

3/31/2014 - Posting Date
LUC-Waterville-Monclova Road
PID No. 86631
City of Waterville
Response Due Date: 4/14/14

The City of Waterville intends to select a professional engineering firm licensed by the State of Ohio to provide construction engineering, administration and inspection services for the project identified as LUC-Waterville-Monclova Road. The project involves improvement of 0.78 miles of Waterville-Monclova Road between Farnsworth Road and South River Road with pavement planing and resurfacing, new shared use path, replacement and extension of roadway railroad crossing, new sidewalks, pavement markings, upgraded drainage, upgraded signage, curb work, and pedestrian hybrid signal beacon installation.

Statements of Qualifications should include the following information for an evaluation: the number of years the firm has been in business; experience of current personnel on similar projects; resume of individual that will serve as construction project engineer (CPE); firm's background and experience on similar projects; equipment and facilities; ability to meet schedules and deadlines; communication, and cooperation. Plans may be reviewed at the City Offices at 25 North Second Street (phone: 419-878-8100).

It is anticipated that the selected Consultant will be authorized to proceed on about June 16, 2014.

Project completion date is June 1, 2015, with interim completion date of November 1, 2014.

Estimated Construction Cost: \$851,131.00

Required Prequalification, Prime Consultant

COST ACCOUNTING SYSTEM
Unlimited (Prime Consultant Only)

Suspended or Debarred Firms

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

Selection Procedures

The LPA will directly select a consultant based on the Letter of Interest. 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 1 copy of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

James M. Bagdonas, P.E., P.S.
Municipal Administrator
City of Waterville
25 North Second Street
Waterville, OH 43566-1491

Responses received after 4:00 PM on the response due date will not be considered.

Scope of Services

The services of the CPE shall consist of coordinating all aspects of the construction of the project for the City of Waterville, in accordance with the plans and specifications and the LPA Federal Local Let Project Agreement. Provide a complete and continuous on-site competent and qualified full-time field organization to assure that the construction is performed according to the requirements of the contract documents.

The consultant shall provide an experienced, licensed, professional engineer as Construction Project Engineer (CPE) to perform construction management and oversee inspection services. The CPE shall serve as the City's liaison with the Contractor. The services shall be performed in compliance with the Construction Contract Administration Requirements from the ODOT "Locally Administered Transportation Projects Manual of Procedures." Some of the consultant's staff will be capable of performing multiple duties. The CPE shall assign only qualified personnel to the project who shall properly perform the assigned work. They shall have a cell phone, transportation, and any and all required safety equipment and miscellaneous equipment necessary to perform the required work. The Consultant will remove any employee, who, in the determination of the City of Waterville Administrator, does not perform the work in the proper manner.

The selected consultant will also be required to undertake the following:

- Evaluate Contractor Initiated Value Engineering Change Proposals
- Attend Pre-Construction Conference
- Monitor Scheduling
- Conduct Progress Meetings
- Review Material Submittals
- Regularly Communicate with Waterville's Staff Representative Regarding Project Progress and Developments
- Coordinate Shop Drawing Reviews with Design Engineer
- Maintain a set of Continuously Updated, Redlined As-Built Drawings and Provide a set of reproducible drawings to the City upon Completion of the Project.

- The CPE shall Review and Approve all contract invoices prior to recommending payment to the City's Director of Finance.
- Complete and File All Documentation required by ODOT to the satisfaction of the ODOT Construction Monitor assigned to the Project.
- Coordinate and Schedule Material Testing (Material Testing to be done by others)

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 below), in the same order 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 1/2" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding Letters of Interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 1/2" x 11" paper only.
 - d. Bind Letters of Interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. 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 subconsultants (if any), their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager (CPE) and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors 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 pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 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.

Consultant Selection Rating Form

Project: LUC-64-1.30

PID: 86631

Project Type: Roadway Widening and Resurfacing

Selection Committee Members: City of Waterville Staff

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager (CPE)	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firms' Current Workload/ Availability of Personnel	10	See Note 4 Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	15		
Total	100		

Exhibit 1 – Consultant Selection Rating Form Notes

1. The proposed project manager (CPE) for each consultant shall be ranked, with the highest ranked project manager received 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 LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manger'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 subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed 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 subfactors 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 selection team shall consider an equitable distribution of work to similarly qualified firms.