

# Request for Qualifications

Ironton Depot Square, City of Ironton, Ohio

**ODOT Project Identification:** LAW – Ironton Depot Square

**PID #:** 84852

**Response Due Date:** Monday, January 31, 2011

The City of Ironton, Ohio is soliciting letters of interest and statements of qualifications for consulting engineers to provide construction engineering services for the above-referenced project. The scope of work consists of the construction of a new sheltered multi-use pedestrian walkway, expanded parking, and related streetscape, lighting, sidewalks and utility relocations. The work is located in and near Depot Square, Bobby Bare Boulevard, Elm Alley, and Washington Streets.

## **ODOT Pre-qualification:**

The consulting engineer shall be pre-qualified by ODOT to conduct Non-complex Roadway and shall be familiar with the ODOT Local Let Process and City of Ironton contracting procedures.

Consulting engineers are invited to submit a letter of interest and qualifications to the City of Ironton **until 12:00 PM local time, on the response due date** listed above.

PLEASE NOTE: Letters received after that time shall not be considered.

## **Submit (6) six copies to:**

Mayor Rich Blankenship  
City of Ironton  
301 South 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
Ironton, Ohio 45638

Label the front lower right hand corner of the envelope, “City of Ironton Depot Square”.

## **Project Description:**

This project is to provide construction engineering services for the construction of a new sheltered multi-use pedestrian walkway, expanded parking, and related streetscape, lighting, sidewalks and utility relocations.

**Project Type:**

The project is a **local-let** project.

**Project Timetable:**

The consultant hired will be required to develop and maintain a project schedule.

**Project Budget:**

\$1,166,852.00 (all phases of work)

The project will be funded by the Ohio Department of Transportation through KYOVA Interstate Planning Commission and the City of Ironton.

**Major Work Elements:**

Work by the consulting engineer to provide construction engineering services for the construction of a new sheltered multi-use pedestrian walkway, expanded parking, and related streetscape, lighting, sidewalks and utility relocations to meet current city, state and federal standards.

See <http://www.dot.state.oh.us/pdp> for more information regarding the ODOT Plan Development Process.

**Proposed Scope of Services:**

The Agreement will be implemented in Parts appropriate to the PDP Steps. The initial price proposal and authorization will include Minor Process Step 10.

**Task 10.1 Pre-Construction Conference and Coordination**

The contractor awarded the construction contract has the responsibility to perform the work as detailed in the contract documents. Although it is the contractor's responsibility to perform within the scheduled milestones and for the agreed-upon cost, it is the City's responsibility to administer the contract.

The City monitors, manages, and documents the contractor's activities to ensure compliance with the plans, proposal, and specifications. Conferences, meetings, and general coordination are tools of contract administration.

At the beginning of Step 10 in the PDP process, the consultant should conduct a pre-construction conference before the start of physical construction. The primary goal of the pre-construction conference is to introduce all of the project participants and to discuss actions necessary for a successful start, execution, and completion of the contract work.

The pre-construction conference provides a forum to convey details of mutual interest and concern about the execution of the contract documents. It allows the opportunity to clarify and respond to any questions or potential misunderstandings regarding the upcoming work to be performed.

The consultant, with contractor input, coordinates the meeting details including the list of attendees and agenda topics following the ODOT Local Let Transportation Projects Manual of Procedures.

### **Task 10.2 Project Site Plan**

A Project Site Plan is normally prepared as part of the contract documents. In Step 10, the construction contractor is responsible for modifying the plan to prepare a Storm Water Pollution Prevention Plan (SWPPP) that meets Ohio EPA and National Pollutant Discharge Elimination System (NPDES) requirements (see the ODOT's *Location and Design Manual*, Volume 2).

Project Site Plans are required for all projects that include any Project Earth Disturbance Area as detailed in ODOT's *Location and Design Manual*, Volume 2, Section 1112. The specific requirements of a Project Site Plan are listed in ODOT's *Location and Design Manual*, Volume 3, Section 1300.

