Request for Qualifications

Trimble Road Trial Design: Marion to Millsboro

The City of Mansfield ("the City") is accepting Letters of Interest (LoI) to obtain professional engineering services for the design of the Trimble Road Trail, extending approximately 3,000 feet along Trimble Road from Marion Avenue to Millsboro Road.

The project consists of the design of an 11 foot wide concrete shared use path along the east side of Trimble Road. The trail is intended to connect the existing Trimble Road Trail to the Millsboro Road Trail.

The selected consultant will be expected to evaluate the corridor and develop a design that minimizes right-of-way acquisition and avoids impacts to the existing transmission poles.

Existing stormwater management features within the proposed trail corridor will need to be evaluated and may require relocation or modification to accommodate the trail alignment.

Key Dates

RFQ Issued:	September 8th, 2026
Response Due Date:	**September 25th, 2026**
Consultant Selection Date:	October 16th, 2026
Contract Award Date:	November 3rd, 2026
Completion of Services:	March 2028

Contract Type and Payment Method

Not to Exceed - Hourly Rate Basis

Compliance with Title VI of the Civil Rights Act of 1964

The City of Mansfield, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Disadvantaged Business Enterprise (DBE) Participation Goal

None

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Mansfield during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

- Any discussions or marketing activities related to this specific project.

Allowable communications include:

- Technical or scope of services questions specific to the project or RFP requirements.

Selection Procedures

The City of Mansfield will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address by **4:00 PM on the response due date** listed above.

Robert P. Bianchi, P.E.
City Engineer
City of Mansfield
30 North Diamond Street
Mansfield, Ohio 44902

Responses received after 4:00 PM on the response due date will not be considered.

Requirements for Letters of Interest, Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below) in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. Letters of Interest shall be limited to twenty (20) 8½" x 11" single sided pages plus three (3) pages for the Project Approach (Item B.3 below).

B. Letter of Interest Content

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

   Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

3. Provide a description of your Project Approach, not to exceed three pages and address your Firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Innovative ideas; 5) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Consultant Selection Rating Form

Project: Trimble Road Trail: Marion Avenue to Millsboro Road

Firm Name: _____

Category	**Total Value**	**Score**
Project Manager	20	
Strength/Experience of Assigned Staff including Subconsultants	35	
Firm's Current Workload/ Availability of Personnel	10	
Project Approach	35	
Total	100	

Selection Committee Members:

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