

# REQUEST FOR QUALIFICATIONS

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## 1.0 GENERAL

### 1.1 INTRODUCTION

The City of Sandusky, Ohio (City) invites qualified professional teams (Submitter) to submit Statements of Qualifications (SOQ) to provide Design/Build services for the **Jackson Street Pier Rehabilitation Project** (Project). SOQs are due no later than 11:00 AM on Friday, March 30, 2018.

The estimated budget for this Project is approximately 6 million dollars.

The Project will be awarded by the City through a Two-Step procurement process to select a Design-Build Team (DBT). Selection of a DBT for this Project will consist of two phases:

- **Phase I:** Request for Qualifications (RFQ) will be issued to solicit information, in the form of SOQs, that the City will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. The SOQ presents, in general terms, the Submitter's qualifications, understanding, and approach to the Project. Specific instructions for preparing the SOQ are found in Section 2.0. **This RFQ represents Phase I in the selection process.** Fees or pricing shall not be included in this submittal. If fees, prices, or costs are included in this submittal, the response will be deemed non-responsive.
- **Phase II:** Issuing of the Request for Proposal (RFP) and selection of the DBT.

Based on the recommendations of the City Selection Committee, the City will short-list DBTs based on the evaluation criteria found in this RFQ. The short-listed teams will be invited to prepare a Technical Proposal and a Price Proposal.

### 1.2 PROJECT DESCRIPTION

In 2016, the City of Sandusky adopted the Bicentennial Vision Comprehensive Plan. Among many things, the Plan encouraged the embracing of the waterfront environment of downtown. One of the goals of the Plan was to improve waterfront access citywide with the activation and improvement of the City's waterfront parks, including Jackson Street Pier.

As a result of this Plan, the City developed a strategy to produce a finished project that would embrace the improvements of Jackson Street Pier, along with the adjacent Shoreline Drive. Several meetings were held between Design Consultants, the City, local business owners, and the general public. The result of these meetings was a plan that would enhance the waterfront area without negatively impacting the needs of the residents, visitors, or businesses.

This project will reconstruct Jackson Street Pier from its current use as a parking lot into a park, with green spaces and streetscaping features. The scope of services for the Jackson Street Pier Rehabilitation Project will include the following components:

- Removal of the existing asphalt parking lot.



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- Installation of new parking and walkways, along with green spaces.
- Landscaping and streetscaping improvements, including lighting and festival connections.
- Construction of new buildings on the pier.
- Associated drainage and utility improvements.

It is expected that the construction of this project will run concurrently with the adjacent Shoreline Drive improvement project. The tentative completion date for both projects is September 2019. The City reserves the right to award each of these projects to separate DBTs, or award them both to one DBT.

### 1.3 PREQUALIFICATION

**Lead Designer Prequalification:** The Lead Designer must meet ODOT's prequalification requirements for Non-Complex Roadway Design. Failure to provide a Lead Designer who is Prequalified in this category at the time of the submittal of the SOQ will be grounds for non-responsiveness.

If known at the time of SOQ submittal, include the listing of anticipated prequalified firms in Part A of the SOQ for the following:

- Bicycle Facilities and Enhancement Design.
- Subsurface Utility Location Services.
- Geotechnical Engineering Services.
- Limited Lighting Design.

Not providing the named prequalification subconsultant(s) in the SOQ for the work types listed identified as Subconsultant Prequalification will not be grounds for non-responsiveness. Upon award, all work related to design must be performed by a prequalified firm.

**Contractor Prequalification:** Listed below are anticipated work types for Contractors and/or Subcontractors identified for the Project. **This is not a comprehensive and final list and the list may be revised in the RFP.** If known at the time of SOQ submittal, the Submitter shall name the prequalified firms performing the work for the work types listed below. For the work types identified within this category, firms shall be prequalified at least one week prior to Anticipated Award. Not providing a named subcontractor in the SOQ for the work types will not be grounds for non-responsiveness.

