



**REQUEST FOR QUALIFICATIONS  
for**

**CITY OF WADSWORTH, OHIO**

**2018-412**

**VALLEY VIEW DRIVE AND BAKER STREET  
WATERLINE REPLACEMENTS**

**DATE APRIL 26, 2019**

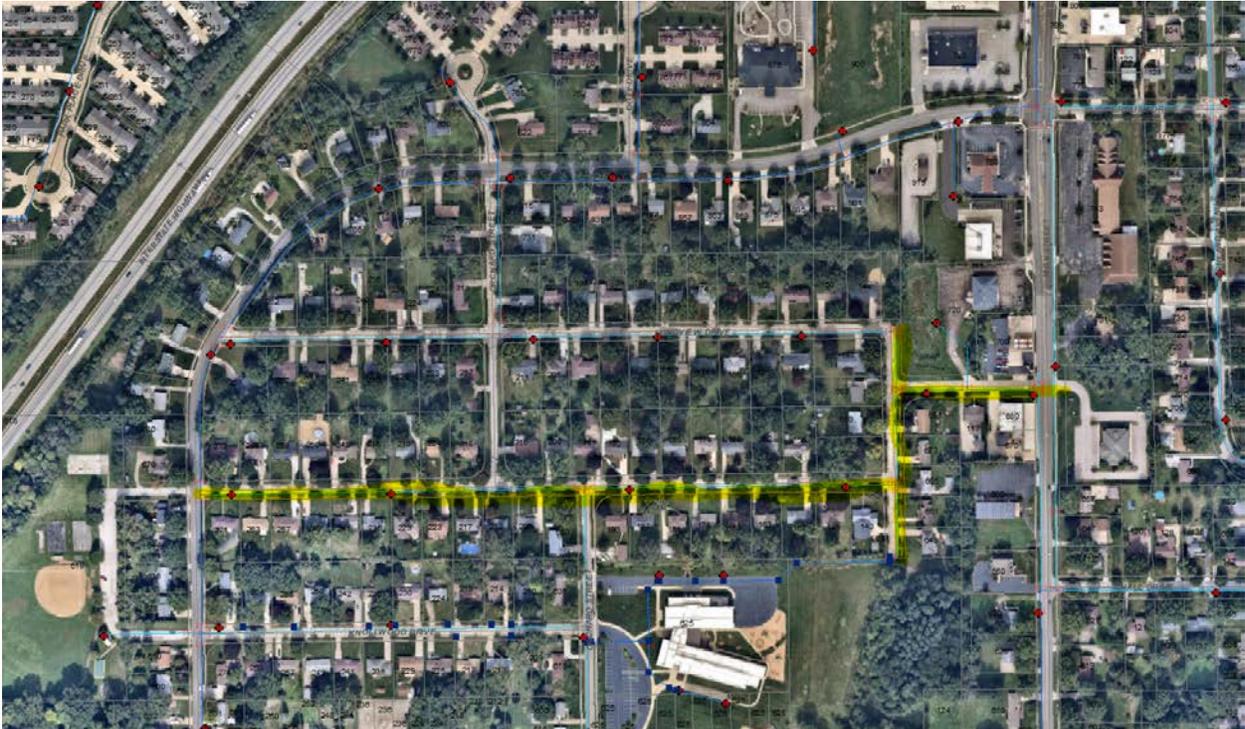


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## **INTRODUCTION:**

The City of Wadsworth (City) is requesting proposals from qualified consultant firms (Consultant) for the engineering of the Valley View Drive and Baker Street Water Line Replacements.

The work is located along the entire length of Valley View Drive and Baker Street (see map below). In general, the project includes the replacements of water mains with other improvements in the area.



## **PURPOSE AND GOALS OF THE PROJECT:**

The purpose of this project is to install new 8" water mains and appurtenances on Valley View Drive and Baker Street.

Goals of the project include, but are not limited to, replacement of water mains.

Other goals of the project include:

- repair storm sewers
- repair sanitary sewers

- pavement improvements
- sidewalk repairs
- analysis of use of C901/C906 instead of City standard Class 52 ductile iron

### **SCOPE OF WORK:**

The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFP may suggest alternative approaches to the scope, so long as the end result is achieved.

