

Cuyahoga County Sanitary Engineer's Office Instruction to Consultants for Preparing Pre-Proposals

Pre-Proposals will be accepted at the Permits Desk of the Cuyahoga County Sanitary Engineer, 6100 West Canal Road, Valley View, Ohio 44125, until 4:00 P.M. (local time), on January 19, 2010, for the provisions of services required for the following:

Contract Description

General Engineering Services Contract – Potential engineering services include pump station design, sanitary sewer design, waterline design and force main design.

There will be one (1) general engineering services contract awarded. The estimated total cost of engineering services to be authorized is not to exceed \$300,000.00.

Six (6) copies of the pre-proposal are required to be submitted, by the designated date and time, in a sealed envelope and labeled as:

“Pre-Proposal for General Sanitary Engineering Services Contract (2010)”

Only pre-proposals submitted by consultants that meet the requirements detailed herein will be evaluated and ranked. The highest ranked consulting firms will be selected.

Purpose

In an effort to be more aggressive and efficient in addressing the enormous quantity of infrastructure needs, this office has implemented several operational changes to optimize all available funding sources and to optimize the use of its staff to design and implement projects. As a result of our effort to optimize the use of available financial resources and in-house staff resources, this office has restricted flexibility to address “peaks” in staffing needs. To address these “peaks” in staffing needs, this office proposes the use of a consulting engineering firm to provide general engineering services.

The use of a general engineering services contract will allow this office to continue to maximize our resources (staff and financial) to address our infrastructure needs. The selected consultant must be able to address, in a timely manner, “peaks” in this office’s engineering staff needs by responding promptly to requests for engineering services and, upon authorization, promptly initiating work on the requested engineering tasks. Moreover, our office must feel confident that the quality of work will meet acceptable standards (with minimal oversight).

GENERAL REQUIREMENTS

Insurance Requirements

The consultant will be required to have general commercial liability insurance with the minimum coverage being two million dollars (\$2,000,000.00) for death or injury of any one person and two million dollars (\$2,000,000.00) for the death or injury of two or more persons in any one occurrence, together with two million dollars (\$2,000,000.00) for property damage in any one occurrence with an aggregate property damage of two million dollars (\$2,000,000.00) for two or more occurrences.

SBE Requirements

In order to encourage the inclusion of Small Business Enterprises (SBEs) as subcontractors, Cuyahoga County has established a goal for all contracts it awards. The goal for these contracts is 30% participation – **subcontracted** to a certified SBE. Further information on the County's Small Business Enterprise Policy and/or a listing of the County's Certified SBEs may be obtained from the:

Office of Procurement and Diversity
County Administration Building Annex
112 Hamilton Court
Cleveland, Ohio 44114
(216) 443-7230

PRE-PROPOSAL CONTENTS

It is requested that the pre-proposals be organized and prepared using the following format.

Section I - Minimum Qualifications/SBE Requirements

SBE Requirement

The SBE firm must be certified by Cuyahoga County. In order to count towards SBE compliance, the work must be subcontracted to a SBE firm.

Valid certifications/documentation must be attached!

Failure to have a SBE component identified will cause the statement of qualifications to be considered non-responsive and it will be removed from further consideration.

Section II - Firm's Experience (Limit to 3 Pages)

Describe the firm's experience within the past five years with general engineering service contracts and/or projects that entail the potential engineering services to be authorized as detailed in the contract description.

Section III - Available Staff's Experience (Limit to 2 Pages per Person)

Provide the names and resumes (within the past five (5) years) of the key personnel (prime and subconsultant) who will be responsible for providing the below listed services:

- **Project Manager**
Provide the name and resume documenting their experience over the past five (5) years of the person that will be responsible for providing this service for the contract.
- **Pump Station and Force Main Design**
Provide the name and resume documenting their experience over the past five (5) years of the person that will be responsible for providing this service for the contract.
- **Surveying Services**
Provide the name and resume documenting their experience over the past five (5) years of the person that will be responsible for providing this service for the contract.
- **Sanitary Sewer/Storm Sewer & Water Main Design**
Provide the name and resume documenting their experience over the past five (5) years of the person that will be responsible for providing this service for the contract.
- **Flow Monitoring and Analysis**
Provide the name and resume documenting their experience over the past five (5) years of the person that will be responsible for providing this service for the contract.

