

02-23-15 Posting Date
STA-Fulton Road-2.295
PID No.99470
Cityof Canton
Response Due Date:03-10-15

The services include Construction Contract Administration Services for the Canton City Engineering Department.

The project is located on Fulton Road NW (Township Road 211)in the City of Canton. The limits of the project are Tuscarawas Street W on the south and Stadium Park Drive on the north. The construction project includes the resurfacing of Fulton Road, upgrade of all non-ADA Compliant curb ramps, spot roadway repair, casting adjustments, spot manhole and catch basin repairs, replacement of damaged traffic signal loop detectors with detection cameras, and pavement markings.

Estimated Construction Cost: \$1,285,972.00

Required Prequalification, Combination of Prime Consultant and Subconsultants:

COST ACCOUNTING SYSTEM
Unlimited (Prime Consultant Only)

Selection Subfactors:

Experience in LPA Contract Administration and Inspection. Consultant must be familiar with CPM scheduling and analysis.Able to conduct plan constructability reviews.Capable of sampling/testing project related items including LPA required materials documents.Knowledge of DBE, EEO and Prevailing Wage monitoring procedures.Construction Management Association of America Certified Construction Manager (CCM) is preferred.

For this agreement, prequalification in construction inspection/administration categories is not required, but actual prequalification of individuals and partial completion of the requirements will be considered in the selection rating. Refer to the Scope of Services document for the approximate number of personnel required for the various categories. Provide resumes for proposed staff including prequalification status, and if not prequalified, a summary of requirements partially or completely met.

Anticipate that the selected Consultant authorization to proceed by May2015.

Suspended or Debarred Firms

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

Selection Procedures

The LPA will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic 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 four (4) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Daniel J. Moeglin, P.E.
Canton City Engineer
2436 30th Street N.E.
Canton, Ohio 44705**

Responses received after 4:30 PMon the response due date will not be considered.

Requirements for Letters of Interest, Programmatic Selection Process

Instructions for Preparing and Submitting a Letter of Interest:

Firms must have prior experience administering construction-engineering work and administering ODOT LPA projects listed in the scope of services. The entire qualification package must not to exceed 20 pages. The City will rank the Consultants in the following areas: the firm's background, experience on similar past projects, past project performance and references, the project team, project technical approach, and general presentation. The Consultant must identify all sub-consultants on the project and describe their role. The qualification package must provide adequate information needed to judge each of the preceding categories. Consultants will be short-listed based on the written information provided in the qualification package. An oral presentation may be required. The City will evaluate and rank responding firms in order of their qualifications based upon Ohio Revised Code, Section 153.65 thru 153.73.

Consultant Selection Criteria for
Canton City Engineering Department Projects

Project:
PID:
Project Type: _____
District:
Selection Committee Members:

Firm Name:

Category	Total Value	Score
Management & Team		
Firm's Background	10	
Experience on Similar Past Projects	10	
Past Project Performances and References	25	
Project Team	25	
Project Technical Approach	25	
General Presentation	5	
Total	100	

City of Canton
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS
MANAGEMENT SCOPE OF SERVICES

Project Specific Services

Project Name	STA-Fulton Rd. (TR-211) - 2.295
PID	99470
Project Description	Pavement resurfacing
Work Description	Construction Administration and Inspection
Scope of Services Meeting Date	To Be Determined

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2013 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector	1	Full Time
Structures Inspector		
Coatings Inspector		
Traffic & Electrical Inspector		
Soils & Aggregate Inspector		
Construction Engineer Level 1		
Construction Engineer Level 2	1	Part Time
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1 - potentially	Part Time
Other		

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

		Responsibility		
PRIMARY TASK	ODOT Oversight	LPA	CONSULTANT	NOTES
POST AWARD				
Preconstruction Conference	X	X	X	
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection			X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X			
Asphalt, Concrete & Aggregate Field Testing			X	
Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X	X	X	
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X	X	X	
Schedule Tracking and Updates	X		X	
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	Consultant to review and approve prior to City Processing
Summary of Progressive Payment				
Invoice and Reimbursement Preparation		X	X	

Review and Approval of Reimbursement Request	X	X		
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	
Concurrence on significant Change Orders for Reimbursement	X	X	X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	
Approval of Funding for Resolution	X	X		
Monitoring and Documentation of Claims Management Process	X			
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews			X	
Resolution of Underpaid Wages		X	X	
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X	X	
EEO AND DBE CONTRACT COMPLIANCE				
EEO/DBE Contract Requirements		X	X	
Bulletin Board Monitoring			X	
Review and Approval of Contractor DBE Waivers	X	X	X	
Commercially Useful Function Reviews		X	X	
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X	X		
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	
Resolution of Punch list Items		X	X	
Agreement of Final Quantities, Payment		X	X	
Final Payment to Contractor, Release of Responsibility		X	X	

Preparation of Project Closeout Documents		X	X	
Review and Approval of Finalization Documents	X	X		
Completion of LPA Contract Administration Evaluation	X	X		

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	To be determined	
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	To be determined	
Paint Inspection Kit in accordance with CMS 514.05.		
The type and number of vehicles, either cars or trucks, for use on-site.	To be determined	

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

a. High school diploma or GED.

b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.

c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

- A. The City of Canton shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the City of Canton prior to being incurred.
- B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City of Canton, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the City of Canton may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City of Canton may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.43 of the "Specifications for Consulting Services, 2010 Edition."

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City of Canton. No compensation will be provided for commuting to and from the report-in location. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY THE City of Canton

- A. The City of Canton will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.

- B. The City of Canton will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.

VIII. ODOT CONSTRUCTION INSPECTION/ADMINISTRATION PREQUALIFICATION POLICY - REQUIREMENTS FOR INTERIM WORK STATUS

In an effort to assist individuals in becoming prequalified with ODOT to provide construction inspection and administration services, the City of Canton will allow individuals that lack only the experience requirement to work on an interim basis. In this way, individuals that meet the Degree/Certifications requirements can gain experience towards full prequalification. In this type of arrangement, the prime consulting firm will remain responsible for the quality of the work, and must actively supervise the individual and monitor the work being performed. This process is limited to the following prequalification categories and subject to the requirements listed below.

A. Project Inspector

1. The individual must meet all Degree/Certifications requirements except that Level 1 NICET certification is acceptable. Level 2 NICET certification will still be required for full prequalification.
2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project that includes at least one other prequalified project inspector working on a full time basis.

B. Construction Engineer Level 1

1. The individual must meet all Degree/Certifications requirements.
2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project with construction costs less than \$2,000,000.

When submitting a letter of interest for a project in which this arrangement is proposed, the firm must list employees proposed to work on this basis and demonstrate that the above requirements have been met.