

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

Pre-Proposals will be accepted at the Administrative Offices of the Cuyahoga County Engineer, 2100 Superior Viaduct, Cleveland, Ohio 44113, until 4:00 P.M. (local time) on April 1, 2009, for the provisions of services required for the following:

Contract Description

Construction Services:

The Cuyahoga County Engineer's Office requires additional construction inspectors to work within the structure of the Construction Department. These inspectors will be used to supplement the existing staff of the Construction Department. They will be assigned to one or more County Engineer construction project sites, on an as-needed basis. The estimated cost of this contract is not to exceed \$250,000.00.

- 1.) The expected duration of the contract is two (2) years.
- 2.) The contract estimate is based on a 40-hour work week and a 32-week construction season. The actual work week and construction season will be variable. Working hours will be variable and could include weekends and holidays.
- 3.) The consultant can anticipate at least three (3) qualified construction inspectors working the above-referenced duration and hours. The actual number of inspectors will be variable, between zero (0) and six (6), at any given time.
- 4.) The inspectors shall have experience in bridge and highway inspection.
- 5.) The inspectors shall have the ability to read construction plans for bridge and highway construction.
- 6.) The inspector shall have experience with the Ohio Department of Transportation Construction and Material Specifications.
- 7.) The inspectors will operate under the general supervision of a County Construction Engineer/Supervisor.
- 8.) A field office and access to a computer, if necessary, will be provided by the County. The field office will be located in Cuyahoga County. The inspectors will be expected to provide their own transportation to and from the job site and for use in moving around on the job site. No additional reimbursement will be provided for transportation unless provided for in the contract.
- 9.) The County reserves the right to non-perform part or all of the contract, at its sole discretion.

There will be one (1) construction services contract awarded. The estimated total cost of services to be authorized in this contract is not to exceed \$250,000.00. It is anticipated that the duration of this contract will be twelve (12) months.

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:

“ Preproposal for Construction Services (2009)”

Purpose

The purpose of this professional services contract is to provide the construction services required for various county road and bridge projects.

Eligibility

A firm which received a prior contract may be considered only if at least four (4) other contracts (\$75,000.00 or over) have been awarded by the County Engineer’s Office and at least six (6) months have passed since the firm last received a contract (\$75,000.00 or over) through the County Engineer’s Office.

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 – **contract/subcontracted** to a certified SBE. Certified SBEs submitting as the prime consultant will receive a 20% credit towards the SBE Goal, **but** must still secure additional certified SBE subconsultant participation to meet the remainder of the SBE Goal. 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

In this section of the proposal, provide documentation (certificates, letters of certification,.....) for the following minimum qualifications:

SBE

The SBE firm must be certified by Cuyahoga County. In order to count towards SBE compliance, a percentage of the work must be subcontracted to a SBE firm. Furthermore, if applicable, the SBE must be **prequalified** with ODOT for the work that it is providing.

Valid certifications must be attached!

FIRM QUALIFICATIONS

The firm must be an Ohio licensed engineering corporation.

Valid documentation (i.e., certificates of authorization,...) must be attached!

INSPECTOR QUALIFICATIONS

- **Education:** High School graduate, preferably supplemented with basic sub-professional engineering or technical training related to construction inspection.
- **Certifications:** The pool of inspectors must have the following certifications:
 - American Concrete Institute Certification – At least six (6) inspectors must be certified in this area
 - Paint Inspection Training – At least three (3) inspectors must be certified in this area

Valid certifications must be attached!

- **Experience:** Each inspector must have the following work experience:
 - Project Inspector – A minimum of seven (7) years experience in inspecting State/County/Municipal capital improvement projects (i.e., roadway, bridges, culverts, watermains, sewers,...).
 - Bridge Inspector – A minimum of seven (7) years experience in inspecting State/County/Municipal capital improvement projects (i.e., roadway, bridges, culverts, watermains, sewers,...). In addition, this experience must include the inspection of a minimum of five (5) bridge/culvert projects with construction costs of at least \$ 200,000.00.