There is no requirement regarding the minimum amount of work that the Lead Contractor must perform, or that the Lead Contractor must possess any ODOT Work Types.

Include the listing of anticipated prequalified firms and associated work types in Part A of the SOQ.

- Work Type 4 – Roadway Excavation and Embankment Construction.
- Work Type 10 – Flexible Paving.
- Work Type 17 – Rigid Pavement Replacement.
- Work Type 35 – Drainage.



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- Work Type 38 – Miscellaneous Concrete.
- Work Type 39 – Maintenance of Traffic.
- Work Type 43 – Highway Lighting.

Prequalification application, applicable rules and regulations, and other relevant information may be found at the following web site:

<http://www.dot.state.oh.us/Divisions/Engineering/Consultant/Pages/default.aspx>

Refer to requirements governing changes in the Submitter’s team and Key Personnel in this Document.

The project is being partially funded by CDBG and will be constructed under Federal requirements, including Davis Bacon wage rates.

**Required Subconsultant:** The inclusion of City Architecture as the Landscape and Streetscape Architect will be required to be part of the DBT that is awarded the project. The RFP will provide an allowance for payment to this subconsultant during project design and construction. For additional information, contact Alex Pesta, City Architecture, at (216) 881-2444, or [alex@cityarch.com](mailto:alex@cityarch.com).

#### 1.4 RIGHTS OF THE CITY

The City reserves the right to reject any and all SOQs.

The City reserves the right to request clarification of any SOQ. The Submitter agrees to respond to the City’s requests with the appropriate personnel to answer questions necessary to provide clarification of any areas where the intent or meaning of the submittal is in doubt. Such requests shall be for the purposes of clarification only. Changes or modifications to submitted SOQs will not be permitted.

#### 1.5 PROCUREMENT SCHEDULE

The City currently anticipates conducting this procurement in accordance with the following list of milestones. This schedule is subject to revision and the City reserves the right to modify this schedule as it finds necessary, at its sole discretion.

<b>Milestone</b>	<b>Date(s)</b>
Advertise RFQ in Sandusky Register	March 7, 2018 March 14, 2018 March 21, 2018
Statement of Qualifications Due	Friday, March 30, 2018 at 11:00 AM local time
Notification of short-listed teams	Friday, April 13, 2018
Short-listed teams must respond to advancing	Tuesday, April 17, 2018
RFP issued	Wednesday, April 18, 2018



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<b>Milestone</b>	<b>Date(s)</b>
Pre-Bid Meeting	<i>Thursday, April 26, 2018 at 2:00 PM local time</i>
ATC Submittal Deadline	<i>Friday, May 11, 2018</i>
Response to ATC Deadline	<i>Friday, May 18, 2018</i>
Deadline to Submit Questions	<i>Friday, May 25, 2018 at 5:00 PM local time</i>
Technical Proposal and Price Proposal submitted to the City of Sandusky Director of Public Works	<i>Tuesday, June 5, 2018 at 2:00 PM local time</i>
Interviews	<i>Tuesday, June 19</i>
Bid Opening and announcement of Successful DBT	<i>Tuesday June 19, 2018 at 2:00 PM local time</i>
Project award	<i>Friday, July 13, 2018</i>
Completion Date	September 2019

All of the dates in italics are tentative and are subject to changing by the City without notification.

#### 1.6 CONFLICT OF INTEREST

Except for the Required Subconsultants listed in Section 1.3 of this Document, the Contractor's Consultant and any of the sub-consultants who have provided services to the City that have been directly utilized in this Design-Build proposal or Scope of Services document will NOT be eligible to participate in this Design-Build contract for this project, either as a prime consultant or as a sub-consultant. DBTs are prohibited from receiving any advice or discussing any aspect relating to the Project or procurement of the Project with any person or entity with an organizational conflict of interest.

The firms listed below will not be allowed to participate as a DBT member due to a conflict of interest:

- Osborn Engineering

Any SOQ received in violation of this Section's requirements may be rejected.

