

**Request for Proposal**

**For**

**Professional Qualifications**

**For**

**Construction Management & Inspection Services**

**For the**

**Sourek Trail Roadway Improvements and  
Waterline Installation**

**Statement of Qualifications  
Accepted until November 12, 2020**

**Office of the City Engineer**

**2310 Second Street**

**Cuyahoga Falls, Ohio 44221**

## REQUEST FOR PROPOSAL

For

## PROFESSIONAL QUALIFICATIONS

### **Construction Management & Inspection Services For the Sourek Trail Roadway Improvements and Waterline Installation**

#### I. INTRODUCTION

The City of Cuyahoga Falls proposes to retain the services of a Construction Manager (CM) to perform the duties prescribed in connection with the construction of the locally funded transportation improvement project, described below. The Project will reconstruct Sourek Trail from Sand Run Road to the intersection west of Sand Hill Drive, including improvements to the vertical profile, ditches, storm sewer, and reconfiguring the 3-leg intersection at Sourek Trail. The project will also install a waterline on Sourek Trail, Sand Hill Drive, and Kubic Drive. The Project has a current sale date of November 17, 2020, and a construction estimate of \$2,200,000.

#### II. BASIC SCOPE OF SERVICES

The basic scope of services shall include, but not be limited, to:

- A. Coordinate all aspects of the construction of the project for the City of Cuyahoga Falls in accordance with the plans and specifications.
- B. Coordinate all work of the Contractor and consult with the City regarding all aspects of the Project.
- C. Administer the pre-construction meeting.
- D. Monitor the Contractor's work progress and advise the City when the project is not on schedule and provided recommended corrective actions.
- E. Provide full-time project representation to coordinate construction work and contract administration, including attendance to all Project-related meetings, monitor of work to be in compliance with plans and specifications, review Contractor's requests for information and payments, receive and process change order

requests, and provide all other construction management functions for administration of the contract.

- F. Conduct regularly scheduled progress meetings, and provide the City with monthly progress reports regarding the progress of the work.
- G. Receive and process all shop drawings.
- H. Receive and forward to the City for processing, Contractor's payments.
- I. Monitor and conduct prevailing wage interviews and DBE requirements.
- J. Provide Project inspection, coordination and testing to assure compliance with contract documents. Although the Construction Manager will not control the means and methods of construction for the Project, the Construction Manager will inspect the work to determine that the work is being performed in accordance with the requirements of the Contract Documents.
- K. Maintain reports of daily work and current record drawings, to be submitted to the City at the completion of the Project.

### III. OBJECTIVE

The objective is to request a Statement of Qualifications (SOQ's) to select a qualified engineering firm to perform construction engineering duties prescribed in connection with the construction of the Sourek Trail Roadway Improvements and Waterline Installation. Because the services are professional services, because qualified consulting engineering efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria.

### IV. EVALUATION CRITERIA

The following are the primary evaluation criteria the City plans to utilize to select the best qualified firm. In addition to the evaluation criteria, the city will be looking at construction management experience in roadway design. Selection is very subjective in many areas and the

decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

- Project Manager – Such considerations as relative importance of the project manager's role in the success of the project, considering the complexity of the project.
- Experience – such considerations as other similar projects completed by the firm, similar construction management projects completed by key personnel of the firm, support staff abilities, range of in-house capabilities, etc.
- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's, by email, to [engineering@cityofcf.com](mailto:engineering@cityofcf.com), until 4:00 p.m., Friday, **November 12, 2020**

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City cannot negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified engineering firms at a later date.

#### V. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment, however, shall include the following data:

1. Five-page maximum Project summary narrative defining the firm's interpretation of the scope of the Project and approach to construction management.
2. Project personnel organization.
3. Firm Profile.
4. Principal Profile.
5. Technical Expertise Profile.
6. General anticipated project schedule or time line.
7. General anticipated man-hours to complete the project based on past experience.
8. Additional pertinent information

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm, educational background, and professional background. Sub-consultant's roles on the project should also be listed.

#### VII. INTERVIEWS

The City reserves the right to conduct interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting via teleconference at a mutually acceptable time. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

Consultant Selection Rating Form  
for  
Construction Engineering Services

Project: Sourek Trail

Selection Committee Members:

Firm Name:

| Category   | Total Value | Scoring Criteria      | Score |
|--|-------------|-----------------------|-------|
| <b>Management &amp; Team</b>                                   |             |                       |       |
| Project Manager  | 15          | See Note 1, Exhibit 1 |       |
| Strength/Experience of Assigned Staff including Subconsultants | 25          | See Note 2, Exhibit 1 |       |
| Location/Firm's Current Workload/ Availability of Personnel    | 10          | See Note 4, Exhibit 1 |       |
| <b>Consultant's Past Performance</b>                           | 25          | See Note 3, Exhibit 1 |       |
| <b>Time Schedule/Man-hours</b>                                 | 25          |                       |       |
| <b>Total</b>   | 100         |                       |       |

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving 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 City and other agencies. The selection committee may contact 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 manager'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 may consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's location, workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

### **Current project schedule**

|  |            |
|--|------------|
| Sale                                     | 11/17/2020 |
| Award                                    | 12/14/2020 |
| Estimated Utility Relocation Complete    | 03/31/2021 |
| Estimated Waterline Begin Construction   | 02/08/2021 |
| Estimated Roadway Begin Construction     | 04/01/2021 |
| Estimated Substantial Project Completion | 07/31/2021 |