Failure to meet these minimum qualifications will cause the statement of qualifications to be considered non-responsive and it will be removed from further consideration.

Section II - Firm's Experience

Describe the firm's experience within the past five years with construction inspection services contracts and/or projects that entail the construction inspection services detailed in the contract description. . **Please provide ONLY THREE (3) references (using the enclosed reference form) detailing the firm's role in the referenced contract/project and detailing how the firm demonstrated proficiency in the following areas:**

- **Quality of Services**
- **Meeting Schedules and Deadlines**
- **Controlling Costs and Adhering to the Budget**
- **Communication, Cooperation, and Follow Through Skills**

Section III - Available Staff's Experience

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

- **Project Inspector:**
Inspects construction projects to ensure contractor compliance with State and County Specifications, plans and/or proposals (e.g., roadway, drainage, pavement, waterworks, electrical, traffic control, signing, embankments, subgrades, piles, guardrails and /or painting); prepares records and reports (e.g., daily diary, inspection report, pay item quantities, material inspection); utilizes computer system (i.e., construction management system) to record information and generate reports. **(Information for at least seven (7) project inspectors should be provided.)**
- **Bridge Inspector:**
Inspects bridge/structural construction projects to ensure contractor compliance with State and County Specifications, plans and/or proposals (e.g., roadway, bridge, drainage, pavement, water works, electrical, traffic control, signing, embankments, subgrades, piles, guardrails and/or painting); prepares records and reports (e.g., daily diary, inspection report, pay item quantities, material inspection); utilizes computer system (i.e., construction management system) to record information and generate reports. **(Information for at least three (3) bridge inspectors should be provided.)**

Please provide **ONLY TWO (2) references** (using the enclosed reference form) per person **detailing his/her role in the referenced contract/project.**

Section IV - Project Methodology

In this section of the pre-proposal, describe your proposed approach to this project and your methodology for execution 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. **Please limit your response to two (2) pages.**

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 Engineer's Office will evaluate the current and future work commitments of the firm with regard to Cuyahoga County projects. The evaluation will include all projects on Cuyahoga County roadways and bridges 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 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 Engineer (with an Agreement between the consultant and the County) over the past five (5) years.

If there are any questions, please contact Jamal H. Husani at (216) 348-3868.

APPENDIX B

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. Most of the listed categories are left for the individual committee members to supply the rating. However, the following three (3) categories are not subjective and will be supplied by the Transportation and Traffic Department: "Other Commitments," "Geographic Location," and "Previous Work."

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's experience with this type of contract in the following areas:

- Quality of Services
- Meeting Schedules & Deadlines
- Controlling Costs & Adhering to the Budget
- Communication, Cooperation, & Follow Through Skills

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

- Project Inspector
- Bridge Inspector

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 relate 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. "Other Commitments" The points awarded in this category will be based upon the total dollar amount remaining in all contracts a consultant presently has with the County.

The point scale for this category is as follows

<u>\$ Remaining in Contract</u>	<u>Points</u>
<= \$100,000.00	5
> \$100,000.00 and <= \$200,000.00	4
> \$200,000.00 and <= \$400,000.00	3
> \$400,000.00 and <= \$600,000.00	2
> \$600,000.00	1

F. "Previous Work" The points awarded in this category will be based on the total contract and subsidiary dollar amounts that a consultant has received from the County over the past five years (from the Pre-Proposal due date). These totals will be calculated from the database in the Transportation and Traffic Department. The dates are based on the BCC authority to prepare an agreement.

The point scale for this category is as follows:

<u>Total Contract Amount (In Dollars)</u>	<u>Points</u>
Less than 500,000.00	5
500,000.00 to 999,999.99	4
1,000,000.00 to 1,999,999.99	3
2,000,000.00 to 2,999,999.99	2
3,000,000.00 to 3,999,999.99	1
4,000,000.00 and over	0

The Committee Member 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, contact Jamal H. Husani at (216)348-3868.