### **Task 10.3 Value Engineering Change Proposals**

During the construction phase the contractor may submit Value Engineering Change Proposals. These proposals are a contractor's suggestion on ways to reduce project costs or offer a time saving in construction without altering the essential functions and characteristics of the project. Value Engineering Change Proposals are detailed in ODOT Policy Number 27-008(P).

### **Task 10.4 Acceptance of Materials**

Materials incorporated into the construction project must meet all requirements of the applicable material specification. Materials should be field sampled to ensure they meet applicable standards. Where field sampling is not feasible, the method for accepting materials must be determined by the Construction Engineer with advice of the Administrator of the Office of Materials Management. There are options available when materials do not reasonably conform to appropriate specifications for incorporation into the construction project. These options are outlined in ODOT Policy Number 510-009(SP). More information on controlling accepted material is available in ODOT's *Construction and Material Specifications*.

### **Task 10.5 Construction**

Construction can be defined as the execution and administration of the contract documents. At the construction stage, the contractor begins to perform the tasks detailed

in the contract. The contractor is responsible for constructing the work as detailed in the contract documents while the City's team, led by the consultant, is responsible for ensuring that the terms of this construction contract, including changes, are fulfilled. To verify that those conditions are met, certain documentation is essential. Construction Phase Includes: Material acceptance, Construction Management System, Assessment of liquidation damages, Postponement of contract completion date, Critical Path Method scheduling, Disputes and claims, Change orders, Project estimates, Value Engineering Change Proposal and Inspection.

Construction Activities to Document and Monitor: All contractor and department correspondence, the environmental commitments and permit requirements, contractor's use of public roads, workers, and public safety, Change orders and force account work authorizations, Prevailing wage compliance Records, approved shop drawings and logs, transmittal and correspondence logs, Contractor schedules and Invoices.

See ODOT's *Procedures for Construction Project Documentation* for more detail.

### **Task 10.6 Final Acceptance**

The consultant should notify the City when all of the punch list items are complete. Then, the ODOT District final inspection will inspect the project for approval. If there are any outstanding minor work items, then the inspector provides these items on a punch list to the contractor. The contractor must complete the punch list and all necessary documentation before receiving the inspector's final approval. The inspector's approval and all necessary documentation from the contractor are necessary for final acceptance and payment.

### **Notice to Proceed Date:**

The approximate Notice to Proceed date for the consulting engineer is March 1, 2011.

### **Special Contractual Provisions:**

"Required Contract Provisions – Federal-aid Construction Contracts" will be incorporated into all City of Ironton contracts involving the development or administration of the project.

### **Letter of Interest Contents:**

Interested consulting firms shall submit the following information with the Letter of Interest:

- A general description of the consulting firm and any subcontractors;
- The location of the primary office where the bulk of the work will be performed;

- The current staffing of the primary office, broken down by number of professional engineers, planners, technicians, and other specialists;
- A listing of current projects similar in nature that are under design in the primary office;
- Staffing that may be provided by other offices or subcontractors;
- Identification of the proposed project manager, with resume detailing projects similar in nature;
- Identification of other key professionals, including subcontractors, proposed to be involved on the project, including resumes and their respective involvement on projects similar in nature;
- Other information that describes the firm’s capacity and the capabilities of the professionals proposed for the project that demonstrates knowledge and understanding in the Project Development Process, ODOT requirements, regulations, and directives; and
- A listing of references for similar type projects completed in the last three years by the firm and subcontractors.

**Selection Process:**

Consultants that submit a Letter of Interest by the specified date and time will be considered. A “short list” of no more than three firms may, at the discretion of the City, be made based on the information provided in the Letter of Interest.

