

01/25/19

General Municipal Engineering Services - 2019

City of Cortland, Trumbull County

Response Due Date: 2-22-19

The City of Cortland is requesting Statements of Qualifications (SOQ's) with supporting documents from qualified consultants for professional design services for various municipal projects. The scheduled projects include a waterline replacement project and tennis court reconstruction. They will be funded through the Ohio Public Works Commission and local funds respectively. A design firm will be selected for individual projects based upon the submitted information and in accordance with the Qualifications Based Selection Process. Additional projects may include General Municipal Services not limited to; sanitary and storm water collection systems, Public Water System improvements, administration buildings, facility planning, parks and recreation facilities. The selected consultant may assist the City with the preparation of comprehensive plans, preliminary engineering, detailed design, bidding assistance, construction administration and construction inspection.

Estimated Construction Cost: Various

Required Prequalification: Firms and Individuals must have active registration with the State of Ohio Board of Professional Engineers and Surveyors. Firms are preferred to have the following minimum ODOT Pre-qualifications:

DESIGN SERVICES:

Non-Complex Roadway Design; Right of Way Plan Development; Basic Traffic Signal Design; Traffic Signal System Design; Limited Lighting Design

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE; Ecological Surveys; Archaeological Investigations; History/Architectural Investigations; ESA Screening, Phase I ESA and Phase II ESA

Selection Procedures

The City will select a design professional for each project based on overall ranking of the Statement of Qualifications. The requirements for the SOQ and the 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 five (5) copies of the Statement of Qualifications to the following address **by 4:00 PM** on the response due date listed above.

City of Cortland
Attn: Don Wittman, Service Director
400 North High Street
Cortland, OH 44410

Responses received after the close of business on the specified due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for the Statement of Qualifications, Selection Process

- A. Instructions for Preparing and Submitting a Statement of Qualification
 - 1. Provide the information requested in the Letter of Interest Content, in the same order listed, in a letter signed by an officer of the firm.
 - 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach.

- B. Letter of Interest Content
 - 1. Brief overview of the firm's history
 - 2. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
 - 3. List firm's owners and key technical personnel. Include education, technical expertise and experience of project construction engineers and project manager that will be responsible for the work.
 - 4. Provide a description of the firm's equipment and facilities and 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 for general municipal engineering services. Confirm that the firm is familiar with the City of Cortland and address your firm's technical approach, understanding of the anticipated projects and any other information regarding your firm's qualifications.

Items 1 thru 4 must be included within the 10-page body of the SOQ. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

City of Cortland
Evaluation of Statement of Qualification

PID #

Date:

Project Name:

Name of Design Firm

Name of Evaluator

CRITERIA	TOTAL VALUE	SCORING CRITERIA	SCORE
Capacity to Perform Work			
• Proximity to project site of Firm's office were majority of work will be done. Availability to meet schedule	5		
• Ability to manage subcontractors, schedules deadlines, costs and budgets.	10		
• Firm's current workload.	5		
Firm & Individual Qualifications			
• Clarity and quality of transmittal letter and related qualification documents.	20		
• Firm's demonstrated understanding of the City of Cortland's need and potential problems and project approach.	15		
• Qualifications of firm's current personnel and overall background of the firm.	20		
• Quality of similar projects completed by the firm.	15		
References and Past Performance			
• Demonstrated ability to prepare contract documents for OPWC and locally funded projects.	10		
CONSULTANT SCORE		TOTAL SCORE =	

City of Cortland
General Municipal Engineering Services - 2019
Scope of Services
January 10, 2019

A. Project Description

The city is seeking consultants to provide General Municipal Engineering Services on an as needed basis as well as planned projects. The planned projects include a waterline replacement and re-construction of the tennis courts. The waterline replacement project will be funded through a loan from the Ohio Public Works Commission. The required services for the waterline include survey, preparation of detailed plans and specifications, bidding assistance, construction administration and inspection services. The tennis courts will be funded through the City's General Fund. The existing tennis courts require surfacing, coating, new standards with nets and fencing. Services will include plan preparation and bidding assistance.

B. Purpose and Need

The City of Cortland relies on professional services for preparation of detailed plans, bidding documents, construction administration and inspection in support of the municipal services. The waterline replacement projects are required to address the deficient capacity and provide adequately sized waterlines for fire protection. The tennis courts have a deteriorating surface which requires innovative and cost effective re-construction solutions.

