

03-11-2019 Posting Date
3rd St. SE Bridge Reconstruction, GP 1167
PID No. 91972
City of City of Canton, Ohio/ County of Stark
Response Due Date: 04-04-19

Communications Restrictions

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

Request for Qualifications:

The City of Canton (“the City”) is accepting Statement of Qualifications to obtain Construction Engineering Services including the Construction Inspection and Construction Administration services for the reconstruction of the GP 1167 3rd St. SE Bridge Reconstruction. Interested Engineering firms must submit a qualification package to City of Canton Purchasing Department, 218 Cleveland Ave. SW, 4th Floor, Canton, OH 44702. Three (3) complete copies of the package must be received no later than 4:00 pm on **Thursday, April 4, 2019.**

The services include Construction Contract Administration Services for the Canton City Engineering Department.

This project is for the replacement of a vehicular bridge over the Middle Branch of Nimishillen Creek with a new pedestrian bridge. The goal is for enhancement of the existing park area adjacent to the project. The new pedestrian bridge will span the Nimishillen Creek. The project is funded with federal, state, and local funds.

Estimated Construction Cost: \$500,000 to \$1,000,000

Required: ODOT Prequalification, Combination of Prime Consultant and Subconsultants:

CONSTRUCTION ENGINEERING AND INSPECTION:
Construction Management Firm

COST ACCOUNTING SYSTEM Unlimited (Prime Consultant Only)

Selection sub-factors:

This improvement is being constructed as an LPA Federal Local Let Project by the City of Canton. This project will be funded using Federal Highway Funds. The construction inspection services should be performed in accordance with all applicable federal, state and city laws, regulations and ordinances and with oversight by ODOT. Prospective consultants shall demonstrate prior inspection experience with Local-Let Federal projects of similar nature and complexity in ODOT District 4.

For this agreement, ODOT prequalification in construction inspection/administration categories is required. Prequalification in construction inspection/administration categories are listed in the Scope of Services. However, it is recognized that a sufficient number of individuals may not have completed the prequalification process at this time. Consideration will be made in the selection rating for individuals who are currently in the prequalification process but not yet formally prequalified, or have partially completed the requirements, provided resumes for these proposed staff are provided, as well as a summary of requirements partially or completely met. The construction management firm and unlimited cost accounting categories will remain where applicable.

Capable of sampling/testing project related items including LPA required materials documents. Knowledge of DBE and EEO monitoring procedures required.

Prevailing Wage will be performed by the City.

Construction is anticipated for 4 months in the 2019 Construction Seasons.

(Design Consultant) is on retainer to provide review services for shop drawings and engineering submittals.

Construction Management Association of America Certified Construction Manager (CCM) is preferred. PMP is advantageous.

Suspended or Debarred Firms

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

Selection Procedures

1. The LPA will directly select a consultant for the contract based on the Statement of Qualifications. The requirements for the Statement of Qualifications and the

Quality Based Selection (QBS) that will be used to select the consultants are shown below.

Firms interested in being considered for selection should respond by submitting five (5) copies of the Statement of Qualifications to the following address **by 4:00 PM on the response due date** listed above.

Andrew Roth
 Director Purchasing Department
 218 Cleveland Ave SW, 4th floor
 Canton, OH 44702

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

Requirements for Statement of Qualifications, QBS

Firms must have prior experience administering construction-engineering work and administering ODOT LPA projects listed in the scope of services. The plans must be prepared in ODOT format utilizing all appropriate design guidelines. The entire qualification package must not to exceed 20 pages excluding the transmittal letter. The City will rank the Consultants in the following areas: the firm’s background, experience on similar past projects, past project performance and references, the project team, project technical approach, and general presentation. The Consultant must identify all sub-consultants on the project and describe their role. The qualification package must provide adequate information needed to judge each of the preceding categories. Consultants will be short-listed based on the written information provided in the qualification package. An oral presentation may be required. The City will evaluate and rank responding firms in order of their qualifications based upon Ohio Revised Code, Section 153.65 thru 153.73.

