

Request for Qualifications

City of Berea, Ohio

Project: Barberrry, Woodlawn, Maple, & Fourth Reconstruction Project

Posting Date: November 12, 2020

Response Due Date: December 16, 2020

Request for Qualifications for Professional Engineering Services including Design, Bidding and Construction Inspection Services are being sought for the Barberrry, Woodlawn, Maple, & Fourth Reconstruction Project. The work will include preparation of construction contract plans and bidding documents and providing inspection services during construction with supplemental services including necessary geotechnical and utility coordination services.

The entire qualification package must not exceed 25 pages. Consultants will be ranked based on the following areas: the firm's background and experience on similar projects, current workload and staff availability, past project performance and references, the project team, the project technical approach, and the general presentation of the submittal. All sub-consultants on the project team must be identified and their role described. The qualification package must provide adequate information needed to judge each of the proceeding categories, and the consultant may utilize the allotted 25 pages as they see fit. The City reserves the right to require an oral technical proposal to aid in the ranking process. Once the firms are ranked, the City will commence fee and contract negotiations with the top ranked firm.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Berea during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited: Any discussions or marketing activities related to this specific project.

Allowable communications include: Technical or scope of services questions specific to the project or RFQ requirements. All questions shall be submitted in writing via email to htoth@cityofberea.org no later than 4:00 p.m. on December 7, 2020. All questions will be answered and posted to the Request for Qualifications web page at least three (3) business days prior to the proposal due date. It is the sole responsibility of each firm to check the web page for posted answers to questions.

General Project Description

This project will accomplish infrastructure improvements to Barberry Drive, Woodlawn Circle, Maple Avenue (from Fifth to Barberry), and Fourth Avenue (from Beech to Eastland) within the City of Berea. The project will include the replacement of the existing antiquated and undersized waterline, including hydrants, valves, and service connections; complete pavement reconstruction with a new concrete or asphalt pavement including curbs; rehabilitation of the existing sanitary sewer and existing storm sewer systems as needed; and replacement of the existing sidewalks, aprons, and ADA curb ramps as needed. A portion of the sanitary sewer rehabilitation will include the City utilizing its sewer services contract with Cuyahoga County to line the sanitary sewer mains in 2021 prior to the project commencing. The project will also include the removal and replacement of the existing trees where necessary for the construction of the project.

Estimated Construction Cost:

\$4,350,000.00

Schedule:

The plans are to be completed and on file with the City of Berea within 8 (eight) months from the date of authorization. It is anticipated that the selected Consultant will be authorized to proceed by February 2021.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Selection Procedures

Berea will directly select a consultant based on the Qualifications for Professional Engineering Services. The Requirements for the Qualifications and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting three (3) hard copies and one digital copy (in PDF format) of their qualifications to the following address by 4:00 p.m. on the response due date listed above.

Antonio C. Armagno, P.E.
City Engineer
11 Berea Commons
Berea, Ohio 44017

Responses received after 4:00 pm on the response due date will not be considered. The firm will assume all risks if responses are not received on time due to sending by mailing.

Requirements for Qualifications for Professional Engineering Services, Selection Process

A. Instructions for Preparing and Submitting Qualification Package

1. Provide the information requested in the Qualifications Package Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Qualifications packages shall be limited to twenty (25) 8½” x 11” single sided pages except as noted in the Project Approach (Item B.6 below). The transmittal letter, index page, and any section divider pages will not be counted towards the 25 pages.

B. Qualifications Package Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.
3. Describe the firm's experience on similar projects which includes a list of past projects and references for those projects.
4. List the Project Manager and other key staff members, including key sub-consultants staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, project specific cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project. The Project Approach may include 11” x 17” pages for diagrams. These pages shall be included in the twenty (25) page limit.

Consultant Selection Criteria

Category	Total Value
Firm's Background and Similar Project Experience	10
Current Workload and Staff Availability	10
Past Project Performance and References	25
Project Team	25
Project Technical Approach	25
General Presentation	5
Total	100

Exhibits and Record Drawings

Available online at: <https://www.cityofberea.org/630/Barberry-Woodlawn-Maple-Fourth-RFQ>

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