Scoring Criteria will be as follows:

Category	Scoring Criteria
Project Manager	20
Strength/Experience of Assigned Staff including Subconsultants	15
Familiarity with the project	30
Firm's Current Workload/ Availability of Personnel	10
Consultant's Past Performance	25
Total	100

**Communications Restrictions**

Please note the following policy concerning communication with the City during the announcement and selection process:

During the time period between advertisement and the announcement of the consultant selection, the City will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed a selection notification will be announced by U.S. mail. All questions regarding this project shall be provided to the address above via US mail, no telephone or email inquiries shall be permitted.

**Project Development Process Activity Chart**

<b>Project Development Process Activity</b>	<b>Consultants</b>	<b>City</b>	<b>ODOT</b>	<b>If Authorized</b>
Step 1- Develop Purpose and Need				
Task 1.1 Initial Activities "Kick-off"				
Task 1.2 Define Study Area				
Task 1.3 Stakeholder Involvement and PIP				
Task 1.4 Site Visit				
Task 1.5 Technical Studies				
Task 1.6 Red Flags				
Task 1.7 Purpose and Need				
Task 1.8 Prepare Cost Estimate and Revise Milestone Dates				
Task 1.9 Project Management for Step 1				
Step 2- Determine Scope, Schedule, and Budget				
Task 2.1 Alternative Identification and Evaluation				
Task 2.2 Project Schedule and Budget				
Task 2.3 Concurrence Point #1				
Task 2.4 Update Cost Estimate and Milestone Dates				
Task 2.5 Project Management for Step 2				
Step 3-Perform Environmental Analysis and Begin Preliminary Engineering				
Task 3.1 Property Owner Notification				
Task 3.2 Preliminary Engineering and Constructability Review				
Task 3.3 Environmental Field Studies				

Task 3.4 Preferred Alternative				
Task 3.5 Concurrence Point #2 and Scope of Detailed Design				
Task 3.6 Update Cost Estimates and Milestone Dates				
Task 3.7 Project Management for Step 3				
Step 4- Prepare Environmental Clearance and Develop Stage 1 Design				
Task 4.1 Environmental Field Studies				
Task 4.2 Stage 1 Detailed Design				
Task 4.3 Property Owner Notification				
Task 4.4 Final Waterway Permit and Conceptual Mitigation Plan				
Task 4.5 Floodplain Coordination				
Task 4.6 Environmental Commitments Summary				
Task 4.7 Final Categorical Exclusion				
Task 4.8 Update Cost Estimate				
Task 4.9 Project Management for Step 4				
Step 5 - Develop Stage 2 Design Plans				
Task 5.1 Stage 2 Detailed Plans				
Task 5.2 Second Constructability Review				
Task 5.3. Preliminary Right-of-Way Plans				
Task 5.4 Final Mitigation Plans				
Task 5.5 Update Cost Estimates				
Task 5.6 Project Management for Step 5				
Step 6 - Complete Right-of-Way Plan and Begin Acquisition				
Task 6.1 Final Right-of-Way Plans				
Task 6.2 Final Right-of-Way Tracings				
Task 6.3 Update Cost Estimate				
Task 6.4 Project Management for Step 6				
Step 7 - Develop Stage 3 Design				
Task 7.1 Stage 3 Detailed Design Plans				
Task 7.2 Update Cost Estimate				
Task 7.3 Project Management Step 7				
Step 8 Prepare Final Plan Package				

Task 8.1 Final Plan Package				
Task 8.2 Update Cost Estimate				
Task 8.3 Project Management Step 8				
Step 9 - Award Contract				
Task 9.1 Pre-Bid Questions				
Step 10 - Construct Project	X	X	X	
Task 10.1 Pre-Construction Conference and Coordination	X			
Task 10. 2 Project Site Plan				X
Task 10.3 Value Engineering Proposals	X	X	X	
Task 10.4 Acceptance of Materials	X			
Task 10.5 Construction	X	X	X	
Task 10.6 Final Acceptance	X	X	X	
Task 10.7 Post Construction Conference and Activities		X	X	X

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By Order of Mayor Rich Blankenship

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