



REQUEST FOR QUALIFICATIONS for

CITY OF WADSWORTH, OHIO TOLBERT ST. IMPROVEMENT PROJECT 2023-428

November 2023

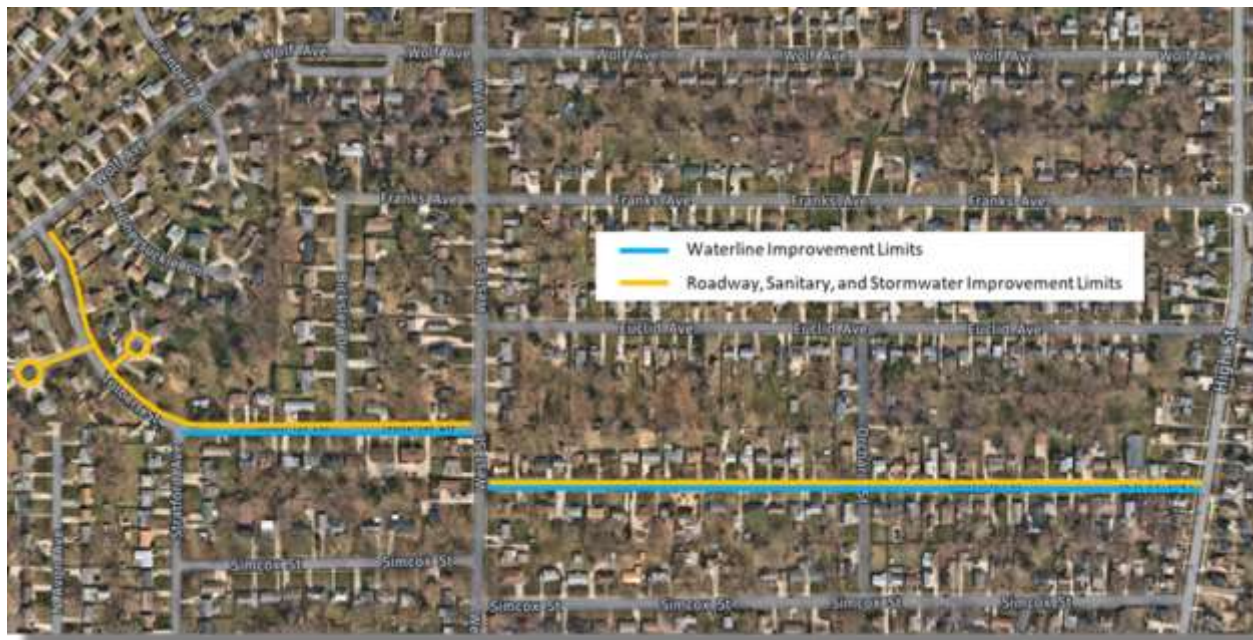
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INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the engineering design and construction professional services for the Wolf Ave. Improvement Project.

The work will cover Tolbert St. from High St. to Wolf Ave., Dogwood Ln, and Pinewood Cir. (see map below).

In general, the project will include milling and overlaying approximately 13,000 SY of concrete pavement on Tolbert St, Dogwood Ln, and Pinewood Cir. Other improvements include catch basin replacement and storm sewer repairs, curb ramp and sidewalk replacement, sanitary sewer point repairs, and replacement of approximately 3,045 LF of 6" cast iron waterline with 8" waterline.



PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to replace failing infrastructure. Goals of the project include, but are not limited to, replacement of an aging and failing cast iron waterline, structurally deficient sanitary and storm sewer sections, and restoration of concrete and asphalt roadways.

Other goals of the project include:

- Limit construction disruptions to traveling public

BACKGROUND:

The City of Wadsworth applied for a grant and loan from the Ohio Public Works Commission (OPWC) to partially fund this project. Per the application timeline, design is to be completed late August of 2024.

