

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

General Right-of-Way Services Contract – Potential Right-of-Way services include title preparation, value analysis preparation, appraisal preparation, negotiations, closings, right-of-way project management and relocation.

There will be one (1) general right-of-way services contract awarded. The estimated total cost of right-of-way services to be authorized in the contract is not to exceed \$250,000.00. It is anticipated that the duration of this contract will be two (2) years.

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 ROW Services Contract (2009)”

Only pre-proposals submitted by consultants that meet the requirements detailed herein will be evaluated and ranked. The highest ranked consulting firm 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 due to emergency infrastructure needs, changes in project schedules, and/or urgent ancillary project design/implementation needs. To address these “peaks” in staffing needs, this office has instituted the use of a consulting firm to provide general right-of-way services.

The use of a general right-of-way services contract has allowed 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 staff needs by responding promptly to requests for right-of-way services and, upon authorization, promptly initiating work on the requested right-of-way tasks. Moreover, our office must feel confident that the quality of work will meet acceptable standards (with minimal oversight).

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:

- Title Preparation

- Value Analysis Preparation
- Appraisal Preparation
- Negotiations
- Closings
- Right-of-Way Project Management
- Relocation

Valid certifications/documentation must be attached! Documented qualifications that exceed those detailed above will be considered a plus!

B. SBE

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. Furthermore, the SBE must be **prequalified** with ODOT for the work that it is providing.

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

In this section of the pre-proposal, describe the firm's experience within the past five (5) years with general right-of-way services contracts and/or projects that entail the potential right-of-way 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 and Cost Estimating**
- **Meeting Schedules and Deadlines**
- **Controlling Costs and Adhering to the Budget**
- **Communication, Cooperation, and Follow Through Skills**

Section III - Available Staff's Contracts/Experience

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

- **Title Preparation**
Provide the name and resume (within the past five (5) years) of the project manager to be assigned to this contract.
- **Value Analysis Preparation**
Provide the names(s) and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for the contract.
- **Appraisal Preparation**
Provide the names(s) and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for the contract.
- **Negotiations**

Provide the name(s) and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for this contract.

- **Closings**

Provide the name(s) and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for this contract.

- **Right-of-Way Project Management**

Provide the names and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for this contract.

- **Relocation**

Provide the name(s) and resume(s) (within the past five (5) years) of the key personnel who will be responsible for providing these services for this contract.

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 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. **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.

BY SUBMITTING A PROPOSAL I AGREE ON BEHALF OF THE CONTRACTING OR SUBMITTING BUSINESS ENTITY, ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, SUBGRANTEES, AGENTS OR ASSIGNS, TO CONDUCT THIS TRANSACTION BY ELECTRONIC MEANS BY AGREEING THAT ALL DOCUMENTS REQUIRING COUNTY SIGNATURES MAY BE EXECUTED BY ELECTRONIC MEANS, AND THAT THE ELECTRONIC SIGNATURES AFFIXED BY THE COUNTY TO SAID DOCUMENTS SHALL HAVE THE SAME LEGAL EFFECT AS IF THAT SIGNATURE WAS MANUALLY AFFIXED TO A PAPER VERSION OF THE DOCUMENT. I ALSO AGREE ON BEHALF ON THE AFOREMENTIONED ENTITIES AND PERSONS, TO BE BOUND BY THE PROVISIONS OF CHAPTERS 304 AND 1306 OF THE OHIO REVISED CODE AS THEY PERTAIN TO ELECTRONIC TRANSACTIONS, AND TO COMPLY WITH THE ELECTRONIC SIGNATURE POLICY OF CUYAHOGA COUNTY.

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

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. 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 in each of the following categories:

- **Quality of Services 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 right-of-way services to be authorized. Evaluate the "Available Staff's Experience" in the following right-of-way services categories:

- **Title Preparation**
- **Value Analysis Preparation**
- **Appraisal Preparation**
- **Negotiations**
- **Closings**
- **Right-of-Way Project Management**
- **Relocation**

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. "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 Jamal H. Husani at (216) 348-3868.

