

Request for Proposal

For

Professional Qualifications

For

**CONSTRUCTION ADMINISTRATION and CONSTRUCTION
MATERIALS TESTING SERVICES**

For

**The NEW ELECTRIC DEPARTMENT FACILITY on COCHRAN
ROAD**

As described herein

Statement of Qualifications

Accepted until January 19, 2023

Office of the Service Director

2310 Second Street

Cuyahoga Falls, Ohio 44221

REQUEST FOR PROPOSAL

For

PROFESSIONAL QUALIFICATIONS

CONSTRUCTION ADMINISTRATION and CONSTRUCTION MATERIALS TESTING SERVICES

I. INTRODUCTION

The City of Cuyahoga Falls, Ohio ("Owner") is seeking qualifications statements in accordance with Ohio Revised Code Sections 153.65 through 153.71 from design professional firms to provide Construction Administration and Construction Materials Testing for a proposed new Electric Department Facility (building estimated at approximately 45,890 square feet) located in Cuyahoga Falls, Ohio, as more particularly described on **Exhibit A** attached hereto (the "Project"). If your firm is interested in being considered, please respond by submitting a qualifications statement as instructed in Section 5 below.

II. SCOPE OF SERVICES

A. Scope of Services. Owner and Construction Manager shall enter into a contract that will include Construction Manager's scope of work, as well as Owner and Project-specific terms and conditions ("Owner-Construction Manager Agreement"). As required by the Owner-Construction Manager Agreement, and as properly authorized by Owner, Construction Manager will be expected to provide the following categories of services: Construction Administration. Scope of services include but are not limited to:

- 1) Construction Observation – Full-time, on-site support for the duration of construction. It is anticipated that the project schedule will be as follows:
 - Construction Commencement: March 1, 2023
 - Substantial Completion: July 31, 2024
- 2) Construction Materials Testing
 - Subgrade proofroll and engineering assessments
 - Earthwork, site preparation and soil compaction testing
 - Concrete, mortar, grout and asphalt testing
 - Structural Steel testing
 - Foundation bearing testing
 - Engineering construction troubleshooting
- 3) Observe and report progress via Field Report(s)
- 4) Monitor quality of work in accordance with the Contract Documents

- 5) Review progress status and report on schedule to Owner/Construction Manager
- 6) Review request for information (RFI) and provide clarifications in accordance with the Contract Documents
- 7) Maintain shop drawing submittal, RFI, ASI logs.
- 8) Review contractor's application for payments

III. SELECTION CRITERIA

A. Evaluation Criteria. Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. Owner will consider the firm's competence to perform the required professional design and construction administration services as indicated by the technical training, education and experience of the firm's personnel who would be assigned to perform the services and of the firm's current staff; availability of staff; relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants; the firm's experience in performing construction administration; the firm's equipment and facilities; the location, availability and accessibility of facilities and equipment to support staff activities on the Project; experience in new construction and renovation; experience and capabilities of creating or reviewing Critical Path Method (CPM) schedules as a project management resource; specification writing credentials and experience; experience with working within the construction management at risk delivery methods; any previous work performed in connection with Owner or any other political subdivisions; and other similar information.

B. Selection. Qualifications statements will be evaluated separately to explore the qualifications statements, the scope and nature of the services the firm would provide, and the various technical approaches the firm may take toward the Project. After Owner's review of the qualification's statements, Owner will select the firm most qualified to perform the services then negotiate a contract. Contract negotiations shall be directed toward: (1) ensuring that the firm and Owner have a mutual understanding of the essential requirements involved in providing the required services; (2) determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; and (3) agreeing upon compensation that is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of services.

IV. QUALIFICATIONS STATEMENT CONTENTS

- A. General Firm Information. Include in your qualifications statement the following information about your firm:
1. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, (b) name, title and phone number of the principal contact person.
 2. Company Overview. Company overview must include: (a) years of existence; (b) legal form of firm, (c) location of home office; (d) number of licensed professionals; and (e) general firm history.
 3. Standard Qualifications. Complete and provide a Construction Manager's Qualification Statement using AIA Document B305.
 4. Insurance Certificate. Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance.
- B. Project-Specific Information. Include in the qualifications statement the following information relevant to the firm and any team members that will participate in this Project:
1. Relevant Experience. Relevant projects of similar nature. Include: (a) description of the services provided for the project; (b) start and completion dates for each project; (c) name, title and telephone number of the client contact most familiar with the firm's services on the project. For purposes of providing relevant project experience, below is a list of relevant scope of work requirements for this RFQ:
 - a) Experience working with the City of Cuyahoga Falls
 - b) Experience working within the Construction Administration Role.
 - c) Experience in working for local municipal or other governmental agencies
 2. Project Team and Organization. Resumes for the proposed project team, including the proposed project manager, construction administration staff and any other proposed key staff. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project. Also include, to the extent known, any key consultants that will perform services under the Owner-Construction Manager Agreement.

3. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems, including the scheduling and cost control systems, that you propose using for the Project.

