

**City of Akron
Department of Public Service
Akron Water Supply Bureau**

Supplemental Services Program Requirements

The City of Akron Water Supply Bureau (AWSB) regularly requires professional engineering services to supplement the operation of AWSB. This technical support is normally beyond the expertise of the current staff, usually requires immediate evaluation, and on an as-needed basis. The AWSB establishes several Supplemental Services Agreements with consulting firms for this timely and necessary support. The Agreements are on an as-needed basis throughout the calendar year. It is normally a five-year contract with invoice rates renewed annually.

The Supplemental Services Program Requirements will be posted year-round on the City of Akron's web site. The typical process to hire and utilize consultants for Supplemental Services consists of:

Post a Request For Qualifications RFQ (normally October) on Bonfire for 14 days.

Review proposals for completeness and qualifications.

Notify consultants of approval/rejection.

Prepare contracts for review and signature.

Annual Rate Renewal Process consists of requesting updated rates and personnel from each Consultant. The AWSB will review the rates for acceptance and notify each consultant of approval.

The AWSB Supplemental Services Program will be managed by the AWSB, Technical Services Division, Water Engineering Team.

Consultants utilized for the Supplemental Services Program will be directly selected from Letter of Interest (LOI) submitted in response to a Request For Qualifications (RFQ) via Bonfire. To register via Bonfire, login to: <https://akronohio.bonfirehub.com/opportunities>.

AWSB will directly select a consultant based on the LOI submittal.

AWSB will provide access to all studies, assessments, evaluations, and as-built record drawings pertinent to the requested work.

Documents pertinent to the Supplemental Services Program Agreement consists of, but not limited to the following City of Akron policies and procedures:

Professional & Supplemental Services Program Contract Documents

- CAD & Survey Standards
- Consultant Billing Policy
- Consultant Contracts Reimbursable Matrix 2022-01-13
- Contract & Billing Terms 2024-03-26
- Local Hiring and Diversity Goals 2022-02-11

Latest versions of these documents can be found on the City of Akron Water Supply Bureau Technical Services Division web page.

Typical disciplines utilized by AWSB consists of, but not limited to:

Aerial Surveys
Architectural Services
Asbestos Material Testing
Computer Aided Drafting
Electrical Engineering
Environmental Services
Forestry Services
Geotechnical Engineering & Materials Testing
Grant Writing
Hydraulic Analysis
Landscape Architectural Services
Mechanical Engineering
Process Control
Structural Engineering
Subsurface Utility Location
Surveying & Mapping
Water Distribution Hydraulic Modeling

Latest Scopes of Services for these disciplines can be found on the City of Akron Water Supply Bureau Technical Services Division web page.

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