1. Assess / verify project's vision, goals, and objectives.
2. Identify constraints and parameters.
3. Survey area as necessary.
4. Provide cost estimate for each submittal.
5. Identify and reduce project risks.
6. Develop biddable construction documents including specifications.

### **TASKS AND DELIVERABLES:**

#### **Task 1: Pre-Design**

##### Task 1.1: Kickoff Meeting

- A kickoff meeting with City staff and the Consultant shall take place to define new and assess existing goals of the project including expectations, schedule, communication, etc.
- The consultant is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the City for approval prior. All material must be given to the City in original file and pdf format.

##### Task 1.2: Basis of Design Memo

- The Consultant shall prepare a Basis of Design Memo for the Project that concisely summarizes the activities and critical design decisions necessary to support advancement of the Project into detailed design. The primary objective for the Basis of Design Memo is to ensure common understanding between the Consultant and City regarding the design for the Project. The report should include the following at a minimum:
  1. Project site map by annotating the map with the locations of proposed improvements

2. Proposed design criteria and associated parameters for all disciplines
3. Design calculations if required (included as electronic appendices)
4. Easement and land acquisition issues
5. Identification of utilities that may be impacted by improvements
6. Discussion of site and civil issues impacted by improvements
7. Identification of required permits
8. Risk Identification
9. Project Photos

Deliverables: Three (3) Hardcopies of Basis of Design Memo

One (1) electronic copy in both pdf and original format

#### Task 1.3: Surveying

- The Consultant shall also gather data necessary to properly map the existing conditions of the site as appropriate for the type of project of this RFP. Baseline survey information shall be tied to the state plane coordinate system, North American Datum 83 (NAD83), and North American Vertical Datum 88 (NAVD 88) datum shall be used for vertical datum. Locate pertinent structures and utilities within the survey area. Structures and utilities to be surveyed shall include those that may be impacted by construction or be required for the project design.

Deliverables: One (1) electronic copy in both CAD and GIS format

#### Task 1.4: Permits and Easements Coordination

- Identify permits required by public and private entities, including, but not limited to, the Army Corps of Engineers, Ohio EPA (Permit to Install, SWPPP, NOI, etc.), ODOT, railroads, etc. Where necessary and with the approval of the City, the Consultant shall contact the appropriate regulatory agency to seek clarification on the applicability of permit requirements.
- If elements of work require temporary or permanent easements, the Consultant shall identify and coordinate these easements with the City. If required, the Consultant shall prepare legal descriptions, sketches, calculations, and plats for up to two (2) permanent and temporary easements, which may be needed during construction.

Preparation of these easement documents shall be included in Task 1. This includes surveying services, in the event that it becomes necessary, to field locate the proposed infrastructure, appurtenances, easement limits, etc., and any time required for meetings with property owners.

Deliverables: One (1) electronic copy in both pdf and original format

Task 1.5: Geotechnical

- No geotechnical work is anticipated for this project. If the Consultant deems otherwise, justification and level of effort should be identified in the Proposal.

Task 1.6: Hydraulic Analysis/Modeling

- No Hydraulic Analysis/Modeling work is anticipated for this project. If the Consultant deems otherwise, justification and level of effort should be identified in the Proposal.

**Task 2: Design**

The Consultant shall develop drawings and specifications and integrate the City’s standard specifications and Bid Booklet (including Instructions to Bidders, General Terms and Conditions, Special Conditions, Agreement) for the Project to produce construction bid documents suitable for competitive bidding purposes to produce a quality, cost-effective project. The drawings will indicate the layout, plans, sections, and details of the Project.

All Task 2 deliverables shall be submitted in the following quantities unless otherwise noted.

Two (2) full-size hard copies of drawings

Two (2) half-size hard copies of drawings

Two (2) hard copies of technical specifications, including Bid Booklet and Front Ends.

