

Cuyahoga County Engineer's Office
Instruction to Consultants for Preparing Pre-Proposals
July 31, 2009

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 August 28, 2009, for the provisions of services required for the following:

Contract Description

The professional engineering services required for the construction of Stage 4 of the Towpath Trail from the Tremont/Literary Trailhead to Canal Basin Park. The project will involve the design of structures (bridges), multipurpose paths, extensive environmental coordination, and environmental regeneration of some open space areas.

Particulars

The purpose of this professional contract is to provide the engineering services required for this project.

The estimated cost of these engineering services is \$ 750,000.00, which will be administered through two engineering contracts. 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 the construction of Stage 4 of the Towpath Trail from the Tremont/Literary Trailhead to Canal Basin Park"

Since this is a multi-agency project, under the direction of the County Engineer, the policy of "Past Contracts Awarded" and the selection criteria of "Previous Work" and "Other Commitments" will not be used because they deal specifically with County Engineer's work.

All firms and/or teams meeting the minimum project requirements will be considered eligible.

It is requested that the Pre-Proposal be organized around the criteria stated herein and is 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.

In light of the complexity of this project, the top three (3) ranked consulting firms will be selected for an interview/presentation for further evaluation.

If there are any questions, please contact Stanley D. Kosilesky, P.E. – Chief Deputy Engineer at (216) 348-3932.

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

Since federal funds will be used to pay for the engineering services required, federal requirements dictate that local SBE goals can not be used.

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 pre-proposal, provide a project organizational chart that documents the firm/staff and work type that they are to perform under this contract. Certificates and/or letters of certification are required to meet the minimum qualifications. Failure to provide the proper documentation will render your pre-proposal non-responsive and it will be removed from further consideration.

Pre-qualification with ODOT is required for the following:

- Non-Complex Roadway Design
- Bridge Design Level 2
- Environmental Document Preparation - EA/EIS
- Environmental Documentation Preparation 4(f)
- Archaeological Investigations
- Historical/Architectural Investigations
- ESA Screenings, Phase I ESA and Phase II ESA

Section II - Firm's Trail Experience

In this section of the pre-proposal, provide information regarding the firm's experience with trail projects. The information should clearly state the role the firm had in the project. It would also be important to highlight any of the following in your project summary: unique design characteristics, environmental regeneration aspects, urban waterfront design components and specific streetscaping elements. Please list the primary contact person from the firm who administered the contract. Ratings will take into consideration relevant experience/quality of design and adhering to budgets/schedules.

Section III - Firm's ODOT PDP Experience

In this section of the pre-proposal, provide information regarding the firm's experience with the Ohio Department of Transportation's Project Development Process – for Minor Projects. The information should clearly state the role the firm had in the project, particulars about the design and environmental issues that had to be dealt with. Please list the primary contact person from the firm agency who administered the contract. Rating will take into consideration relevant experience/quality of design and adhering to budgets/schedules.

Section IV - Available Staff's Experience

Based on the organizational chart provided for in Section I, identify key staff Manager. Resumes of only key staff managers (Project, Structural, Highway, Environmental and Landscape Architect) shall be provided. Highlighting trail projects and/or projects associated with the Minor PDP process would be a plus.

Section V - Project Methodology

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

Your project methodology should be based upon the Ohio Department of Transportation's Project Development Process (PDP) for minor projects.

It is recommended that you become familiar with the following documents to assist your firm in the preparation of you project methodology:

- Towpath Trail Stage 4 Scope of Services Document available at www.cuyctyengineers.org
- 1999 Linking the Corridor Study available at www.cuyctyengineers.org
- 2002 Alignment & Design Study available at www.cuyctyengineers.org

Please limit your response for Section V to five (5) pages.