

# Request for Qualifications

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Construction administration and construction management for STA-11th St SE and Market St. S,  
GP 1144, PID No. 90465

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**Item/Project**

Engineering Department

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**Responsible Department**

Tuesday, February 28, 2023, 4:00 PM local time

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**Proposals Due By**

## Proposal Submitted By:

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**Company Name**

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**Street Address**

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**City****State****Zip**

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**Contact Person****Phone No.****Email Address**

**2-6-23 Posting Date**  
**STA – 11<sup>th</sup> St SE and Market St. S, GP 1144**  
**PID No. 90465**  
**City of City of Canton, Ohio**  
**Response Due Date: 2-28-23**

### **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.

### **Project Description**

The services include construction administration and construction management for STA – **11<sup>th</sup> St SE and Market St. S, GP 1144, PID No. 90465** in the City of Canton located as follows: 11th St SE, from Cleveland Ave SE to west approach to 11<sup>th</sup> St SE bridge over Nimishillen Creek (length of 4,104 ft.), Market Ave. S., from Wagner Pl SW to south approach to rail crossing (length of 1,537 ft.), and Cherry Ave SE, north approach to Cherry St Bridge over Nimishillen Creek to south approach to Cherry St bridge over railroad (length of 2,123 ft). The proposed improvements include minor realignment of 11<sup>th</sup> St. SE, roadway reconstruction, a roundabout, water line replacement, sanitary sewer improvements, storm sewer improvements, upgraded signals, shared use path, and streetscaping.

**Estimated Construction Cost:**      \$10,214,219.57.

### **Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

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

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

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

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

Construction Management Firm  
Construction Inspection and Administration:  
Project Inspector  
Traffic Signal and Lighting inspector  
Soils & Aggregate Inspector  
Construction Engineer Level 1/Construction Manager  
Construction Engineer Level 2

#### FINANCIAL MANAGEMENT SYSTEM EVALUATION

Financial System (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

#### **Selection Subfactors**

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

#### **Contract Type and Payment Method**

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

#### **Estimated Date of Authorization**

It is anticipated that the selected Consultant will be authorized to proceed by March 2023.

## **Project Schedule**

Anticipated Bid Award March 2023, Construction Authorization April 2023. The construction project to be completed by October, 2024.

## **Disadvantaged Business Enterprise (DBE) Participation Goal**

None is required

## **Suspended or Debarred Firms**

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

## **Terms and Conditions**

The Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

## **Compliance with Title VI of the Civil Rights Act of 1964**

The City of Canton, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

## **Questions**

Please direct all questions regarding this request for qualifications in writing by Tuesday, February 21, 2023 at 4:00 PM to:

Andrew Roth, Director of Purchasing  
purchasing@cantonohio.gov

## **Selection Procedures**

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

## **Deadline and Submission Procedures**

Firms interested in being considered for this contract must provide a statement of qualifications and Letter of Interest (LoI) by 4:00 P.M. on Tuesday, February 28, 2023. Statements of Qualifications received after this deadline will not be considered. Please submit your statement of qualifications and LoI electronically via the City's sourcing tool, Vendor Registry. Vendor

Registry is free for your use with City sourcing events. Go to <https://www.cantonohio.gov/448/Purchasing-Procurement>, then click on Open Solicitations and post your submission.

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

**By order of the Director of Public Service**  
**John M. Highman, Jr.**

**Published in The Repository**  
**February 6, February 13, February 20, 2023**

### **Scope of Services**

The Scope of Services document is included below.

### **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 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 Rating Form  
For Programmatic Selections

Project: STA-11<sup>th</sup> St SE and Market St.  
PID: 90465  
Project Type: Local Let District: 4  
Selection Committee Members:  
City Engineer  
Project Manager  
City Construction Manager

Firm Name:

<b>Category</b>	<b>Total Value</b>	<b>Score</b>
<b>Management &amp; Team</b>		
Firm's Background	10	
Experience on Similar Past Projects	15	
Past Project Performances and References	25	

Project Team	25	
Project Technical Approach	25	
<b>Total</b>	100	

**CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS  
MANAGEMENT SCOPE OF SERVICES**

**Project Specific Services**

Project Name	STA – 11 <sup>th</sup> St SE and Market St
PID	90465
Project Description	Roadway reconstruction including construction of roundabout, water line replacement, Sanitary Sewer improvements, Storm Sewer Improvements, Upgraded Signals, Shared Use Path, and Streetscaping.
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 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, 2019 or latest revision.

**II. SCOPE OF WORK**

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

<b>ODOT Prequalification Category</b>	<b>Approximate Number Required</b>	<b>Notes</b>
Project Inspector	2	
Structures Inspector		
Coatings Inspector		
Traffic Signals & Lighting Inspector	1	As needed
Soils & Aggregate Inspector	1	As needed
Construction Engineer Level 1	1	As needed
Construction Engineer Level 2	1	CPE
<b>Non-Prequalified Personnel</b>	<b>Approximate</b>	<b>Notes</b>

	Number Required	
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	
<b>POST AWARD</b>				
Preconstruction Conference		X	X	
<b>ACTIVE PROJECT ADMINISTRATION</b>				
Daily Field Engineering and Inspection			X	
<b>MATERIALS MANAGEMENT, TESTING AND CERTIFICATION</b>				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring			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	
<b>PROJECT DOCUMENTATION</b>				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	



<b>ACTIVE PROJECT MANAGEMENT</b>				
Progress Meetings		X	X	
Schedule Tracking and Updates		X	X	
<b>PAYMENT &amp; REIMBURSEMENTS</b>				
Contractor Payment			X	
Summary of Progressive Payment			X	
Invoice and Reimbursement Preparation			X	
Review and Approval of Reimbursement Request	X	X	X	
<b>CONTRACT CHANGES</b>				
Negotiation and Preparation of Change Orders		X	X	
Concurrence on significant Change Orders for Reimbursement	X			
<b>CLAIMS MANAGEMENT</b>				
Claims Negotiation and Approval of Resolution		X	X	
Approval of Funding for Resolution	X			
Monitoring and Documentation of Claims Management Process	X		X	
<b>PREVAILING WAGE COMPLIANCE</b>				
Wage Interviews, Payroll Reviews		X		
Resolution of Underpaid Wages		X		
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X		
<b>EEO AND DBE CONTRACT COMPLIANCE</b>				
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	
<b>PROJECT FINALIZATION</b>				
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 S (e.g. prepares daily construction diaries by compiling information from the inspector's 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 letter of interest for a project in which this arrangement is proposed, the firm must list employees proposed to work on this basis and demonstrate that the above requirements have been met.