

City of Sandusky, Ohio

PIER TRACK PUMP STATION & FARWELL PUMP STATION IMPROVEMENTS PROJECT CONSTRUCTION INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES

Request for Qualifications

Response Due Date: April 3, 2019, 10:00 AM

The City of Sandusky is requesting construction inspection and construction management services for the PIER TRACK PUMP STATION & FARWELL PUMP STATION IMPROVEMENTS PROJECT. The City invites qualified professional consultants to submit qualifications for these services. Qualification packages are due no later than 10:00 AM on Wednesday, April 3, 2019.

Estimated Construction Budget: \$2,511,259.00

Site visits to Pier Track and Farwell Pump Stations: Thursday, March 21, 2019 9:00AM. Visit will start at the Pier Track Pump Station located at 1310 Cedar Point Drive and then proceed to the Farwell Pump Station located at 1805 Second Street. This date and time is the only site visits that will be scheduled.

Construction contract-bids are to be opened Friday, March 8, 2019 and the Final Completion for construction activities will be 14 months for substantial completion and 15 months for Final Completion after the Notice to Proceed is given to the contractor which is estimated to be in late April or May of 2019. A set of construction plans and bid documents are available for review in the Public Works office located at 222 Meigs Street Sandusky, Ohio.

The City of Sandusky operates a sewer pump station along the eastern side of Cedar Point Road between Cleveland Road and First Street in the eastern area of the City known as the Pier Track Pump Station. The Pier Track Pump Station was built in the late 1950's. The last major improvement that was completed on the station was in 1982 which included replacing one of the three existing pumps with a new Fairbanks Morse pump and electrical improvements.

The second sewer pump station is called Farwell and is located along Farwell Street between Second and First Streets. The original Farwell Pump Station was also built in the late 1950's. The last major improvement to the original station was completed on the station in 1982 which included replacing one of the four existing pumps with a new Fairbanks Morse pump and electrical improvements. This work was done at the same time as the Pier Track work. In 2015, the City of Sandusky began a construction contract with Underground Utilities, Inc. for the East End Sewer Improvement Project which included the new Farwell Supplemental Pump Station that is located adjacent to the original pump station. The Supplemental Pump Station increases the capacity of the overall lift station during high flows. The new generator installed with the Supplemental Pump Station Project was sized to handle both generator needs of the existing older station and the new Supplemental station. No improvements were done in 2015 on the older existing portion of the station.

The design consultant, Jones & Henry Engineers, Ltd. has prepared construction drawings and an engineer's estimate for both pump stations including upgrades and replacement of existing pumps,

electrical, mechanical, structural and SCADA systems. Work at the Pier Track Pump Station includes replacement of the existing generator and perimeter fence.

These two improvements are required by the Ohio Environmental Protection Agency (EPA) per negotiations related to the CSO General Plan and detailed in the existing amendments to the City's NPDES permit.

Scope of Services

Qualified firms will demonstrate experience in providing construction administration and inspection services for projects similar in nature to the PIER TRACK PUMP STATION & FARWELL PUMP STATION IMPROVEMENTS PROJECT.

The selected consultant shall provide, at a minimum, provide services for the following items:

- Provide a construction project engineer (CPE) who is a Professional Engineer licensed by the State Of Ohio. Services of the CPE shall consist of coordinating all aspects of the construction of the project in accordance with the plans and specifications . The consultant shall provide a full-time experienced Resident Project representative (RPR) for the day-to-day coordination of the construction work and contract administration.
- Pre-construction meeting-The CPE shall administer the pre-construction meeting
- Construction Progress Meetings-The CPE shall schedule and conduct regular project progress meetings with the contractor, city engineer and all other parties involved. A minimum of one progress meeting per month is required. The CPE shall be responsible for preparing minutes of the meetings and distributing copies to all attendees and other persons as requested by the City Engineer.
- Scheduling-Perform schedule tracking and review project schedules
- Shop Drawing Process-The CPE shall process all Contractor submittals and shop drawings related to the project for compliance requirements specified by the contract documents. The CPE will be responsible for review and approval of submittals. The CPE shall also maintain and monitor the Contractor's shop drawing submittal logs and all other contract-required submittals for expediting the progress of the work. The CPE shall distribute the appropriate copies to the contractor.
- Progress Payments-Payments to the contractor shall be based on the contractor's items of work completed and the contractor's compliance with the contract documents. The CPE shall advise the City Engineer when to process a pay estimate. The CPE shall review the pay estimate with the contractor and make any necessary adjustments. The City Engineer will then process the pay request. This project will be a prevailing wage job using State of Ohio prevailing wages. The CPE will monitor all payroll and pay estimates to make sure they conform to the contract and work completed to date. The CPE will perform all necessary work to ensure compliance with the EEO & DBE contract requirements. The CPE will process prevailing wage documentation including on-site prevailing wage interviews, payroll reviews and resolve underpaid wages.

