



City of Sunbury

REQUEST FOR QUALIFICATIONS

Pavement Condition Assessments & Management

December 18, 2025

Response Due Date and Time:

Monday, January 12, 2026

3:00pm EST

Deliver Electronically to:

City of Sunbury

Planning and Engineering Department

codebralski@sunburyohio.org & agraziano@sunburyohio.org

Project Name: Sunbury Pavement Conditions Assessment & Management
Capital Improvement Project

Project Overview:

Most recently the City of Sunbury has utilized data from consulting services that visually inspected approximately 75 centerline miles of roadways utilizing a PASER rating model that ranked the streets from 1-10. This rating system, while simplistic for overall conditions understanding, has added additional steps/time and introduces potential biases compared to today's technical standards and best practices to develop maintenance recommendations and budgets.

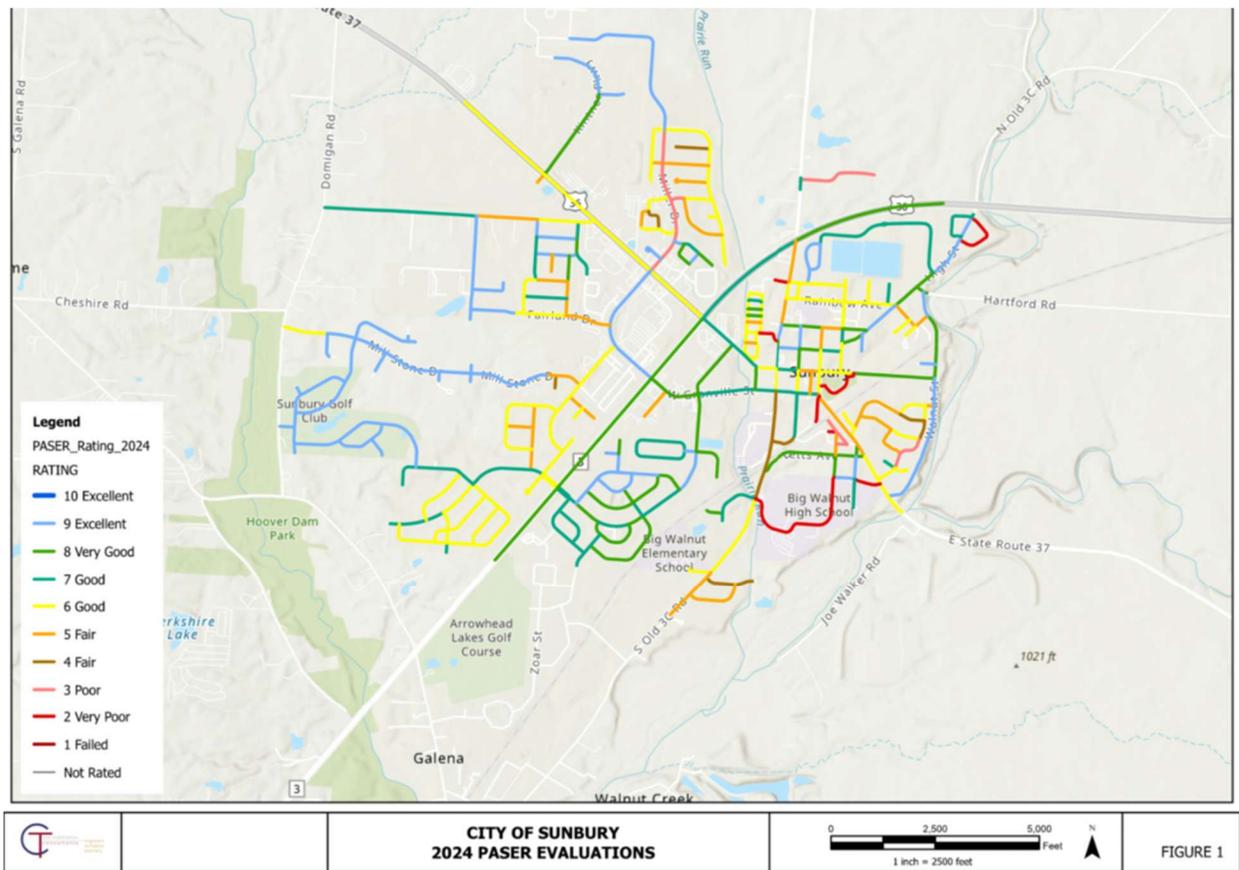


Figure 1: Sunbury PASER Map from 2024

The City plans to perform an internal audit of its pavement management data and intends to assess its pavement condition rating system in comparison to today's standards and technology by incorporating a standard pavement condition assessment system paired with modern GIS technology. With this RFQ, the City is requesting proposals from qualified firms to perform pavement conditions rating on its street network, including incorporating it's work product into the City's GIS. The proposal shall include a comparison to previous data, benchmark current conditions, and provide recommendations with budgets for annual pavement management best preservation practice from crack sealing to full depth reconstruction.