SCOPE OF WORK:

The main focus of the design work will be the replacement of the waterline between High St. and Stratford Ave. Additionally, once the City obtains CCTV documentation on the condition of the sanitary and storm systems within the project limits, the design consultant will work with the City to determine the sewer sections that will be replaced. Once the waterline route is set and the impacts to the existing sidewalk and other surface features are known, the City will identify other sidewalk requiring replacement to be included with the project. Additionally, the design consultant will work with the City in determining the amount of concrete slabs in the areas outside of the waterline work that will need replaced prior to restoration of the entire road. Road resurfacing will be designed using the City's annual resurfacing program's plans and specifications. Therefore, limited design work will be necessary for the resurfacing portion of the project.

The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFQ 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: PROJECT MANAGEMENT

- Kickoff Meeting: The CONSULTANT Project Manager (PM) and/or Technical Lead shall attend a kickoff meeting with Wadsworth to define the goals of the project including expectations, schedule, communication, etc.
- Monthly Project Progress Summary/Schedule Update: CONSULTANT shall provide written project status updates. These short memo type updates should include percent complete for each task; key task activities performed over the period; budget, scope, or scheduling issues; key activities to be performed over the next period and upcoming milestone dates. Invoices for the period covered in the report will not be paid until the monthly progress update is delivered to and approved by the CITY.

- Monthly Invoicing: CONSULTANT shall comply with the CITY's most current invoice policies and invoice format. A summary of work performed during the invoice period shall be provided with each invoice.
- The CONSULTANT's Project Manager and other team members shall meet virtually with CITY personnel monthly to review the progress of this Project, discuss any outstanding issues and potential problems, and discuss key design developments and decisions. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted. Budget and schedule issues should be discussed only in general terms at the progress meetings, with more detailed discussions to occur through separate conversations or meetings. Key discussion topics should comprise a significant portion of the meetings. CONSULTANT shall provide the necessary graphics to facilitate discussions.
- The CONSULTANT will be responsible for preparing meeting materials including agendas, minutes, presentations, and supplemental handouts for key meetings. The materials shall be submitted to the CITY three days in advance for approval. Material will be given to the CITY in original file and pdf format. Minutes shall be compiled and submitted to the CITY within 1 week.
- The CONSULTANT PM and/or Technical Lead shall hold biweekly progress calls with the CITY PM to provide updates on overall project status and review on-going critical needs or action items. These progress meetings are meant to be brief phone calls to keep Wadsworth informed about overall project status. It is not intended for agendas or minutes to be prepared for these general status meetings.
- The CONSULTANT shall make personnel available for meetings with other agencies and utilities to answer questions pertaining to design elements of the Project. The CITY and CONSULTANT will mutually agree upon who is responsible for taking the lead in organizing, planning, and conducting each meeting with other agencies and utilities.
- The CONSULTANT will also develop and maintain an action item log, updates to which will be appended to key meeting minutes.
- Public Meeting - A public meeting with key CITY officials and other public stakeholders may be necessary upon completion of this work to discuss process and review of the final plans.

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 3 days in advance for approval. All material must be given to the CITY in original file and pdf format. Minutes shall be compiled and submitted to the CITY within 1 week.

TASK 2: PRE-DESIGN

The Pre-Design Task shall be carried out to cost-effectively develop and evaluate the Project alignment(s), identify risks, and establish Project design parameters, assumptions, etc.

All Task deliverables shall be submitted as described above and in the following formats and quantities unless otherwise noted:

- Electronic copy to CITY and one copy on electronic media such as USB drive or other media as approved by the CITY, containing the native electronic format, if requested by the CITY, and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

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/memo shall be updated for each phase of design to reflect advances in design and decisions made to date. A straightforward, small project will most likely consist of a one to two page memo. The report/Memo will include the following, at a minimum:

- Project site map showing the locations of proposed improvements
- Proposed design criteria and associated parameters for all disciplines
- Design calculations if required (included as electronic appendices)
- Easement and land acquisition issues
- Identification of utilities that may be impacted by improvements and whether coordination is required with utility company prior to construction
- Discussion of site and civil issues impacted by improvements
- Identification of required permits
- Risk Identification
- Project Photos
- Assumptions made

Evaluation of Existing Information

The CONSULTANT shall evaluate and consider the following existing information related to the Scope of Services for the Project.