#### 1.7 PARTICIPATION ON MORE THAN ONE PROPOSER TEAM

The Lead Contractor and Lead Designer shall not, directly or indirectly, participate in any capacity on more than one team submitting Technical Proposals and Bid Price Proposals. This prohibition includes the participation on different teams by a Lead Contractor or Lead Designer through related corporate entities, such as an entity that directly or indirectly controls another entity, or two entities that are under common control. If any Lead Contractor or Lead Designer fail to comply with this Section, all other teams on which they are participating may be disqualified from submitting a Technical Proposal and Bid Price Proposal.



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**1.8 EXPENSES OF THE SUBMITTERS**

The City shall have no liability for the costs and expenses incurred by the Submitters in responding to this RFQ, the forthcoming RFP, responses to clarification requests, and potential interviews. Each Submitter shall prepare the required materials and submittals, and attend meetings and interviews at its own expense with the express understanding that it cannot make any claim whatsoever for reimbursement from the City for the costs and expenses associated with the process.

**2.0 SUBMITTAL OF QUALIFICATIONS:**

**2.1 GENERAL INSTRUCTIONS:**

One original SOQ package and one electronic copy on CD or via email in PDF format shall be submitted on or before **Friday, March 30, 2018 at 2:00 PM local time** to:

**Aaron Klein, P.E.**  
**Director of Public Works**  
**222 Meigs Street**  
**Sandusky, Ohio 44870**

If under 10 MB, the requested electronic copy can be emailed to Megan Stookey ([mstookey@ci.sandusky.oh.us](mailto:mstookey@ci.sandusky.oh.us)). Call (419) 627-5829 with questions.

**2.2 STATEMENT OF QUALIFICATIONS (SOQ) FORMAT**

To ensure a timely and consistent review, the format of the SOQ must adhere to the requirements of this section.

The following table lists the maximum number of pages that may be used by the DBT in the SOQs. Content should be organized by parts as indicated.

<b>Part</b>	<b>Content</b>	<b>Maximum Pages</b>
A	Introduction	2
B	Design Build Team Personnel	10
C	Design Build Team Capabilities and Experience	10
D	Project Understanding and Approach	5
E	Addenda	
	<b>Total (not including Parts E)</b>	<b>27</b>



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A page shall be 8 ½" x 11", printed on one side only and sequentially numbered. Font should be at least 11 point in Times New Roman or similar. Margins should be at least one inch (1") all around. Double sided pages are not allowed.

If dividers are used and contain project information, they will be counted towards the maximum number of pages. Foldout pages are not allowed.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above may be deemed non-responsive.

Graphics are allowed, provided they conform to the other format requirements listed.

### 2.3 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

SOQs shall contain all information as detailed in this section.

**Part A – Introduction:** The introduction shall contain the following information:

- Provide the name and full mailing address of each firm that are part of the DBT. List the lead firm first.
- A statement that the DBT members are prequalified with ODOT in accordance with the requirements of this Contract.
- A statement certifying that no members of the DBT have a personal conflict of interest or an organizational conflict of interest as defined in the Project Proposal.
- A statement confirming the commitment of the key personnel identified in the submittal to the extent necessary to meet all expectations of the project's quality and duration.
- The name and Registration number of the principal(s) or officer(s) properly registered with the Ohio State Board of Registration for Professional Engineers and Surveyors at the time of submittal who will be responsible for the design work included in this contract.

**Part B - Design Build Team Personnel:** Describe DBT key staff experience as it relates to carrying out the proposed project. Distinguish between past experience on Design Build projects and experience on Design Bid Build projects.

Provide an organizational chart showing the interrelationship of the DBT.

Identify the following key staff as well as any other pertinent members of the DBT:

KEY STAFF	DUTIES
DB Project Manager	Ultimately responsible for the DBT's performance. Ensures that personnel and other resources are made available. Handles contractual matters



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KEY STAFF	DUTIES
DB Designer Project Manager	Actively manages the overall design of the project. Must be an employee of the Lead Designer. State of Ohio PE License required prior to award.
DB Construction Project Manager/Engineer	Actively manages the overall construction of the project. Must be an employee of the Lead Contractor
Independent Quality Manager	Responsible for overall management of all quality elements (e.g., design reviews, construction inspection and testing) of the project, and not a part of the normal QA/QC procedure of the firm. State of Ohio PE License Required prior to award.