V. INSTRUCTIONS FOR SUBMISSIONS

- A. Response Deadline. Qualifications Statements in response to this RFQ must be received in a sealed envelope clearly marked "Statement of Qualifications for Professional Services" and delivered to the address in Section 5.B. by 12:00 p.m. on January 19, 2023. Responses that are received after this date and time will not be considered.
- B. Submission. Four copies and one electronic copy of the qualifications statement must be sent to: Anthony Zumbo, P.E., P.S., Director of Public Service; City of Cuyahoga Falls, 2310 2nd Street, Cuyahoga Falls, OH 44221. Email: Zumbo@cityofcf.com
- C. Questions; Inquiries. Questions regarding interpretation of the content of this RFQ must be directed to: Anthony Zumbo, P.E., P.S., Director of Public Service; City of Cuyahoga Falls, 2310 2nd Street, Cuyahoga Falls, OH 44221. Email: Zumbo@cityofcf.com. Answers to any questions shall be in writing and shall be sent to all firms who are on record with Owner as having requested and been furnished a copy of this RFQ. It is therefore imperative that firms provide full and accurate contact information to Owner. The name of the party submitting the question will not be identified in the answers.
- D. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Owner's staff, as all questions must be directed to the person identified in Section 5.C.
- E. Public Records. All documents submitted to Owner in response to this RFQ are public and will be available for inspection under ORC § 149.43 at the conclusion of the selection process. Insurance certificates and policies shall remain confidential, except under proper order of a court.
- F. Cancellation; Rejection. Owner reserves the right to accept or reject any or all qualifications statements and cancel at any time for any reason this RFQ, any portion of this RFQ or any phase of the Project. Owner shall have no liability to any proposer arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

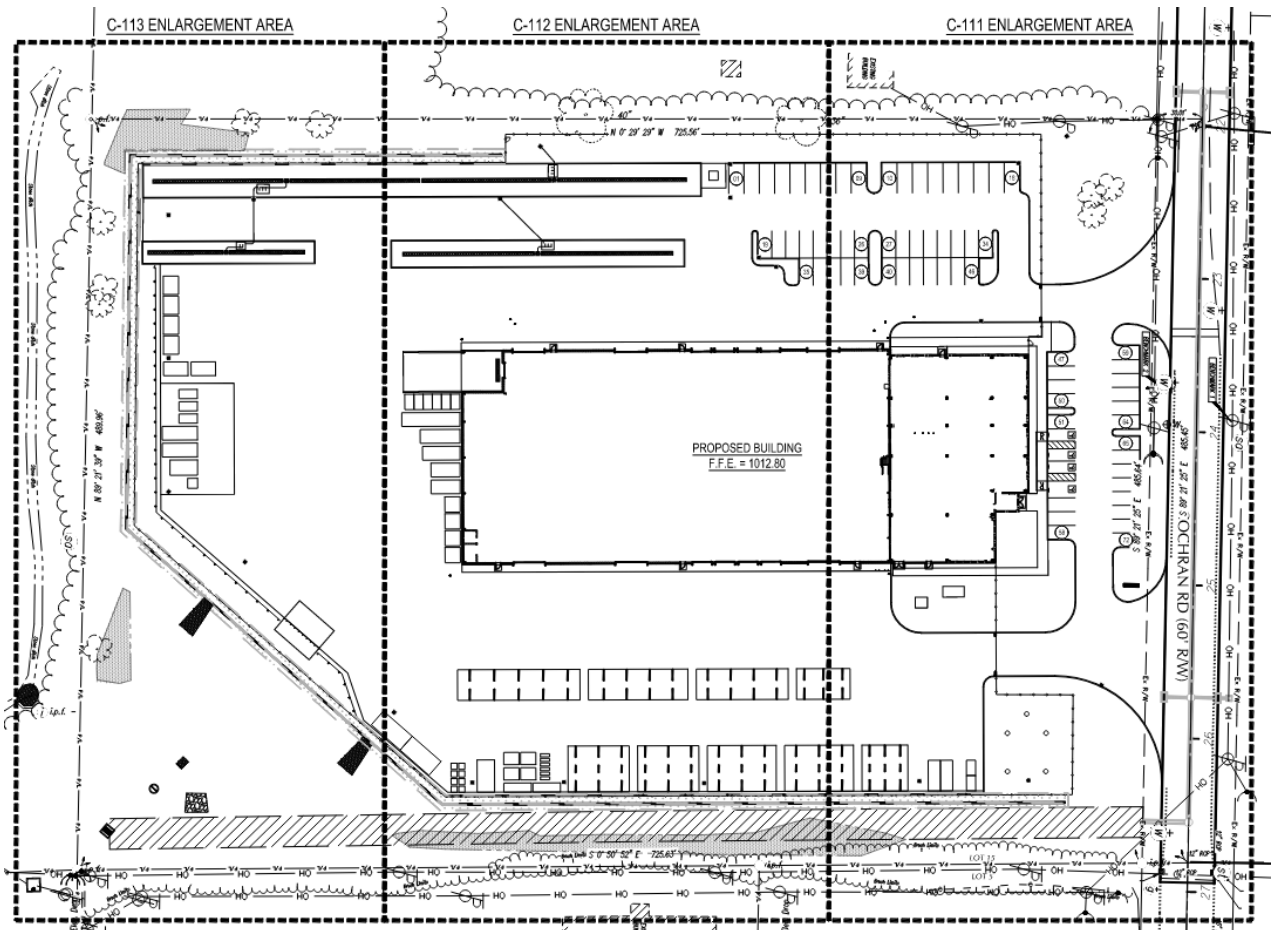
- G. Costs. Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.
- H. Amendments to RFQ. At its discretion, Owner may amend this RFQ at any time prior to the deadline for receipt of qualifications statements, and distribute the amendments to all firms who are on record with Owner as having requested and been furnished a copy of this RFQ.

CITY OF CUYAHOGA FALLS

Exhibit A Project Description and Site Plan

The proposed Electric Department is to be constructed on a portion of a parcel of 7.86 acres located at 222 Cochran Road.

It is estimated that the building will be approximately 45,890 square feet and the outdoor storage area for light poles and transformers will be approximately 33,500 square feet. The total site disturbance area including visitor parking is estimated to be 160,000-170,000 SF.



Anthony Zumbo, P.E., P.S.,
Director of Public Service