During the scoping process, the City and the CPE shall determine an acceptable progress monitoring schedule based on the construction scope, timing, sequencing and City needs. Monitoring of progress shall be to assure conformance with approved plans, specifications and contract documents.

The CPE shall consult with the City Engineer and the Contractor about problems and questions which may arise during construction. The City Engineer shall be kept informed by the CPE of problems and questions which may arise during construction. The City engineer shall be kept informed by the CPE of problems by direct communication. The CPE shall monitor and coordinate required corrective actions. The CPE shall inspect the work of the Contractor to determine that the work is being performed in accordance with the requirements of the project specifications and contract documents. The CPE shall require the contractor to stop work on any portion thereof and require special inspection or testing of any work considered not in accordance with the provisions of the contract documents.

The CPE will ensure that all materials delivered to the site are approved and in conformance with the Contract Documents. The CPE will reject work that does not conform to the requirements of the Contract Documents. The CPE may authorize minor variations in the work from the requirements of the contract documents that do not involve an adjustment in the contract price or the contract time and which are consistent with the overall intent of the contract documents. Except for minor variation as stated herein, the CPE is not authorized to change, revoke, alter, enlarge, relax, or release any requirements of the contract documents or to approve or accept any portion of the work not performed in accordance with the contract documents. Communication between the CPE and the contractors with regard to quality review shall not in any way be construed as binding the CPE or the City Engineer in releasing the contractor from the fulfillment of any of the terms of the contract. The CPE is not responsible for, nor does the CPE control, the means and methods of construction of the project.

The CPE will verify that the contractor has obtained all applicable permits and complied with the notifications required by local, state or federal agencies prior to start of construction.

The CPE shall, as needed, perform onsite, offsite, plant and laboratory testing and inspection of materials incorporated into the project. The CPE shall ascertain that all tests of material or equipment to be tested under the terms of the contract documents are performed in accordance with the ODOT LPA Project Materials Control Process. The CPE shall review and maintain records of test reports, coordinate approval of further testing or remedial action with the City Engineer, and conduct spot checks of testing procedures for verification.

- Review of Request for Changes to the Contract Time and Price- The CPE shall maintain sequential

record transactions to track the status of change orders and contract amount from initiation through final payment. The CPE shall assess the appropriateness of proposed change orders and forward recommendations to the City Engineer. If a change order is required, the CPE shall prepare the necessary form in conjunction with any drawings, sketches or other information necessary to fully explain the reason for the proposed change. The CPE shall identify the tie impact of each change order, review the contractor's estimate of probable construction costs, negotiate the associated change with the contractor, and make a recommendation to the City Engineer. The CPE shall evaluate the time and cost element related to all change orders, including direct costs, indirect costs, and any impact costs which may be incorporated into the change order at the time of execution. The CPE shall require sufficient documentation for review and evaluation from the contractor to support the reason for the change. The CPE shall coordinate the execution of the change order document with the City engineer and the contractor.

