



Village of Galena ♦ 109 Harrison Street, PO Box 386, Galena, Ohio 43021 ♦ 740-965-2484

March 6, 2026

Re: Invitation to Submit Statement of Qualifications (SOQ) – On-Call Professional Services List

Dear Consultants,

The Village of Galena, Ohio invites all qualified professional service providers to submit a **Statement of Qualifications (SOQ)** for consideration in the development and inclusion of the Village's first **On-Call Professional Services List**. This solicitation is being conducted in accordance with the Village's Procedures for Selection of Professional Service Providers.

Ultimately, with a duration of two years, the initial On-Call Professional Services List will cover the period from **March 2026 through December 2027**. Consultants may submit qualifications for one or more of the following service categories:

- Park and Playground Planning and Design
- Roadway and Multi-Modal Transportation
- Traffic Engineering and Street Lighting
- Sanitary and Wastewater Systems
- Water Distribution Systems
- Stormwater Management
- Environmental Studies
- Construction Administration and Inspection
- Architectural and Structural Engineering
- Surveying, GIS, and Geotechnical Services
- Telecommunications and Fiber Systems
- Right-of-Way, Easement, and Land Acquisition/Appraisals
- Plan Review and General Consulting Services
- Planning and Zoning Consulting Services
- Utility Operations Engineering Services

SOQ Requirements:

- A **cover letter** clearly identifying the service categories for which your firm is submitting.
- Within the cover letter, you may place an **asterisk next to no more than four categories** to highlight your firm's primary areas of expertise or local (Central Ohio) staffing specialties.
- Firm qualifications, key personnel, relevant project experience, grant application/award history, and a demonstrated ability to provide timely service.

Deadline and Submittal Instructions:

SOQs must be received by March 31, 2026 for early consideration. Please submit one electronic copy in PDF format to Thomas Marshall and Mallory Donkelaar (villageadministrator@galenaohio.gov and adminasst2@galenaohio.gov).

As this is the first step in developing the Village's On-Call List, the Village plans to add consulting firms on a quarterly basis starting March 2026 through December 30, 2027. After this time, the Village will follow a two-year cycle for inclusion. The Village looks forward to reviewing your qualifications and appreciates your interest in supporting the Village's ongoing infrastructure and community development initiatives.

Best Regards,



Thomas Marshall Ph.D., P.E.
Village Administrator, Chief Administrative Officer
Village of Galena
villageadministrator@galenaohio.gov