

Request for Proposals

STONEY RIDGE ROAD-MILLS ROAD-AVALON DRIVE ROUNDABOUT CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES



RFP Posted: May 31, 2023

Response Due: June 23, 2023 at 12:00 PM

1. PROJECT DESCRIPTION

The City of North Ridgeville is seeking proposals from qualified consultants to provide construction administration and inspection services for the upcoming Stoney Ridge Road-Mills Road-Avalon Drive Roundabout construction project. The project will also include sanitary sewer, storm sewer, water main, lighting, landscaping, traffic control and other necessary appurtenances.

An electronic copy of the improvement plans can be requested by contacting Eric Brown, Civil Engineer, at ebrown@nridgeville.org.

The estimated construction cost is \$1,500,000.00. It is anticipated that the Consultant will be authorized to proceed by July 2023. The Construction Contract is anticipated to be awarded in July 2023 and construction completed in November 2023.

To be eligible for consideration, the proposing firm must be capable of providing the services of the work plan described herein and must meet all other criteria outlined in this Request for Proposal (RFP). Nothing in this RFP shall be construed to create any legal obligation on the part of the City or any contractor. No contractor shall be entitled to payment from the City for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the City.

2. PRE-QUALIFICATION REQUIREMENTS

Although not required, it is recommended that the Consultant provide the following pre-qualifications for the inspection and administration services:

- ODOT Project Inspector or ODOT Construction Engineer Level 1 (Inspector) for project inspection
- Professional Engineer or ODOT Construction Engineer Level 2 (Engineer) for technical support to the Project Inspector and for administration roles
- ODOT Traffic Signal & Lighting Inspector
- ODOT Soils and Aggregate Inspector
- ODOT Construction Management Firm
- ODOT Financial Management System Evaluation

Prior experience with the inspection and administration of projects similar in nature is highly recommended.

3. SCOPE OF SERVICES

The City proposes to enter into an agreement with the selected consultant for the services listed below:

- A. Construction Administration Services. The consultant shall provide the following construction administration services:
- Attend the pre-construction meeting and record minutes.
 - Conduct monthly progress meetings and record minutes.
 - Review Contractor's shop drawings for compliance to contract documents.
 - Respond to all RFI's.
 - Track project schedule and provide updates.
 - Review and negotiate all change orders with City's approval.
 - Provide administrative and technical support to the Project Inspector.
 - Review all pay request applications and ensure compliance with prevailing wages. Monitor and document the prevailing wage compliance process.
 - Resolve all discrepancies before submitting to the City for approval. Submittals shall include current tabulated project balances for each item.
 - Coordinate and manage all Contractor, utilities, safety forces and property owner notifications.
 - Prepare all final close-out documentation.
 - Assist the City with maintenance bond coordination.
- B. Construction Inspection Services. The consultant shall provide the following construction inspection services:
- Attend the pre-construction meeting and all progress meetings.
 - Observe on-site activities of the Contractor's daily progress to ensure compliance with the contract documents. The Inspector shall be on-site for all critical activities of the project.
 - Provide daily inspection reports itemizing daily tasks including contractor's means and methods, work limits, field quality control test results, weather conditions, workforce used, subcontractor's work, hours on site, quantity take-offs, unusual circumstances, etc. Reports shall include relevant photo documentation.
 - Review and collect all material tickets. Verify all items are ODOT approved materials or as otherwise specified in the City of North Ridgeville Standard Construction Drawings.
 - Verify results of all field quality control tests. Any deviations shall be brought to the attention of the City.
 - Bring to the City's attention any deviations from the contract documents or public safety issues identified in the field.
 - Ensure Contractor is documenting accurate as-built information.
 - Provide final project punch list and resolution of items.
 - Review all final quantities.
- C. Geotechnical Services. The consultant shall provide the following geotechnical services:
- Inspection and Compaction Testing for ODOT Items 203, 204 and 304 in accordance with ODOT Supplemental 1015.
 - Inspection and Testing of the Asphalt Mat in accordance with ODOT Supplement 1055.

- Concrete cylinders shall be made and compression test reports shall be provided in accordance with ODOT 499 for all roadway concrete work. Three cylinders shall be made for every 300 cy of concrete. A minimum of three cylinders shall be taken per day of concrete poured.
- Test the concrete's slump, air content, temperature and yield.
- Assist the Project Inspector in making recommendations when warranted.

4. PAYMENT COMPENSATION

The City of North Ridgeville shall make payment based on actual hours and appropriate billable rates worked, excluding sick leave, personal leave, vacation, and drive time to the project. 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 below. Work in excess of a forty (40) hour work week must be approved by the City of North Ridgeville.

If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis. 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 (i.e. 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.

5. TRAVEL COMPENSATION

The report-in location for the Consultant personnel shall be the project site designated by the City of North Ridgeville. 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 can be compensated with a flat rate daily fee.

6. PROPOSAL REQUIREMENTS

Consultants interested in providing these services should respond by submitting one hard copy and one digital copy of their proposal to the address below by 12:00 PM on June 23, 2023.

Christina Eavenson, PE, City Engineer
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, OH 44039
ceavenson@nridgeville.org and nackerman@nridgeville.org

Proposals should be plainly marked "PROPOSAL – STONEY RIDGE-MILLS-AVALON ROUNDABOUT INSPECTION SERVICES." Responses received after 12:00 PM on the due date will not be considered.

Please provide the information requested below with a cover letter signed by an officer of the firm.

- A. **Qualifications.** List the project manager and other key staff members of the consulting team who will be responsible for the work and the project responsibility of each. Address the specific experience of the key staff members on similar projects, including descriptions of relevant

projects within the past ten years along with project references. Describe the capacity of staff and their ability to perform the work in a timely manner over the contract timeline.

- B. Scope of Services. Provide a detailed work plan responsive to the City's requested Scope of Services. Provide milestone dates for Program Development and an annual calendar of activities related to Program Administration. Clearly identify the role and responsibilities of the City in the project.
- C. Pricing Proposal. Provide a cost proposal for the work plan. Assume the construction schedule will be approximately 16 weeks. In lieu of a field office, site personnel may use the office facilities at City Hall including printing. Include optional services with pricing, as desired, based on professional recommendations and to ensure compliance with Ohio EPA and OAC requirements. Include, as necessary, any breakdowns of professional services, hourly rates and reimbursable expenses.

7. SELECTION CRITERIA AND PROCESS

The following criteria will be used in the consultant selection process:

- Experience and past performance with developing programs and projects of similar scope and complexity
- Strength and experience of project manager and assigned staff
- Value of services for the cost proposal submitted

Based on the proposals received, the City of North Ridgeville may conduct interviews with selected firms. Once a consultant ranking has been established, the City shall enter into contract negotiations with the highest ranked consulting firm to determine the final work plan, budget and schedule. The final contract must be approved by Council via legislation.

Contact Christina Eavenson at (440) 353-0842 or ceavenson@nridgeville.org with any questions regarding this Request for Proposals.