For all key personnel, provide the following information:

- The individual’s name, position, and authority within the DBT, along with a statement indicating that the individual is currently employed by a member of the DBT.
- Previous projects similar in nature to this Project that the individual has performed a similar function.
- Identify all projects that the individual will be involved with concurrently with the proposed Project and the anticipated time commitment to each.
- Relevant experience, professional registrations, education, and other components of qualifications applicable to the Project.
- Identify expected percentage of time that the individual will be dedicated to this project during both the Design and Construction phases.
- Any unique qualifications.

Duties may be performed by more than one person. If this is the case, provide information for each person and clarify duties.

**Part C - Design Build Team Capabilities and Experience:** Provide specific information as it relates to previous project experience, available resources, and anticipated design/construction methods.

- Past Projects:
  - Discuss relevant experience of the DBT. Projects listed should be similar in nature to this Project and to the extent possible involve team members proposed for this Project.
  - List at least five (5) projects completed by the Contractor(s) and at least five (5) projects performed by the Designer(s) within the last five years. Each listed project shall include a brief description, including the history of the operation and current status. An Owner’s reference shall be included for each Project listed.





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- List all major projects designed and/or constructed by the DBT, Lead Contractor, or Lead Designer that have resulted in the assessment of liquidated damages against any participants in the previous five years.
- Furnish examples of projects in which the DBT members have completed their tasks ahead of schedule and/or below budget, including an explanation of how this was accomplished.
- Resources:
  - Indicate the resources that will be made available to perform the work for the Project. Demonstrate that appropriate resources will be committed to perform the work.
  - Discuss how this Project would impact the current and anticipated work load of the DBT's office(s) that will perform this work.
  - Describe any equipment or other resources the firm has which will enhance their ability to accomplish this project.
  - Describe any notable expertise or other special capabilities of members of DBT.
- Project Management:
  - Describe the DBT's internal procedures for developing, monitoring and maintaining project schedules.
  - Describe how the DBT will monitor the use of resources (personnel, equipment, etc.) available to perform the work.
  - Describe how the DBT will monitor the quality of the work.

**Part D – Project Understanding and Approach:** Describe the DBT's project understanding and anticipated approach to the Project, including, but not limited to, the following:

- General approach to the Project.
- Description of how Project goals will be met, including the project completion date.
- Potential issues and methods of addressing each of these issues.
- Areas of opportunity for innovation.
- Approach to public information/public relations and coordination with events.
- Approach to achieving high quality design and construction.
- Approach to ensuring safety of the traveling public, visitors, and construction personnel.

**Part E – Addenda:** Receipt of Addenda issued prior to submission of the SOQ shall be acknowledged by inserting a copy of the cover sheet of the Addenda in the SOQ.

## 2.4 MODIFICATION AND WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

Prior to City opening the SOQ, such documents may be withdrawn upon written request of the firm or the personal appearance of the firm or its designated representative. Withdrawn SOQs may not be modified and resubmitted prior to the opening time if a firm claims a mistake, omission, or error in the preparation of the SOQ. SOQs may not be resubmitted unless the Project is re-advertised and a new selection process based upon such advertisement is initiated by City.



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If, within twenty-four (24) hours after the SOQ are opened, any firm files a duly signed written notice with City and promptly thereafter demonstrates to the reasonable satisfaction of City that there was a material and substantial mistake in the preparation of its SOQ, then that firm may withdraw its SOQ. Thereafter, if the selection process is re-initiated by City, that firm will be disqualified from further participation in the selection process.

## 2.5 SOQ REVIEW AND SHORT-LISTING PROCESS

The City of Sandusky will form a Selection Committee comprised of City staff. The Selection Committee may be assisted by other subject experts from other agencies contracted by the City.