One (1) flash/thumb drive of videos or photo files

One (1) flash/thumb drive containing the native electronic format and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

Progress Meetings: Progress meetings shall take place monthly throughout the design process, or as agreed to by the City, to discuss project progress, issues, risks, budget, schedule, etc.

The consultant is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the City for approval prior. All material must be given to the City in original file and pdf format.

Task 2.1: 30% Design

- The 30% design submittal, based on the Basis of Design Memo and resulting review comments, will serve as the initial layout and orientation of recommended improvements for review. At the 30% design stage, the design will incorporate

major design concepts, reflect decisions made to date, and facilitate advancement of the design through the remaining design stages.

The 30% submittal shall include, at a minimum, the following:

1. Drawings
    - a. Title Sheet
    - b. Sheet Index, which should be near completion.
    - c. Preliminary alignment plan view and profile sheets, without construction notes.
    - d. General and specific notes as appropriate.
  2. Specifications
    - a. List of bid items
    - b. Table of Contents of technical specifications. List shall indicate any deviations from the City's standard specifications.
  3. Updated listing of easements and permits required.
  4. Updated preliminary construction schedule
  5. Revised Basis of Design Memo with calculations as appendices. Including a summary and explanation of significant differences between the Basis of Design Memo prepared during pre-design and the 30% design efforts.
  6. Engineer's Opinion of Probable Construction Cost
- 30% Design Submittal Meeting. The Consultant shall organize and lead a 30% Design Update Meeting at the time of the design submittal to present the design and discuss comments regarding the design. The presentation shall include an explanation of key decisions made during the pre-design and design task.

The City will provide comments to Consultant on the City's technical comments within fifteen (15) working days of Consultant's delivery of the design submittal documents.

#### Task 2.2: 60% Design

- The 60% design submittal is a detailed presentation of the design configurations and parameters established in the Pre-Design and 30% Design Tasks as modified to reflect advancement of the design and incorporation of comments.

The 60% submittal shall include, at a minimum, the following:

1. Drawings. Drawings shall illustrate the complete complement of facilities included in the Project (both rehabilitated and new), including all dimensions,

abbreviations, nomenclature, legends, general notes, and discipline related notes. Drawings shall include at a minimum:

- a. Plan and profile drawings
- b. Trench width limitations and backfill requirements for any sewers or waterlines to be constructed by open-cut methods
- c. Plan and section views of excavations and finished structures, including at a minimum; excavation limits
- d. All existing utilities and preliminary concepts for any necessary utility support and/or relocation
- e. Cross-sections at minimum 50 ft intervals
- f. Site plans and preliminary site restoration plans
- g. Draft maintenance of traffic plans based upon meeting requirements of the City and the "Ohio Manual of Traffic Control Devices for Streets and Highways"
- h. Draft Erosion and Sedimentation Control plans that coincide with the Storm Water Pollution Prevention Plan (if applicable)

2. Specifications

- a. Bid Items
- b. Draft technical specifications; indicate any deviations from the City's standard specifications
- c. Draft measurement and payment section
- d. Draft constraints section
- e. Any draft special specifications

3. Easements and Permit Applications including but not limited to:

- a. Prepare legal descriptions and plat drawings for all temporary and permanent easements.
- b. Prepare a draft Storm Water Pollution Prevention Plan (SWPPP) if more than one (1) acre is planned to be disturbed. The Consultant shall prepare the SWPPP and supporting documents as may be required to obtain a Notice of Intent permit from the Ohio EPA and the City's stormwater permitting regulations. The Consultant shall provide all documentation pursuant to the standards as provided in the latest Ohio Department of Natural Resources –"Rainwater and Land Development Code".

4. Updated Construction Schedule, including preliminary sequence of construction for maintaining operations during construction.

