

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 Testing Services:

The Cuyahoga County Engineer's Office requires field and laboratory material testing services and geotechnical services for various Cuyahoga County Engineer construction projects, as needed. Varying quantities of the following testing services are anticipated for a total cost estimated at \$250,000.00. The County reserves the right to non-perform the entire contract or any part of the contract at its sole discretion.

- 1.) Field testing will include but not be limited to:
 - a) Portland cement concrete testing,
 - b) Density determinations on subgrade and subbase.
 - c) Asphalt mat density testing in accordance with ODOT Supplemental Specification 1055
 - d) Miscellaneous material sampling and testing.
- 2.) Laboratory testing will include but not be limited to:
 - a) Aggregate/soils – sieve analysis, soundness tests, and Proctor tests.
 - b) Portland Cement Concrete – compressive strengths of concrete cylinders, flexural strengths of concrete beams, development of concrete mix designs, and review of submitted mix designs.
 - c) Asphalt Concrete – review of submitted Marshall mix designs, gradation and bitumen content of asphalt concrete samples, and density of asphaltic cores.
- 3.) Geotechnical Engineering Services will include the performance of subsurface investigations of soil and rock related to highway design and construction as described in ODOT's Specifications for Subsurface Investigations, except for the Phase III Testing Program.
- 4.) Geotechnical Testing Laboratory services include the performance of geotechnical testing of soil and rock as described in ODOT's Specifications for Subsurface Investigations, Phase III Testing Program.

* In addition to the above, the following additional services may be requested on a "as-needed" basis.

- 5.) Asphalt, Portland Cement Concrete plant inspections, aggregate stockpile inspections.
- 6.) Steel fabrication plant inspections.
- 7.) Reinforced concrete, pre-stressed concrete plant inspections.

There will be one (1) construction testing 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 Testing Services (2009)”

Purpose

The purpose of this professional services contract is to provide the construction testing 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 – **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

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

In this section of the proposal, provide documentation (i.e., certificates, letters of certification, ODOT prequalification list off website.....) for the following minimum qualifications:

A. Prequalification

Prequalification with ODOT by the firm(s) and/or person(s) providing the relevant services is required for:

- **Geotechnical Engineering Services**
- **Geotechnical Testing Laboratory**

Valid certifications/documentation must be attached!

B. 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/documentation must be attached!

C. Additional Qualifications

Include ACI Certifications, ASTM Certifications, AASHTO Accreditation Certificates, AWS Certificates and/or other pertinent certificates.

Valid certifications/documentation must be attached!

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 (5) years with construction testing services contracts and/or projects that entail the construction testing services and geotechnical engineering and testing services detailed in the contract description. **Please provide (preferably) at least three (3) references (using the enclosed reference form) for such projects.**

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:

- **Supervisor(s)**
- **Testing Personnel**

Please provide at least two (2) references (using the enclosed reference form) per person.

Section IV - Project Methodology

In this section of the pre-proposal, describe your proposed approach and methodology for execution of this contract. Take this opportunity to specify any unique characteristics which 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 Engineer 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 Engineer 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 Experience
- 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 professional services to be authorized. Evaluate the "Available Staff's Experience" in the following professional service categories:

- Supervisor(s)
- Testing Personnel

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 Engineer.

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 Engineer 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, please contact the Jamal H. Husani at (216) 348-3868.

