicable federal procurement standards under 2 CFR Part 200
- EDA procurement and contracting requirements, where applicable

The result of this RFQ will be the selection of one (1) Engineering Firm by the Village of East Palestine, to complete the entirety of the Scope of Services for the East Palestine Economic Recovery and Infrastructure Expansion Initiative. Selection as the Engineer for this project shall not exclude the selected firm from providing proposals for, or selection of firm for, any subsequent construction-related work.

Firms should specifically identify:

- Experience with federally funded infrastructure projects
- Experience with EDA-funded projects
- Familiarity with federal environmental and permitting requirements
- Experience supporting grant-funded utility and economic development infrastructure projects in rural or economically distressed communities

COMMUNITY CONTEXT

The Village of East Palestine is actively engaged in long-term infrastructure resiliency, utility modernization, economic recovery, and strategic redevelopment initiatives. The Village places significant value on firms that demonstrate:

- An understanding of small community infrastructure challenges

- Experience working within constrained municipal budgets
- Familiarity with aging utility systems
- Understanding of economic development-driven infrastructure investment
- Prior successful collaboration with the Village of East Palestine or similar Appalachian or rural Ohio communities

The Village strongly values firms capable of providing responsive, practical, and implementation-focused engineering support that aligns infrastructure investment with broader community revitalization and economic development goals.

SUBMISSION REQUIREMENTS

Interested firms shall submit:

- Three (3) hard copies of the Statement of Qualifications
- One (1) electronic PDF copy

Responses must be received no later than:

10:00 AM EST on Friday June 12, 2026

Late submissions will not be considered.

Submissions shall be delivered to:

Village of East Palestine

85 North Market Street
East Palestine, Ohio 44413

Attn: Misti Martin

Electronic submissions shall be emailed to:

Name/Title: Misti Martin

Email: m.martin@eastpalestine-oh.gov

STATEMENT OF QUALIFICATIONS FORMAT

Submittals shall be limited to fifteen (15) single-sided 8.5" x 11" pages, excluding cover, divider tabs, and resumes. Minimum font size shall be 12-point.

The SOQ shall include the following sections:

1. Cover Letter (1 Page Maximum)

Include:

- Firm name and primary contact information
- Statement of interest

- Commitment to availability and responsiveness
- Summary of relevant qualifications

2. Firm Information (2 Pages Maximum)

Include:

- Office location(s)
- Location of staff anticipated to support Village projects
- Brief history of the firm
- Description of services offered
- Ohio licensure information
- Relevant certifications or federal contracting capabilities

3. Key Personnel and Organizational Structure (4 Pages Maximum)

Include:

- Project Manager identification and qualifications
- Organizational chart
- Resumes or summaries of key personnel
- Relevant Ohio licensure
- Availability and anticipated role of staff members
- Experience with EDA and federally funded projects

4. Qualifications and Relevant Project Experience (5 Pages Maximum)

Include:

- Description of firm resources and technical capabilities
- Similar utility and infrastructure projects completed within the last ten (10) years
- Relevant federally funded or EDA-funded projects
- Rural infrastructure and economic development projects
- Client references associated with listed projects

Project descriptions should identify:

- Client/community name
- Funding sources utilized
- Project scope
- Construction value
- Services provided by the firm
- Project outcomes

5. Understanding of Community Needs and Project Approach (2 Pages Maximum)

Demonstrate:

- Understanding of East Palestine's infrastructure and economic development goals
- Familiarity with the Village's prior infrastructure investments and ongoing initiatives
- Understanding of rural utility challenges and resiliency planning

- Ability to assist the Village in maximizing funding competitiveness and long-term project value
- Experience coordinating complex projects with public stakeholders and funding agencies

Firms with prior experience working with the Village of East Palestine should specifically identify and describe that experience.

6. References (1 Page Maximum)

Provide a minimum of three (3) client references for similar projects including:

- Organization name
- Contact person
- Title
- Phone number
- Email address
- Brief project description

EVALUATION CRITERIA

The Village shall evaluate responding firms based upon qualifications and competence in accordance with Ohio Revised Code Sections 153.65 through 153.73.

Evaluation criteria shall include:

Criteria	Points
Relevant Utility Infrastructure Experience	30
Federal/ EDA Grant Experience	20
Understanding of East Palestine’s Needs	20
Project Team and Availability	10
Local and Regional Familiarity	10
Past Performance and References	10

Total Possible Points: **100**

SPECIAL CONDITIONS

1. Statements of Qualifications shall remain valid through December 31, 2026.

2. The Village reserves the right to:
 - Reject any or all submissions
 - Waive informalities or irregularities
 - Request additional information or interviews
 - Select one or multiple firms
 - Re-advertise for qualifications if determined to be in the Village's best interest
3. The Village shall not be liable for any costs incurred in preparation of a response to this RFQ.
4. All submitted materials shall become property of the Village of East Palestine and shall be considered public records in accordance with Ohio law, except for portions clearly identified as proprietary or trade secret information as permitted by law.
5. Selected firms may be required to comply with all applicable federal contract provisions associated with federally funded projects, including EDA-specific contract requirements, equal opportunity provisions, procurement standards, and related compliance obligations.
6. The Village encourages participation by firms with demonstrated experience supporting rural communities, infrastructure resiliency, economic recovery, and long-term economic development initiatives.