5. Revised Basis of Design Memo with design calculations reflecting the most current design. Including a summary and explanation of significant differences that may exist between the 30% Basis of Design Memo and the 60% Basis of Design Memo.
  6. Updated Engineer's Opinion of Probable Construction Cost.
- 60% Design Submittal Meeting. The Consultant shall organize and lead a 60% Design Review Meeting to present the design and to receive and discuss comments regarding the design. The Consultant shall prepare an agenda, and deliver to the City PM two (2) working days before the meeting, based on the review comments and a list of critical issues developed by the Consultant and City review team. Discussion items will be captured in meeting minutes prepared by Consultant and delivered to City within five (5) working days of meeting.
  - The City will provide comments to Consultant on the City's technical comments within fifteen (15) working days of Consultant's delivery of the design submittal documents.
  - The Consultant will incorporate the conclusions reached at the meeting into the Consultant responses to the related comments. The Consultant will capture on the technical review form any additional comments generated at the meeting. The Consultant will submit to the City the technical review comment form, including responses to all comments.

### Task 2.3: 90% Design

- The 90% percent design submittal serves as the pre-final design submittal considering all comments and decisions made during the previous submittal reviews and meetings. In essence this submittal should be a complete set of Contract Documents. The drawings and specifications are essentially ready for bidding.
- The 90% submittal shall include, at a minimum, the following:
  1. Drawings: The drawings shall include complete or near complete versions of all drawings sheets listed in the sheet index, including, but not limited to, the following:
    - a. Final Plan and Profile
    - b. Final maintenance of traffic plans based upon meeting requirements of the City and the "Ohio Manual of Traffic Control Devices for Streets and Highways"
    - c. Site plans and preliminary site restoration plans
    - d. Details
    - e. Cross-sections at minimum 50 ft intervals

- f. Final Erosion and Sedimentation Control plans
2. Specifications
  - a. The Bid Booklet, the Front End (Instructions to Bidders, General Terms and Conditions, Special Conditions, Forms of Agreement) and General Requirements shall be included with the bid package.
  - b. Final versions of all technical specifications.
3. Final Basis of Design Memo, including a summary and explanation of significant differences that may exist between the 60% Basis of Design and the 90% Basis of Design. Provide complete design calculations as appendices to the final Basis of Design Memo. These appendices can be submitted as an electronic file with all final calculations in PDF on a flash/thumb drive. This submittal will replace any previous calculation submittals.
4. Updated Construction Schedule, including preliminary sequence of construction for maintaining operations during construction, as well as constructability
5. Permit applications including but not limited to:
  - a. Prepare a final Storm Water Pollution Prevention Plan (SWPPP) if more than one (1) acre is planned to be disturbed. The Consultant shall prepare the SWPPP and supporting documents as may be required to obtain a Notice of Intent permit from the Ohio EPA and City stormwater permitting regulations. The Consultant shall provide all documentation pursuant to the standards as provided in the latest Ohio Department of Natural Resources –“Rainwater and Land Development Code”.
  - b. Draft EPA Permit To Install application
6. Engineer’s Opinion of Probable Construction Cost:
  - 90% Design Submittal Meeting. The Consultant shall organize and lead a 90% Design Review Meeting to present the design and to receive and discuss comments regarding the design. The Consultant shall prepare an agenda, and deliver to the City PM two (2) working days before the meeting, based on the review comments and a list of critical issues developed by the Consultant and City review team. Discussion items will be captured in meeting minutes prepared by Consultant and delivered to City within five (5) working days of meeting.
  - The City will provide comments to Consultant on the City’s technical comments within fifteen (15) working days of Consultant’s delivery of the design submittal documents.
  - The Consultant will incorporate the conclusions reached at the meeting into the Consultant responses to the related comments. The Consultant will capture on the technical review form any additional comments generated at the meeting. The

Consultant will submit to the City the technical review comment form, including responses to all comments.