- CITY GIS Dataset
- CITY's Plan Guidelines/Standards/Requirements
- Applicable CITY Reports/Plans

- CITY Specifications/Requirements to be utilized for the Project
- CCTV of existing utilities
- Example of City's Annual Resurfacing Project(s)
- Other available information

Construction Methods

CONSULTANT shall identify the appropriate construction method(s) for the Project that supports the CITY's construction period, as well as the long-term effectiveness, operation and maintenance, and resiliency of each recommended improvement.

CONSULTANT shall also identify, review and/or validate (or revise) the anticipated construction duration by evaluating the methods and technologies anticipated as well as any seasonal construction restrictions.

Surveying

CONSULTANT shall indicate the Quality Level they anticipate for this project. Quality Levels are summarized below:

Quality Level "D" Existing Records: Information is derived solely from existing records or verbal recollection.

Quality Level "C" Surface Visibility Feature Survey: Information is obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level D information.

Quality Level "B" Designation: Information is obtained through the application of appropriate surface geophysical methods to identify the existence and approximate horizontal position of subsurface utilities. Information is surveyed to standard tolerances, correlated with existing records and surface features, and reduced onto plan documents.

Quality Level "A" Locating: Information is obtained through precise horizontal and vertical location of utilities obtained by the actual exposure and subsequent measurement of subsurface utilities, at a specific point. Precise horizontal and vertical position and all significant utility attributes shall be included on final plan documents.

CONSULTANT shall also gather data necessary to properly map the existing contours and existing conditions of the site. 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 with benchmark information provided by the CITY (if available) upon authorization of the Project. Locate pertinent structures within the survey area. Structures to be surveyed shall include those that may be impacted by construction or be required for the project design.

CONSULTANT shall survey to the extent described below:

- Locate critical elevations and establish a reference benchmark circuit for all construction.

- **Baseline of Survey** – Establish horizontal control points with permanent markers, including preparation of Baseline of Survey Control drawings.
- **Bench Marks** – Establish bench marks along the Baseline of Survey.
- **Street Alignments** – Establish the centerline of street and right-of-way lines; street centerline monuments shall be located and referenced.
- **Collect topographic information** at a sufficient density to generate 1-foot contours.
- **Topographic Surveying and Base Mapping** – Perform detailed topographic surveys and base mapping.
- **Storm and Sanitary** – Storm and sanitary sewer manholes shall be opened where possible to obtain pipe invert elevations, sizes, and flow directions. CONSULTANT shall perform confined space entry in structures to obtain pipe or structure information not obtainable from the surface.
- **Parcel Information/Property Surveys** – Perform all record research and procure all information necessary to establish existing right-of-way, property, and existing easement lines. Perform surveys of property lines that are affected by proposed easements. Other parcels adjoining the project area shall be mapped from County records (tax maps, GIS mapping, etc.). Parcels shall be researched to provide owner, address, and parcel ID numbers.

Utilities – CONSULTANT shall contact the Ohio Utilities Protection Service and other agencies for existing plans and field markings of subsurface utilities. Subsurface utilities shall be shown from an ASCE Quality Level B subsurface utility investigation. CONSULTANT shall survey the location of visible utility facilities (manholes, valves, etc.) and field markings provided by OUPS and/or others. The locations shall be correlated with existing plans provided by OUPS, CITY, and others. Known unresolved or missing utility information shall be summarized and provided on the survey or in a separate document. All utility contact information is to be maintained in a utility contact document that provides utility contact information, contact log, and status. Existing utility plans shall be provided on a USB or other media, as approved by the CITY PM.

Permits and Easements Coordination

CONSULTANT will 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, and railroads, and prepare the necessary permit applications. 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 0 permanent and 2 temporary easements, which may be needed during construction.

