

**Request for Qualifications  
2026 General Engineering Services**

**City of Chardon, Ohio**



**Solicited By  
City of Chardon Ohio  
Office of City Manager  
111 Water Street  
Chardon, Ohio 44024**

**January 22, 2026**

## Introduction

The City of Chardon is requesting qualifications for general engineering services for the calendar year 2026. Qualifications shall be submitted for engineering services which include investigations, studies, design, construction administration, inspection services, and maintenance of the following:

- Roadway, traffic, and signalization
- Storm sewer, drainage, and stormwater/watershed management
- Waterline, distribution, and treatment
- Sanitary sewer, collection, and treatment

Interested consultants should submit on the areas of expertise to be considered for future projects and assistance to the City of Chardon. Firms are not required to include sub-consultants in the qualifications at this time.

The purpose of the RFQ process is to find qualified vendor(s) for consideration and selection on future projects. Submitted qualifications will be kept on file for the duration of the calendar year. Agreements, MOUs, task orders, contracts, etc. will be executed on an as-needed project basis.

This qualifications specifications packet shall be made available on the City's website, [www.cityofchardon.gov/bids](http://www.cityofchardon.gov/bids), and shall also be available by contacting Rebecca Repasky, Administrative Assistant, at the City of Chardon' phone number - 440-286-2610.

## Submittal Requirements

Electronic submittals are preferred and should be combined into one PDF file named with the solicitation title listed on the RFQ and your firm's name. If possible, please reduce the file size of the PDF. Firms may modify their submissions by submitting a new submission at any time. The revised submission must state it supersedes and replaces the previous qualifications. Submissions may be withdrawn by written request. The City will continue to receive qualifications throughout the year.

Justin A. Czekaj, P.E.  
Director of Public Service  
[publicsrv@cityofchardon.gov](mailto:publicsrv@cityofchardon.gov)

### Form of Submittal

Qualifications shall be submitted in electronic PDF format. Paper copies will not be accepted. Respondents may consider organizing the qualifications in the format listed below:

1. Letter of Interest
2. Company organization and profile
3. Principal-in-charge and core staff members
4. Experience

Qualifications shall include, at minimum, the required information in the following sections.

### Consultant's Organization and Profile

The respondent shall identify information (including any joint venture partners or other associates) by listing the firm, all corporate officers, address and telephone, and contact person. The qualifications shall include a description of consultant in both narrative and organization chart form. The qualifications should clearly indicate the relationship, roles and responsibilities of the organization and core staff members.

### Principal-in-Charge and Core Staff Members

Describe all relevant professional experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training to the requirements specific to areas of expertise for the Principal-in-Charge and each key staff member. Also identify the primary office location for each key staff member.

### Experience

Provide narrative and visual descriptions (photographs and/or renderings), if available, of relevant activities managed by the organization and/or members of the project staff in which the respondent has participated within the last 10 years. Respondent shall have a successful record of handling the projects and activities being listed.

## **Additional Instructions Terms and Conditions**

### **Public Records Compliance**

Documents submitted to the City in response to this advertisement for bids will not be available for public inspection under Revised Code 149.43 until after the City either announces the award of the Contract or cancels this advertisement for bids.

### **Cancellation; Rejection**

The City reserves the right to reject all submittals, to cancel at any time for any reason this advertisement for qualifications, any portion of this advertisement for bids, and to pursue a different course of action. The City shall have no liability to any responding company arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

### **Submittal Costs**

The City assumes no responsibility for costs incurred in the preparation, presentation, or submission of the bid response documents.

### **Certifications by Bidder**

By submitting a bid, the responding company certifies and warrants to the City that:

1. the bidder is not the subject of an unresolved finding for recovery issued by the Auditor of State under Ohio Revised Code Section 9.24;
2. the proposer has not been found by a court to be in default of a judgment or breach of settlement agreement;
3. the proposer has not violated Ohio Revised Code Section 3517.102 by exceeding allowable campaign contributions; and
4. the proposer is current on all income, business, and property tax obligations to the State of Ohio and political subdivisions thereof.