#### Task 2.4: Final Design

- The final design will be represented in the documents to be used for bidding purposes. This includes final drawings, specifications, cost estimates, and project schedules.
- The Final design submittal will incorporate all corrections and shall be complete and suitable for bid purposes. A final design review meeting may be held, at the City's discretion, if significant 90% detailed design delivery issues are discovered during the 90% review. If the final design review meeting is held, the Consultant shall prepare agenda, meeting minutes and attend the meeting and revise the drawings and specifications as necessary based on the outcome of the final review meeting as part of the base scope of services.
- The Final design submittal shall include, at a minimum, the following:
  1. All drawings.
  2. All technical specifications.
  3. All front end documents.
  4. Bid booklet.
  5. Final basis of design memo with all final calculations.
  6. Final Engineer's Estimate of Construction Cost.
- Following the Final Design Submittal, the Consultant shall meet with the City Engineer to review the final design contract documents. Prior to the meeting the Consultant shall work with the City PM to finalize the City's Construction Bid Document Review Checklist (if applicable) and City Technical Review Comment Forms. The Consultant shall provide detailed meeting notes and document the City Engineer's comments.
- It is the Consultant's responsibility to document that all previous comments have been addressed and that Consultant provided and documented that suitable inter and intra discipline reviews were completed. Once all comments are addressed and Consultant QA/QC reviews are complete Consultant shall submit a complete set of Contract Bid Documents to the City.

#### **TASK 3: BIDDING (IF AUTHORIZED)**

The Consultant shall provide Contract Documents for bidding purposes and for distribution by the City to interested City parties. The Consultant shall provide up to Two (2) hard copy bid sets and one (1) electronic PDF copy (front end documents, specifications, bid booklet, full size

drawings, half size drawings, and any other supplemental documents). The PDF copy shall be created as described and required in Task 2.

#### Task 3.1: Pre-Bid Meeting

- The Consultant shall assist the City's PM in developing an agenda and presentation for the Pre-Bid Meeting.
- The Consultant shall attend and participate in the Pre-Bid Meeting.
- The Consultant shall assist in preparing minutes of the Pre-Bid Meeting.

#### Task 3.2: Addenda

- The Consultant shall assist the City's PM in the preparation and issuance of addenda during the bid phase. Addenda shall be prepared in the format provided by the City and approved by the City PM.
- In general, the following procedures should be followed when portions of the Specifications or Drawings are being altered by addenda:
  1. Each page affected by the addenda shall use a red-line method to indicate where changes are made and should be footnoted to indicate Addenda number and date.
  2. Each drawing affected by addenda shall be updated to show the changes and a revision cloud shall be placed around the changes. A triangle, with corresponding addendum number inside, shall be placed next to the change. Consultant shall include comments or remarks in the designated border area.

#### Task 3.3: Bid Evaluation & Recommendation

- The Consultant shall assist the City's PM in analyzing bids and provide a letter of recommendation for award of the construction contract. At a minimum, the following should be provided:
  1. Assist the City PM with preparation and review of bid evaluation sheet
  2. Review any minimum qualifications or requirements specified in the Contract Bid Documents

### **TASK 4: CONSTRUCTION (IF AUTHORIZED)**

#### Task 4.1: Assistance with Contract Administration

- The Consultant shall assist the City with Contract Administration Services for the duration of Project construction. The successful consultant will work with the City to refine the this task's Scope of Services to meet the City's needs for the Project.

#### **TASK 5: ADDITIONAL SERVICES (ALLOWANCES)**

The DISTRICT may require additional services from the Consultant for items not specifically included in the aforementioned Tasks. These services may consist of, but not be limited to, additional investigative and/or design services. It is the City's intent to determine the appropriate price for Additional Services during negotiations with the selected Consultant.

The funds associated with special and general allowances may only be used following written authorization from the City Engineer.

#### **NOTE:**

The consultant should base the Technical Approach section of the proposal on the described tasks and the description of the project and services in this RFP.

Negotiation of the Scope of Services with the successful consultant will begin with a project specific version of the above Scope of Services. The successful consultant will work with the City to revise and refine the Scope of Services to meet the City's needs for the Project.

#### **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be limited to 25 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the consultant wishes to include that is not specifically requested should be included in an appendix to the proposal. Consultant teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the study understanding and approach.

In order to simplify the evaluation process, the City is seeking proposals in the following format:

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

**Project Overview:** Provide a narrative description of the project based on the Scope of Work presented in the RFP. Include any issues that you believe will require special consideration for this project. Staff will assess your understanding of all aspects of the project based on the overview.