For each of the rating Topics, the Selection Committee will determine the highest ranked DBT within each rating Topic with the highest ranked DBT receiving the maximum number of points. Lower ranked DBTs will receive commensurately lower scores based on a relative comparison to the highest ranked DBT. The rankings and scores will be based on the information provided by the DBT and evaluation information obtained from the owners of previous projects.

Although the City expects to short-list three (3) Submitters to receive the RFP, the City reserves the right to short-list any number of Submitters in the best interest of the City.

The Submitter's qualifications will be evaluated based on the following criteria:

<b>Ranking Topic</b>	<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Introduction (Part A)	Did the Responder provide the requested information?	Pass/Fail
Design Build Team Personnel (Part B)	How well do the DBT's Project Managers and key personnel's qualifications and experience relate to the requirements of this Project?	30
Design Build Team Capabilities and Experience (Part C)	How well does the DBT demonstrate their past performance and design, construction, and management experience with projects of similar size and scope?	30
Project Understanding and Approach (Part D)	How well does the DBT demonstrate a preliminary understanding of the design and construction requirements of the project?	40
<b>TOTAL POINTS:</b>		<b>100</b>

The City may conduct interviews of firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ.

All SOQs shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve/National Guard or any other similarly protected status.



### **3.0 TECHNICAL PROPOSAL PREPARATION:**

#### **3.1 GENERAL**

All Short-listed Submitters will be notified by the City. Only short-listed Submitters will be invited to prepare a Technical Proposal and Price Proposal. Within two (2) Business Days of receiving the invitation, the Short-listed Submitter shall confirm in writing its intent to proceed with Phase II.

The City may eliminate a Short-listed Submitter from the short-list if the Submitter fails to confirm its intent to proceed in writing or notifies the City of their intent not to proceed. The City may modify the short-list to include the next highest ranked Submitter.

#### **3.2 TECHNICAL PROPOSAL AND PRICE PROPOSAL**

Technical Proposal and Price Proposal preparation shall be per the RFP and will only be accepted from notified and confirmed Short-listed Submitter.

The RFP is anticipated to include the following items for use by the Short-Listed Submitters:

- 40% Design Plans in paper and electronic formats.
- Record drawings.
- Scope of Services.
- Design and Construction Requirements.
- Subsurface Exploration Report.

#### **3.3 REQUIREMENT TO KEEP TEAM INTACT**

The team proposed by Submitter, shall remain on the Submitter's team for the duration of the procurement process and, if the Shortlisted Submitter is awarded the Design-Build Contract, the duration of the Design-Build Contract. The team includes but is not limited to Lead Contractor, the Lead Designer, Key Personnel, named subconsultants and/or subcontractors, and other individuals identified in the Submitter's SOQ.

If extraordinary circumstances require a proposed change to the Lead Designer, Key Personnel, named subconsultants and/or subcontractors and other individuals identified in the SOQ prior to Award, it must be submitted in writing to the City. The City, with consensus of the Evaluation Team, will determine whether to authorize a change. Any proposed changes shall only be approved if they meet or exceed the qualifications of the originally submitted member as determined by the Evaluation Team. Unauthorized changes to the Submitter's team at any time during the procurement process may result in the elimination of the Submitter from further consideration or potential rejection of the Bid.

Failure to meet this requirement may result in a non-responsiveness determination.



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## **4.0 ALTERNATIVE TECHNICAL CONCEPTS**

An Alternative Technical Concept (ATC) is a preliminary design concept proposal which provides a solution that is equal to or better than what is required by the Bid Documents, as determined by the City.

The City may consider ATCs in the procurement of the Project. All Shortlisted Submitters will be given the opportunity to submit ATCs for consideration. The complete ATC process will be provided in the Request for Proposal.

The ATC process final schedule, meeting times, and meeting locations will be provided to Short-listed Submitters following identification of Short-listed Submitters.