Section IV - Project Methodology (Limit to 3 Pages)

In this section of the pre-proposal, describe your proposed approach and your methodology for execution of this contract. In light of the purpose of this contract, take this opportunity to specify any unique characteristics that may distinguish your firm(s) from other potential consultants for this particular contract.

Section V - Geographic Location

In this section of the pre-proposal, provide the geographic location of the consultant's main office as it relates to the consultant's availability for consultation. Consultants will be required to have a working office located in Cuyahoga County at the time they submit a pre-proposal in order to receive the maximum score in this category.

It is requested that the Pre-Proposal be organized around the above criteria and be limited to those items which will be used for the evaluation. Extraneous materials will not serve to enhance the Pre-Proposal, but will only make the rating more difficult and will be an unnecessary expense to the consultant.

Other Evaluation Categories

The pre-proposals will also be evaluated on the following two (2) categories. The consultants **should not** provide information on these categories.

Other Commitments: The Cuyahoga County Sanitary Engineer's Office will evaluate the current and future work commitments of the firm with regard to Cuyahoga County Sanitary Engineer projects. The evaluation will include all projects on Cuyahoga County Infrastructure and estimate the proportion of work that has been completed on all projects. To promote continuity with

consultants, those consultants who are near completion on Cuyahoga County projects will receive higher scores.

Previous Work: The Cuyahoga County Sanitary Engineer's Office will determine the total dollar value of all contracts (Agreements and Subsidiary Agreements) awarded to the consultant for projects initiated by the Cuyahoga County Sanitary Engineer (with an Agreement between the consultant and the County) over the past five (5) years.

If there are any questions, please contact William Schneider, P.E. – Chief Engineer at (216) 443-8205.

APPENDIX A

INSTRUCTIONS FOR EVALUATION OF PRE-PROPOSALS

Rank each item on the "Pre-Proposal Evaluation Form" on the basis of zero (0) to five (5) points, with 5 points being the highest rating. All of the listed categories are left for the individual committee members to supply the rating.

Please note that any narrative supplied by a consultant is to be considered only as it relates to the project at hand. There is no category for rating a narrative approach on its merits. A narrative approach may be considered, where appropriate, to expand a consultant's explanation with regard to any of the following evaluation categories.

A. **"Firm's Experience"** Consider the firm's experience within the past five (5) years with this type of contract. Review the references provided by the consultant and evaluate the firm in each of the following categories:

- **Quality of Design and Cost Estimating**
- **Meeting Schedules and Deadlines**
- **Controlling Cost and Adhering to the Budget**
- **Communication, Cooperation, and Follow Through Skills**

B. **"Available Staff's Experience"** Consider the resume of the key personnel in each applicable area of potential engineering services to be authorized. Evaluate the "Available Staff's Experience" in the following engineering services categories:

- **Project Manager**
- **Pump Station & Force main Design**
- **Water Main Design**
- **Sanitary sewer Design**
- **Storm Sewer Design**
- **Surveying Services**
- **Flow monitoring and analysis**

C. **"Project Methodology"** Evaluate each consultant based on its proposed methodology for execution of this contract. Consider each firm's understanding of the purpose and scope of this contract.

D. **"Geographic Location"** The points awarded in this category relates directly to the location of the consultant's main office. In order for a consultant to receive five (5) points, they must have an office located in Cuyahoga County at the time they submit a pre-proposal.

The point scale for this category is as follows

<u>Location</u>	<u>Points</u>
Within Cuyahoga County	5
Within Neighboring Counties (Geauga,	

Lake, Lorain, Medina or Summit)	3
Other Ohio Locations	1
Out of State Location	0

E. "Previous Work" The points awarded will be evaluated from work experience with Sanitary Engineers Department. Experience will include direct contracts with the Sanitary Engineers office, public and private development projects submitted to this Cuyahoga County Sanitary Engineer office (CCSE) for approval.

The Committee Members shall tally the points earned by each consultant in all areas to arrive at an "Aggregate Score" for each consultant.

If you have any questions, please contact William Schneider Chief Engineer P.E., at (216) 443-8205 or e-mail wschneider@cuyahogacounty.us