- Document Interpretation- The CPE shall consult with the City Engineer, as appropriate, if the contractor requests interpretations of meaning and intent of the drawings and specifications. The CPE shall assist in the resolution of questions or problems that may arise. The CPE shall keep on site for review and RFI and Request for Proposal (RFP) log to track the status of clarifications and solutions as required.
- Reports and Records- The CPE shall maintain, on a current basis, to be available for review by the City Engineer at any time, daily and weekly reports using standard reporting forms from the City of Sandusky, or ODOT's Construction Inspection Forms current edition, or approved equal: keep orderly files for correspondence: reports of job conferences: reproductions of original contract documents including all addenda: change orders and supplemental drawings: shop drawings: record drawings: samples: purchases: records of materials and equipment: applicable handbooks: federal: commercial and technical standards and specifications: maintenance and operating manuals and instructions: and any other related documents and revisions which arise out of the contract or the work. The CPE shall keep a daily log available for the City Engineer describing in detail all work accomplished on the preceding working day and the number of persons employed by trade classification at the site. This log shall include the number of hours worked, weather conditions, list of visiting officials and their jurisdictions, daily activities, decisions, observations, field measurements, (quantity and volume), tracking of ticketed materials, installation of approved materials such as pipe underdrains, conduit, etc. in general and specific observations as required. The CPE shall be responsible for keeping the record drawings current and submit as-built drawings to the City Engineer on completion of the project. The CPE shall prepare as required all replies to correspondence from the contractor with appropriate copies to interested parties. The CPE shall review the Contractor's payroll for compliance with the prevailing wage requirements of the contract and shall conduct monthly prevailing wage interviews with the contractor's employees.
- Safety Programs- The CPE shall review the safety programs as developed by the contractor. The CPE shall not be responsible for the contractor's implementation or compliance with the safety program, nor shall the CPE be responsible for the adequacy or completeness of the contractor's safety program.
- Project Closeout- The CPE shall monitor and coordinate with the contractor the assembling and transmitting of all written guarantees and warranties, operations and maintenance manuals,

Maintenance Agreements, spare parts, record drawings, annual report data sheet, contractor evaluation, and other data required by the contract documents to the City Engineer. The CPE shall monitor to completion all outstanding work items on lunch lists to the satisfaction of the City Engineer.

- Prepare sub-Final estimates and Final Acceptance Documents- The CPE shall advise the City Engineer when the project is complete. The CPE and the City Engineer shall jointly conduct an inspection with ODOT to determine Substantial Completion. The CPE shall attempt to resolve promptly any and all outstanding claims or disputes involving the contractor and the City Engineer prior to final acceptance by the City Engineer.
- Deliverables-post construction- Within three weeks of the construction contract completion date, the consultant shall provide one hard copy and one digital copy of the following: Daily inspection reports, materials quality control documentation, construction photos and all other project documentation, notes, meeting minutes, etc.

Final deliverables will be discussed during the Scope of Services negotiations with the selected firm. Construction plans and contract documents will be provided once a consultant has been selected. The selected firm must adhere to the construction schedule.

Please include with the qualification packet:

- Experience of firm and personnel assigned to this project that will uniquely qualify your firm to complete this work, including résumés and locations of key project team members (max. 8 pages)
- Description of the firm's overall understanding of the project and recommended scope of services to accomplish the stated goals. (max. 2 pages)
- A project management schedule showing all milestones and completion dates based on "Schedule of Activities" (max. 2 pages)
- Project staffing plan (max. 1 page)
- References (max. 1 page)

The City of Sandusky will form a Selection Committee comprised of city staff to review Qualifications. The Selection Committee will evaluate and select the most qualified consultant. **Competitive price selection will not be utilized under the selection process.**

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

- Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel
- Past performance and experience with projects of similar scope and size, including experience with facilitating dynamic community engagement and outreach process
- Demonstrated understanding of issues facing the City and region
- Innovative project approach, which includes all listed items in the Scope of Work
- Project schedule
- Location of key staff

Based on the qualifications submitted, the City of Sandusky may conduct interviews of firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ. Whether interviews are performed or not, the City shall enter into contract negotiations with the preferred firm to determine the final scope of services and project budget. 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.

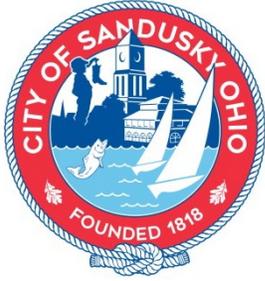
All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by April 3, 2019, at 10:00 AM 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 (mstookey@ci.sandusky.oh.us). Call (419) 627-5829 with questions.

Sandusky Register: March 6, 13, 20 & 27, 2019



**Evaluation Form
City of Sandusky**

**PIER TRACK PUMP STATION & FARWELL PUMP
STATION IMPROVEMENTS PROJECT CONSTRUCTION
INSPECTION AND CONSTRUCTION MANAGEMENT
SERVICES**

Name of Firm:

Name of Evaluator:

	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team members and proposed subcontracted firms key personnel	25	
2	Past performance and experience with projects of similar scope and size	25	
3	Demonstrated understanding of the project	10	
4	Innovative project approach, which includes all listed items in the Scope of Work	25	
5	Project Schedule	5	
6	Location of key staff	10	