Scope of Services:

The scope of services follows. Note that modifications to better meet the project objections will be accepted and will be evaluated in the firm's understanding and approach and value engineering.

Project Schedule

- ❖ The Consultant shall prepare and maintain a project schedule that includes periods for final deliverables, reviews, and approvals.

Pavement Condition Assessment

- ❖ The City will provide a digital copy of the City's street network. The Consultant shall conduct pavement condition assessments for each section (defined as block by block) of the City's approximately 75 centerline miles of roadway utilizing Pavement Condition Index (PCI) methodology. Other assessment methodology will be considered provided the Consultant can adequately show industry testing and acceptance.
- ❖ The Consultant shall submit a report detailing an inventory of each section and its condition. This report shall include a description of scoring methodology and process, either an integration with the City's ArcGIS Online hosted feature layer or a digital copy of the GIS layer with associated condition assessments within the layer's attribute table, and an Excel Spreadsheet(s) containing assessment data.
- ❖ The Consultant shall utilize the condition assessment data to develop maintenance recommendations for each street segment. The Consultant shall also develop and provide a decision tree detailing general maintenance recommendations applicable to the appropriate range of assigned condition scores.

Budget Assessment

- ❖ Based on the condition assessments the Consultant shall provide long term projections for the average street condition score based on current funding levels as well as a determination of the budget requirements to achieve a desired pavement condition score in line with typical average scores in Central Ohio. The desired pavement condition score will be established with the Consultant during the scoping meeting.
- ❖ Man-hour estimate for various tasks noted with the scope of work.(do not provide design fee cost estimate).
- ❖ The selected Consultant will provide a brief presentation at the start of the scoping meeting demonstrating past examples of similar projects being completed.

- ❖ Other items not listed; however, beneficial to the plan development.

Submittal Requirements

Proposals will be received by the City until **3:00pm EST on Monday January 12, 2026**

Submit Proposal Package Electronically to both Carla Odebralski and Alyssa Graziano:

**City of Sunbury
Planning & Engineering Department
codebralski@sunburyohio.org and agraziano@sunburyohio.org**

**Email Subject line: RFQ from “XYZ firm” for Pavement Management
Attention: Carla Odebralski, P.E.
Director of Planning & Engineering / City Engineer**

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- ❖ Receipt of submittal by the specified date and time
- ❖ Adherence to maximum page limits (this includes the proposal and cover letter)
- ❖ Prohibition against contact or communication with any elected official, representative, or employee of the City of Sunbury regarding this solicitation or the type of work contemplated therein, unless otherwise provided for within subsequent instructions.

Be advised that once submitted, proposals become “public record” and are available to all for inspection and copying, upon request.

Proposal Format (only the following format will be accepted):

- ❖ Submit proposals electronically with an e-mail including the firm name and project title. The proposal shall be an attached pdf or a link to download a pdf.
- ❖ Consultant shall limit the proposal to no more than ten (10) total pages including the cover letter. The 10 pages does not include the proposal cover, table of contents, or sections dividers if included.
- ❖ The proposal shall be accompanied by a one-page cover letter.
- ❖ All pages shall be 8-1/2” by 11”, with 1-inch margins format (headers and footers may encroach with the margins).
- ❖ The minimum font size shall be 11 point, Times New Roman or Arial.

Evaluation Criteria

- ❖ Project Team (based on the training, education, experience, and availability of the individuals assigned to the project) **(20 points)**
- ❖ Past Performance (Past performance on similar projects based on quality of work, ability to meet deadlines, previous communication history, organizations skills, and the ability to maintain a project budget) **(35 points)**
- ❖ Understanding of Project/Project Approach **(45 points)**

Selection Process

The firm ranked highest in the Technical Proposals will be deemed to be the most-qualified firm and will be selected to negotiate Scope and Fee for the work.

Questions may be directed to Carla Odebralski via email through January 5, 2026. Questions & Answers will only be provided to Sunbury's Procurement landing page if deemed necessary.

www.sunburyohio.org/1257/Procurement-Opportunities) – location of RFQ