

February 11, 2019 Posting Date
WAY-E Pine Street
PID No. 95089
City of Orrville
Response Date: Friday, March 8, 2019

The field surveys, traffic studies, and final roadway plans have been prepared by Engineering Associates, Inc. The bidding activities will not be the responsibility of the firm doing engineering/construction management, but will be overseen by the design engineering firm.

Communications Restrictions:

Please note the following policy concerning communication between Consultants and the City of Orrville 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.

Project Description:

The services include construction inspection/administration services for East Pine Street in the City of Orrville, Wayne County. The project includes the construction of East Pine Street which includes 280 feet of new two-lane pavement to extend East Pine Street between State Route 57 and Walnut Street as well as a new at-grade crossing, storm sewers, sidewalks, and pavement markings.

Estimated Construction Cost:

The total project cost estimate is \$625,897.97 with ODOT financing 100% of the construction cost through Federal Earmark money.

Prequalification Requirements:

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting – Unlimited, the requirement may be met by the prime consultant or a sub-consultant.

Also, please note that only individuals (not firms) are prequalified construction inspection activities. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a sub-consultant, must be named in order to meet the requirement.

For agreements that require pre-qualification in Cost Accounting – Unlimited, the prime consultant and **all sub-consultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

- Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102 (2).

CONSTRUCTION INSPECTION AND ADMINISTRATION:

Project Inspector; (Refer to **Selection Sub-factors** below)
Soils & Aggregate Inspector; (Refer to **Selection Sub-factors** below)
Construction Engineer Level 1; (Refer to **Selection Sub-factors** below)

Construction Engineer Level 2; (Refer to **Selection Sub-factors** below)
Construction Management Firm

COST ACCOUNTING SYSTEM

Unlimited (Prime Consultant and sub-consultants that provide engineering and design related services must meet this prequalification requirement.)

Selection Sub-factors:

For this agreement, prequalification of individuals in construction inspection/administration categories is not required, but actual prequalification of individuals and partial completion of the requirements will not be considered in the selection rating. Refer to the Scope of Services document for the approximate number of personnel required for the various categories. Provide resumes for proposed staff including prequalification status, and if not prequalified, a summary of requirements partially or completely met. The Construction Management Firm and Unlimited Cost Accounting categories will remain where applicable.

Contract Type and Payment Method:

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3 A and 4.3 B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization:

It is anticipated that the selected Consultant will be authorized to proceed by April.

Project Schedule:

The construction will begin in the spring of 2019 with all construction activities to be completed in 2019.

Disadvantaged Business Enterprise (DBE) Goal:

It is the policy of the Ohio Department of Transportation (ODOT) that firms certified by ODOT as Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and participate in agreements included in this request for Letters of Interest, either a prime consultant or sub-consultant. The Consultant must use good faith efforts to include DBE participation. Consequently, the requirements of Title 49 CFR Part 26 will apply. The Consultant must ensure that the DBE firms participating in the agreement are performing a "commercially useful function" as defined in 49 CFR 26.55.

This agreement includes a DBE Goal of **6 %**. At least this percent of the agreement shall be subcontracted to certified DBE firms.

The Letter of Interest **must show** that the consultant has made good faith efforts to meet the goal. Good faith efforts, as defined in 49 CFR 26.53, to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so.

If the Consultant does not succeed in obtaining enough DBE participation to meet the Goal, the Ohio Department of Transportation will determine whether the Consultant has made a good faith effort to meet the goal in accordance with 49 CFR 26.53 and Appendix A to Part 26. Consultants that do not show good faith efforts to meet the goal will not be eligible for selection.

Suspended or Debarred Firms:

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

Compliance with Title VI of the Civil Rights Act of 1964:

The City of Orrville, 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 not 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.

Selection Procedures:

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

Firms interested in being considered for selection should respond by submitting four (4) copies of the Letter of Interest to the following address by **5:00 pm on the response due date** listed above:

The City of Orrville
Attention: Kristin Endsley
207 North Main Street
Orrville, Ohio 44667

Responses received after 5:00 pm on the due date will not be considered.

Scope of Services:

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic 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) in the same order as listed, 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 ten (10) 8 ½” x 11” single sided pages plus two (2) pages for the Project Approach (Item B.5).
 3. Please adhere to the following requirements in preparing and binding Letters of Interest:
 - i. Please use a minimum font size of 12-point and maintain margins of 1” on all four sides.
 - ii. Page numbers must be centered at the bottom of each page.
 - iii. Bind Letters of Interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - iv. Do not provide tabbed inserts or other features that may interfere with machine copying.

- B. Letter of Interest Content
 1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
 2. List significant sub-consultants, their current prequalification categories, their DBE status, and the percentage of work to be performed by each sub-consultant.
 3. List the Project Manager and other key staff members, including key sub-consultant 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 sub-factors noted.

4. 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.
5. Provide a description of your Project Approach, not to exceed two (2) pages. Confirm that the firm has visited the site and address your firm's:
 - Technical approach;
 - Understanding of the project;
 - Your firm's qualifications for the project;
 - Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents;
 - Innovative ideas; and
 - Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

For projects with DBE goals in which the consultant did not succeed in obtaining enough DBE participation to meet the goal, provide documentation that it made adequate good faith efforts, as defined in 49 CFR 26.53, to meet the goal.