C. Project Limits

The project limits will be provided upon negotiation of a fee structure.

D. General

1. The projects have a combination of Ohio Public Work Commission and City of Cortland funds.
2. The contracting officer for the design engineering of this project is the City of Cortland.
3. The construction plans and specifications shall conform to the City of Cortland, Trumbull County Sanitary Engineer and Ohio Department of Transportation (ODOT) design standards and shall utilize the ODOT Construction and Material Specifications, current edition, current ODOT standard construction drawings, and the Ohio Manual of Uniform Traffic Control Devices.
4. All subconsultants shall have the prior approval of the Director of Public Service and shall be preapproved by ODOT. It shall be the consultant's responsibility to assure the responsibility of the subconsultant(s) and the quality and timeliness of their work
5. The City of Cortland will furnish and/or make available all associated records currently

on file. The City of Cortland does not guarantee the accuracy or completeness of the information. The Consultant shall verify all records and data used for completeness and accuracy.

E. Background

The City of Cortland applied for funding through the Ohio Public Works Commission. The project funding is in place for the anticipated projects.

E. Scope

1. When authorized by the City, the Consultant shall provide professional design services that include but are not limited to the following work items.
 - All field surveys, engineering, and design needed to prepare the construction drawings for the project. This shall include collecting and coordinating all information necessary to complete the plans, including existing roadway and utility company information (i.e., gas, electric, telephone, cable, water, sanitary, etc.) as well as all other pertinent current site conditions.
 - Design and prepare construction drawings and specifications for the improvement in accordance with all current federal, state, and local standards. The proposal should include all work, submissions, and review meetings required to prepare final construction plans. Construction documents must be developed per State, County and Local design standards. However, the level of design will vary based on the proposed work to be performed in each project.
 - Submittal of plans and coordination with all utility companies. The City of Cortland requires certified letters for each plan submittal be sent to all utility companies with facilities located within the project limits.
 - Selected Consultant will prepare and submit any permits necessary to complete this project. All fees should be included in the total cost for services.
 - Selected Consultant shall schedule and attend meetings at specific project milestones with City staff to communicate job progress and issues to be addressed. At a minimum, meetings shall be held at the beginning of the project, environmental authorization, preliminary and final reviews.
2. When authorized by the City, the Consultant shall provide bidding assistance that includes but is not limited to the following;
 - Answer Contractor's and/or Supplier's questions regarding the interpretation of the Consultant prepared contract documents, including plans and supplemental specifications during the bidding period. Attendance by a qualified representative at the pre-bid meeting is required, if such a meeting is held.
 - Provide the City of Cortland with necessary drawings and/or other addenda items required due to errors and/or omissions by the Consultant.
 - Attend bid opening, prepare bid tabulations, review submitted bids and make recommendations of award.

3. The selected Consultant may provide the following services during construction, as authorized.
 - Attendance by a qualified representative at the preconstruction meeting.
 - Reviews of shop drawings for conformance to the contract documents, as required.
 - Interpretation of Consultant's provided contract documents, as required, during construction.
 - On-site inspection and Construction administration.
 - Site visits and other services as requested by the City.

F. Project Schedule

The consultant selected for individual projects shall submit a proposal within 14 days from notice of selection. The Consultant shall submit a schedule with the proposal for approval as described in Section H9. Construction schedule will vary for the projects based on the available funding and program requirement

G. Proposal

The selected Consultant shall submit a cost proposal for performing the services as described in the above sections. The cost proposal shall contain the following information:

1. Firm's qualifications and experience for projects of similar scope.
2. Project team, including resumes.
3. Task breakdown.
4. Employee classifications with estimated hours and hourly rates by task for scope items (provide separate hours for each section).
5. Overhead rates (direct and indirect) and multipliers or payroll costs. The multiplier shall include direct and indirect overhead costs and the Consultant's fee. Computer time shall not be billed separately. All computer expenses are to be included in overhead multiplier.
6. "Not to exceed" fees based on hourly costs plus reimbursables for scope items.
7. Insurance Certificates.
8. Workers' Compensation certificates.
9. Project schedule including all activities, durations and relationships. The schedule shall be prepared showing durations in calendar days and approximate start and finish dates of all activities.