**Description of Project Approach:** Briefly describe the project understanding and approach used by your firm. Give a brief description of issues you believe significant on this project and a brief outline of your project approach. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project and discuss the strengths of your firm to complete this project within the allotted timeframe. Proposals will be evaluated in part on the consultant's understanding of key issues, challenges, and technologies that may determine the success of the project. The consultant may present information in the proposal related to concepts that significantly enhance the operation, maintenance, functionality and/or life cycle of related components of the City's existing or future infrastructure.

**Team Qualifications:** Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. Specific personnel should be identified for the tasks necessary for a complete response to this RFP. Resumes or CVs should be provided in an appendix for each team member integral to the Project. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members. List the availability and commitment of each key team member throughout the timeline of the project. Include only those staff members who will be active members of the project team.

1. **Project Manager:** The City expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the City and project team. Provide a description of the Project Manager and their qualifications for this project and a detailed list of previous projects worked on that are relevant to the project. If it is possible that more than one project manager will be assigned to various specialty areas, please provide multiple descriptions.
2. **Key Support Personnel:** Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the Project Manager on previous projects.
3. **Subconsultants:** Provide any key personnel with each subconsultant to be working on this contract. Include name, location, and percentage of the work to be completed by the subconsultant.

A request to replace or substitute any key personnel or sub-contractor for any reason, shall be provided to the City at least fifteen (15) calendar days in advance of such proposed replacement or substitution and the request shall contain sufficient justification, including identification of the proposed substitute and their qualifications, in sufficient detail to permit evaluation by the City.

**Comparable Project Experience:** Briefly describe three (3) projects performed within the last seven (7) years involving similar scopes of work, particularly any work performed for government agencies of similar nature. Include the following information:

1. Description and location of related projects and year of completion
2. Brief description of project and deliverables, including public outreach methods and activities, geographic area covered under plan, and project timeline
3. Key personnel involved
4. Client name, contact person, physical address, email address, and telephone number.

**Proposed Project Schedule:** The City expects to conduct the Project over a period of approximately five (5) months. The Consultant shall submit a proposed schedule to complete the entire project within this time period. The project schedule shall address the proposed scope of work and any recommended additional tasks and include an approximate timeline for completing each of the individual tasks and deliverables for that task as described in the scope of work. If the Consultant does not believe the 4 month timeframe is possible, include justification and a proposed schedule. Demonstrate your project team’s capability of timely response and ability to meet milestones. Include the anticipated level of effort for each task outlined in the scope of services.

The following is an example of a table to include for this section.

<b>Task Number</b>	<b>Task Name</b>	<b>Approx. Schedule Dates</b>	<b>Level of Effort (hours)</b>
1	Pre-Design		
2	Design		
3	Bidding (If Authorized)		
4	Construction (If Authorized)		--
5	Allowances	--	--
	<b>TOTAL</b>		

**INSTRUCTIONS TO PROPOSERS:**

Proposals must be received no later than 4:00 p.m. EST, Friday, May 17, 2019.

Five (5) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Project Manager, James M. Bozigar, PE, at [jbozigar@wadsworthcity.org](mailto:jbozigar@wadsworthcity.org).

**SELECTION PROCESS:**

Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on the following selection criteria. Alternately, the City may select the top ranked firms to deliver a presentation to provide further clarification of their capabilities, experience, and approach. The City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City’s opinion, best serves the City’s interests.

**SELECTION CRITERIA:**

Proposal will be evaluated based on completeness of the items identified in this RFP and the extent to which the Consultant is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

<b>Proposal Section</b>	<b>Available Points</b>
Project Understanding	15
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	20
Proposed Project Schedule and Availability	5
<b>Total</b>	<b>100</b>

**CONSULTANT SELECTION SCHEDULE:**

A following schedule has been established for conducting this consultant selection process. The City reserves the right, however, to modify this schedule at any time.

Proposals Due	May 17, 2019
Interviews and Presentations if required	June 3-7, 2019
Consultant Selection	June 10, 2019
Notice to Proceed – Design	June 24, 2019
Project Deadline	December 1, 2019

**ATTACHMENTS or LINKS:**

Check Website