



City of Sandusky, Ohio
Pipe Creek Wildlife Area Floating Dock
Request for Qualifications (RFQ)

Responses Due: Thursday, October 12th

The City invites qualified professional Design-Build teams (Team) to submit qualifications to undertake the Pipe Creek Wildlife Area Floating Dock project. Qualification packages are due no later than 1:00pm, Thursday, October 12th, 2017.

Scope of Services

The Sandusky Bay Rowing Association (SBRA) and the City of Sandusky (City) are working together to install a public floating dock at the east end of River Avenue at the bottom of the dirt slope that extends from the walking path to the edge of the water. If funding allows, the City may also be interested in construction of a ramp to the dock.

With guidance from staff within the City of Sandusky, the selected consultant will analyze, plan, obtain permits for, design and construct a floating docking system at the Pipe Creek Wildlife Area. The scope of services will include the following components:

- Review existing conditions
- Review historic conditions, including water levels
- Survey if necessary to ensure a proper design
- Recommend infrastructure and amenities compatible with the site, which shall include a low profile floating dock, a gangway, piers and anchors. Other amenities may include ADA-accessible ramp and associated safety equipment.
- Design selected infrastructure for non-motorized watersports such as sculling, canoeing, flatboarding, paddle boarding and kayaking
- Provide schedules and cost estimates
- Develop drawings, specifications and other bid documents sufficient to construct the docking system for review and approval by the City of Sandusky
- Obtain necessary permits and/or approvals from regulatory agencies such as Army Corps of Engineers and Ohio Department of Natural Resources
- Construct the designed docking system
- Develop and submit an Operation and Maintenance (O&M) Manual for the docking system

Final deliverables will be discussed during the Request for Proposals phase of the Design-Build process and during negotiations with the selected Team. The selected Team must develop and adhere to a design schedule as proposed by the City of Sandusky with **construction completion no later than May 30, 2018.**

Please include with the qualification packet:

- Experience of the Team and personnel assigned to this project that will uniquely qualify your firm to design and construct this work, including résumés and locations of key project team members (max. 10 pages)
- Description of the Team's overall understanding of the project and recommended scope of services to accomplish the stated goals. (max. 3 pages)
- Details of proposed materials and products with a comparison to other materials on the market and photos of existing installations (max. 5 pages)
- An anticipated project schedule showing all milestones and completion dates based on "Schedule of Activities" (max. 2 pages)
- References (max. 2 pages)

The City of Sandusky will form a Selection Committee comprised of officials from the City, SBRA and possibly other groups to review Qualifications. The Selection Committee will evaluate and select the most qualified Teams. **Competitive price selection will not be utilized under RFQ the selection process.**

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

- Strength/experience of project manager and key Team members
- Past performance, ability and experience with projects of similar scope and size
- Materials and products proposed for the docking system
- Project schedule
- Location of key staff

Based on the qualifications submitted, the Selection Committee may conduct interviews of the top three Teams. Whether interviews are performed or not, the top three Teams will be ranked and a Request for Proposals (RFP) will be issued to those three Teams only. A mandatory meeting and site visit will be conducted after issuing the RFP but prior to acceptance of Proposals. The Selection Committee will review Proposals. Upon selection of the Team determined to be the best value, the City shall enter into contract negotiations with the preferred Team. If negotiations fail, the City shall enter into negotiations with the second highest ranked firm. This process shall continue until a contract is successfully negotiated or the City determines to issue a second RFQ. The contract must be approved by Sandusky City Commission.

All qualifications 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.

One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by October 12th at 1:00pm to:

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

If under 10MB, the requested electronic copy can be emailed to Megan Stookey at mstookey@ci.sandusky.oh.us or call (419) 627-5829 with questions. To be printed in the Sandusky Register on September 28 & October 5, 201



**Evaluation Form
City of Sandusky**

Design Build Project:

Pipe Creek Wildlife Area Floating Dock

Name of Team:

Name of Evaluator:

	Criteria	Points	Score
1	Strength/experience of project manager and key Team members	20	
2	Past performance, ability and experience with projects of similar scope and size	30	
3	Materials and products proposed for the docking system	25	
4	Project Schedule	15	
5	Location of key staff	10	