Consultant Selection Criteria for
 Canton City Engineering Department Projects:

Project:
 PID:
 Project Type: _____
 District:
 Selection Committee Members:

Firm Name:

Category	Total Value	Score
Management & Team		
Firm’s Background	10	
Experience on Similar Past Projects	10	
Past Project Performances and	25	

References		
Project Team	25	
Project Technical Approach	25	
General Presentation	5	
Total	100	

Updated Plans are available for review on the City Engineering website at <http://cantonohio.gov/engineering/?pg=211>

All questions must be in writing to andrew.roth@cantonohio.gov by Thursday, March 28th at 4:00 pm. Responses will be posted electronically on the City Purchasing website at <http://cantonohio.gov/purchasing/>

Draft Scope of Services

Work includes Construction Engineering, Project Management, inspection, materials testing and/or documentation of the work performed by the City's Contractor. The services shall be performed in accordance with the Ohio Department of Transportation, "Construction and Material Specifications" and City of Canton procedures, directives and other requirements. The Consultant will provide services to monitor the construction work on a full or part-time basis and report the City Contractor's work and determine whether such work complies with the State's contract requirements to the Local Public Agency/Person in Responsible Charge. The Construction Project Engineer (CPE), appointed by the Consultant, will act upon the behalf of the City for the completion of the contract. Consultant will perform City's duties of reviewing payrolls for compliance with DBE and EEO requirements.

City Of Canton CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS MANAGEMENT SCOPE OF SERVICES

Project Specific Services

Project Name	
PID	
Project Description	Removal of a deficient bridge over the middle branch of Nimishillen Creek. The Westbound existing approach will be terminated with a cul-de-sac on existing vertical alignment. There will be intersection modifications at 3rd St. SE and Riverside Dr. SE. We will have minor utility work and drainage work through the project area. A new pedestrian bridge will span the Nimishillen Creek.
Work Description	Work includes Construction Engineering, Project Management, inspection, materials testing and/or documentation of the Work performed by the City's Contractor. The services shall be performed in accordance with the Ohio Department of Transportation, "Construction and Material Specifications" and City of Canton procedures, directives and other requirements. The Consultant will provide services to monitor the construction work on a full or part-time basis and report the City Contractor's work and determine whether such work complies with the State's contract requirements to the Local Public Agency/Person in Responsible Charge. The Construction Project Engineer (CPE), appointed by the Consultant, will act upon the behalf of the City for the completion of the contract. Consultant will perform City's duties of reviewing payrolls for compliance with DBE and EEO requirements.
Scope of Services Meeting Date	TBD

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT’s Construction Administration Manual of Procedures, 2016 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	
Structures Inspector	1	
Coatings Inspector		
Traffic & Electrical Inspector		
Soils & Aggregate Inspector	1	
Construction Engineer Level 1	1	
Construction Engineer Level 2	1	CPE

Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1	
Other Scheduler	1	

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	
POST AWARD				
• Preconstruction Conference	X		X	
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X		X	
Asphalt, Concrete & Aggregate Field Testing			X	
Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X		X	
Schedule Tracking and Updates	X		X	

PAYMENT & REIMBURSEMENTS				
Contractor Payment			X	
Summary of Progressive Payment			X	
Invoice and Reimbursement Preparation			X	
Review and Approval of Reimbursement Request	X	X	X	
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	
Concurrence on significant Change Orders for Reimbursement	X	X	X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	
Approval of Funding for Resolution	X			X
Monitoring and Documentation of Claims Management Process	X		X	
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews		X		
Resolution of Underpaid Wages		X		
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X		
EEO AND DBE CONTRACT COMPLIANCE				
EEO/DBE Contract Requirements			X	

Bulletin Board Monitoring			X	
Review and Approval of Contractor DBE Waivers	X		X	
Commercially Useful Function Reviews			X	
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X		X	
PROJECT FINALIZATION				
Final Inspection and Acceptance	X		X	
Resolution of Punch list Items			X	
Agreement of Final Quantities, Payment			X	
Final Payment to Contractor, Release of Responsibility			X	
Preparation of Project Closeout Documents			X	
Review and Approval of Finalization Documents	X	X	X	
Completion of LPA Contract Administration Evaluation	X	X	X	

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	1	
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	
Paint Inspection Kit in accordance with CMS 514.05.		
The type and number of vehicles, either cars or trucks, for use on-site.	As required.	

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 Canton 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 of Canton 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 Canton, 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 Canton may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City of Canton 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 Canton. 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 CANTON

- A. The City of Canton will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The City of Canton 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 Canton 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 Statement of Qualifications 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.