Items 1 – 4 must be included within the ten (10) page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

CITY OF ORRVILLE
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS MANAGEMENT
SCOPE OF SERVICES

Project Specific Services

Project Name:	WAY-E PINE ST
PID:	95089
Project Description:	WAY-E PINE ST consists of the construction of 280 feet of new two-lane pavement to extend East Pine Street between State Route 57 and Walnut Street as well as a new at-grade crossing, storm sewers, sidewalks, and pavement markings.
Work Description:	Construction management, inspection, and testing activities associated with new road construction project plus financial, administrative, and records management activities
Scope of Services Meeting Date:	To be determined

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT’s Construction Administration Manual of Procedures, 2013 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector	1	At a minimum, the inspector should be on-site when critical activities are occurring.
Structures Inspector	0	
Coatings Inspector	0	
Traffic & Electrical Inspector	0	
Soils & Aggregate Inspector	1	Available, when needed
Construction Engineer Level 1	1	Available, when needed

Construction Engineer Level 2	1	Available, when needed
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1	Available as needed
Other		

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

PRIMARY TASK	ODOT Oversight	Responsibility		NOTES
		LPA	CONSULTANT	
<i>POST AWARD</i>				
Preconstruction Conference	X	X	X	Consultant primarily responsible
<i>ACTIVE PROJECT ADMINISTRATION</i>				
Daily Field Engineering and Inspection	X		X	City will assist, if needed
<i>MATERIALS MANAGEMENT, TESTING AND CERTIFICATION</i>				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X		X	
Asphalt, Concrete & Aggregate Field Testing			X	Testing company to be supplied by Consultant

Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	Consultant primarily responsible
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted	X		X	
Monitoring of Project Documentation	X	X	X	Consultant primarily responsible
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X	X	X	
Schedule Tracking and Updates	X	X	X	
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	
Summary of Progressive Payment		X	X	
Invoice and Reimbursement Preparation		X	X	
Review and Approval of Reimbursement Request	X	X	X	
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	Final approval by City and ODOT
Concurrence on significant Change Orders for Reimbursement	X	X	X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	Recommendation from Consultant
Approval of Funding for Resolution	X	X	X	

Monitoring and Documentation of Claims Management Process	X	X	X	
<i>PREVAILING WAGE COMPLIANCE</i>				
Wage Interviews, Payroll Reviews		X		
Resolution of Underpaid Wages		X		
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X		
<i>EEO AND DBE CONTRACT COMPLIANCE</i>				
EEO/DBE Contract Requirements	X	X	X	
Bulletin Board Monitoring		X		
Review and Approval of Contractor DBE Waivers	X	X		
Commercially Useful Function Reviews	X	X		
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X	X		
<i>PROJECT FINALIZATION</i>				
Final Inspection and Acceptance	X	X	X	
Resolution of Punch list Items	X	X	X	
Agreement of Final Quantities, Payment	X	X	X	Primarily Consultant
Final Payment to Contractor, Release of Responsibility	X	X	X	
Preparation of Project Closeout Documents	X	X	X	
Review and Approval of Finalization Documents	X	X	X	
Completion of LPA Contract Administration Evaluation	X	X		

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	1	Based upon asphalt acceptance type
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	As per 2013 C&MS book
Paint Inspection Kit in accordance with CMS 514.05.		
The type and number of vehicles, either cars or trucks, for use on-site.	1	Depends upon Consultant's needs

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

- a. High school diploma or GED.
- b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.
- c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

A. The City of Orrville shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be

made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the City prior to being incurred.

- B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City of Orrville, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the City of Orrville may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.43 of the "Specifications for Consulting Services, 2010 Edition."

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City of Orrville. No compensation will be provided for commuting to and from the report-in location. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY THE CITY OF ORRVILLE

- A. The City of Orrville will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The City of Orrville will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.

VIII. ODOT CONSTRUCTION INSPECTION/ADMINISTRATION PREQUALIFICATION POLICY - REQUIREMENTS FOR INTERIM WORK STATUS

In an effort to assist individuals in becoming prequalified with ODOT to provide construction inspection and administration services, the City of Orrville will allow individuals that lack only the experience requirement to work on an interim basis. In this way, individuals that meet the Degree/Certifications requirements can gain experience towards full prequalification. In this type of arrangement, the prime consulting firm will remain responsible for the quality of the work, and must actively supervise the individual and monitor the work being performed. This process is limited to the following prequalification categories and subject to the requirements listed below.

A. Project Inspector

1. The individual must meet all Degree/Certifications requirements except that Level 1 NICET certification is acceptable. Level 2 NICET certification will still be required for full prequalification.
2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project that includes at least one other prequalified project inspector working on a full time basis.

B. Construction Engineer Level 1

1. The individual must meet all Degree/Certifications requirements.
2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project with construction costs less than \$2,000,000.

When submitting a letter of interest for a project in which this arrangement is proposed, the firm must list employees proposed to work on this basis and demonstrate that the above requirements have been met.

Consultant Selection Rating Form for Programmatic Selections

Project: WAY-E PINE STREET
PID: 95089
Project Type: New Construction
District: 3
Selection Committee Members: Handwerk, Wheeler, Endsley, Lowe

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-consultants	25	See Note 2, Exhibit 1	
Firm's current workload and availability of personnel	10	See Note 4, Exhibit 1	
Consultant's past performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 – Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Orrville and other agencies. The selection committee may contact ODOT and outside agencies, if necessary. Any sub-factors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including the sub-consultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub-factors identified in the project notification should be weighed more heavily in the differential scoring. As above, other agencies may be contacted.
3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings, if available, and consult other agencies as appropriate. The differential scoring should consider the complexity of the project and any sub-factors identified in the project notification.
4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.