Preparation of these easement documents shall be included in Tasks, as applicable. This includes surveying services, in the event that it becomes necessary to field locate the proposed infrastructure, appurtenances, easement limits, etc.

CONSULTANT makes the following data collection and environmental survey assumptions:

- The proposed project is exempt from the State Environmental Policy Act (SEPA).
- No offsite wetland or stream mitigation is required.
- No Environmental Assessment, Environmental Impact Statement preparation services, or other National Environmental Policy Act (NEPA) documentation is required to be produced by the CONSULTANT. If this work is necessary, it will be performed by others.
- The CITY is responsible for all permitting fees.

Geotechnical Investigation

If the CONSULTANT deems geotechnical investigation necessary, consideration of being more conservative in the design to address the risks shall be weighed and discussed with the CITY for concurrence and approval.

If geotechnical investigation is approved, the CONSULTANT shall provide geotechnical consulting to prepare a geotechnical data report (GDR), which shall be issued with the construction bid documents. The CONSULTANT and the geotechnical professionals on the CONSULTANT's team shall mutually determine the parameters of a soil boring program for the project areas, including prescribing the necessary tests and evaluating the resulting data. The geotechnical professionals on the team shall designate the location for each boring, be present when it is being drilled, and classify all samples. The geotechnical team members shall interpret the geotechnical data as necessary to support the alternatives evaluation and Project design. Such interpretation may include, but is not limited to, evaluation of the subsurface materials discovered, conditions which a construction contractor could expect to encounter, appropriate construction techniques, support requirements, slope stability analysis, and impact of surface and subsurface conditions on cost and risk. All reports shall be signed by a professional engineer registered in the State of Ohio.

Under the supervision of the CONSULTANT, the geotechnical professionals shall coordinate the services to perform all soil borings, collect all soil and rock samples, and provide all testing services required for the development of geotechnical reports as described herein. It is the responsibility of the CONSULTANT to ensure all affected parties are notified, secure any necessary permits prior to commencing work, fill all bore holes with grout upon completion of boring work, and restore each site to a condition equal to or better than that which was originally encountered.

All boring locations must be photographed prior to commencing boring activities. Each photograph shall, at a minimum, include the boring date and boring identification number. Photographs shall be electronically submitted to the CITY. Filled or final core boxes shall be photographed prior to removal from the boring site. Soil samples taken from the borings shall

be properly stored and preserved to prevent or minimize moisture change until completion of all analysis. It will be the responsibility of the CONSULTANT to manage the physical storage at a non-CITY facility and to retain all soil and rock samples collected until completion of all analysis or as needed by CONSULTANT, at which time the CONSULTANT shall manage the proper disposal of all samples.

Hydrologic/Hydraulic Modeling and Analysis

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.

Construction Schedule Issues

To the extent possible, outline the critical path for major construction tasks.

The CONSULTANT shall identify project related issues that could potentially cause schedule delay, such as equipment/material with long lead times, lengthy construction requirements, construction methods, equipment installation coordination issues, plant/utility required outages, etc.

Engineer's Opinion of Probable Construction Cost

In the Basis of Design include a Class 4 estimate in accordance with the Association for the Advancement of Cost Engineering (AACE) International Recommended Practice 18R-97. Cost Estimate shall also be submitted in accordance with the CITY's design milestone cost estimating guidelines described under the Design Task.

Coordination with Other Entities

CONSULTANT is responsible for taking into consideration past, present, and future work of other public and private entities potentially affecting the Project and coordinating as necessary to complete the work.

Constructability and Coordination Evaluations

At the appropriate and agreed upon time, the CONSULTANT may be required to meet with the CITY in a workshop to discuss constructability and coordination items associated with the project elements. This workshop will include reviews of the anticipated means and methods for construction, staging area and access requirements, risk mitigation based on identified risks, and approaches for construction of the Project while keeping existing necessary infrastructure operating during construction.

Risk Analysis

CONSULTANT will perform continuous risk analysis for the Project. The risks and associated likelihood of occurrence as well as impact of occurrence will be summarized and documented. The Risk Report will be reviewed at regular Project progress meetings. This document is not meant to be of great length or complexity but only serve as a means for the design team to consider risks and document them as such.

TASK 3: 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.

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.

Task 3.1: 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 plan view and profile sheets, without construction notes. The profile views will only be for those areas in which water, storm or sanitary work is proposed.
 - 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 permits required.
4. Preliminary construction phasing 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 form within fifteen (15) working days of CONSULTANT's delivery of the design submittal documents.

Task 3.2: 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. The profile views will only be for those areas in which water, storm or sanitary work is proposed.
 - 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. Site plans and preliminary site restoration plans
 - f. Draft maintenance of traffic plans meeting requirements of the CITY and the "Ohio Manual of Traffic Control Devices for Streets and Highways" (if applicable)
 - g. 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. Permit Applications including but not limited to:
 - a. 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 the CITY within five (5) working days of meeting.
- The CITY will provide comments to CONSULTANT on the CITY's technical comments form 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 3.3: 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. The profile views will only be for those areas in which water, storm or sanitary work is proposed.
 - b. Final maintenance of traffic plans meeting requirements of the CITY and the “Ohio Manual of Traffic Control Devices for Streets and Highways” (If Applicable)
 - c. Site plans and preliminary site restoration plans
 - d. Details
 - e. Final Erosion and Sedimentation Control plans
 - f. Trench width limitations and backfill requirements for any sewers or waterlines to be constructed by open-cut methods
 - g. Final plan and section views of excavations and finished structures, including at a minimum; excavation limits
 - h. All existing utilities and any necessary utility support and/or relocation
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”.

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 form 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 3.4: 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.
- The final design documents shall be submitted in the following quantities:
 1. One (1) flash/thumb drive of videos or photo files

2. 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.

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 4: BIDDING

This task will be on an "As Needed" basis. The following are items that may be requested by the CITY.

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 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 4.1: 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 4.2: 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.
- If an addendum is required due to the CONSULTANT's errors and omissions, time to resolve the issue will not be charged to the CITY.
- 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 4.3: 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
 3. Contact contractor's references and review qualifications

TASK 5: CONSTRUCTION (IF AUTHORIZED AND AS NEEDED)

Task 5.1: Assistance with Contract Administration

- The CONSULTANT shall assist the CITY with Contract Administration Services for the duration of Project construction on an "as needed" basis. The successful CONSULTANT will work with the CITY to refine this task's Scope of Services to meet the CITY's needs for the Project.

TASK 6: ADDITIONAL SERVICES (ALLOWANCES)

The CITY 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 prior to the work being conducted.

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 RFQ.

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 12 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 RFQ. 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 RFQ. 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 design of the Project over a period of approximately 6.5 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 as well as CITY review time. If the CONSULTANT does not believe the 6.5 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. This will be used as a gauge to determine if the CONSULTANT understands the scope and requirements of this project.

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

Task Number	Task Name	Approx. Schedule Dates	Level of Effort (hours)
1	Project Management	--	--
2	Pre-Design	--	--
3	Design	--	--
4	Bidding	--	TBD
5	Construction	--	TBD
6	Allowances	N/A	TBD
	TOTAL	--	--

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than **2:00 PM EST, Friday, December 8, 2023.**

Three (3) 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 engineering@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:

Proposals will be evaluated based on completeness of the items identified in this RFQ 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.

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

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.

Statements of Qualifications Due	December 8, 2023
Interviews/Presentations or Interviews by Phone (<i>if required</i>)	December 15-20, 2023
Consultant Selection	December 21, 2023
Contract Award	January 15, 2024

ATTACHMENTS or LINKS:

Existing Plans
Example of Annual Resurfacing Project
Professional Services Contract (*there will be no negotiating of contract terms and conditions*)
Scope of Work Template – Example for larger design project
Consultant Monthly Invoice Progress Report Summary – Example

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