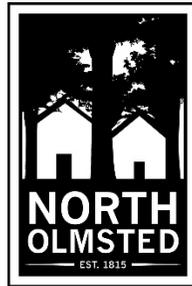


CITY OF NORTH OLMSTED
Mayor Kevin M. Kennedy



**Engineering Services for South Interceptor Equalization Tank
Request for Qualifications**

Posting Date: 09-23-2020

Response Due Date: 10-21-2020

The City of North Olmsted seeks Statements of Qualifications (SOQs) from qualified firms to provide professional engineering services for the South Interceptor Equalization Tank Project. The project will add storage volume to the South Interceptor system to regulate flow to the Waste Water Treatment Plant during heavy rain events. The preferred project location at this time is along the south side of I-480 between Mackenzie Road and Fitch Road. The city is currently in discussions with property owners regarding land acquisition.

Based on experience with similar projects, the planning-level construction estimate is anticipated to be approximately \$1,500,000.

Project Coordination

All inquiries relating to this project shall be addressed to City Engineer Pietro DiFranco at (216) 377-3813 or difrancop@north-olmsted.com. Questions regarding the Request for Qualifications shall be made in writing by October 16, 2020.

A pre-submittal meeting is scheduled for October 7, 2020 at 2:30 PM via online meeting. Meeting attendance is optional.

Join from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/692799733>
You can also dial in using your phone. Toll Free: 1-877-309-2073, Access Code: 692-799-733

Submittal Procedures

The City will select a consultant based on SOQs submitted. The requirements for the SOQ and the criteria that will be used to select the consultant are shown below. Firms interested in being considered for selection should respond by emailing a single PDF file of the SOQ to Nicole Rambo-Ackerman at rambon@north-olmsted.com **by 3:00 PM on the response due date** listed above. Submissions will be acknowledged via email response. SOQs received after 3:00 PM on the response due date will not be considered.

Scope of Services

The selected firm shall be responsible for providing all services required to meet the intended scope including but not limited to Environmental & Geotechnical Investigations, Civil Engineering, Process, Plumbing, Structural, Mechanical, Electrical, SCADA and Architectural. All disciplines shall hold a valid license and certificate of authorization issued by the Ohio Engineers & Surveyors Board and/or Ohio Architects Board pursuant to ORC Chapter 4733.

The selected firm shall provide the following services:

1. Conduct Initial Site Assessment
 - Coordinate environmental review and soil testing to determine suitability of the project location.
2. Prepare Contract Documents
 - Prepare detailed construction drawings and specifications for public bidding, permits and construction. The process shall include a basis of design report and submittals at various stages of design (30-60-90%).
 - Provide an Opinion of Probable Construction Cost.
 - Submit required documents for the approval of governmental authorities having jurisdiction over the project.
3. Public Bidding Support
 - Assist in obtaining bids and respond to contractor inquiries.
 - Assist in awarding and preparing contracts for construction.
4. Construction Administration
 - Advise the city during the construction phase, and visit the site at intervals appropriate to the stage of the contractor's operations to determine in general if the work is being performed in accordance with the contract documents.
 - Review and certify the amounts due to the contractor.
 - Reject work that does not conform to the contract documents.
 - Review contractor submittals such as shop drawings, product data and samples for checking for conformance with contract documents.
 - Prepare change orders with supporting documentation and data.

Additional services may be required and included in the contracted scope of work.

Requirements for Statements of Qualifications

General Instructions

Provide the following information with a cover letter signed by an officer of the firm. Do not attach additional forms, resumes, brochures or other material. SOQs shall be limited to fifteen (15) pages.

1. List the services your firm is qualified to provide, including descriptions of relevant projects within the past 10 years and project references.
2. List the Project Manager and other key staff members, including key subconsultant staff. Address the specific experience of the key staff members on similar projects and the staff members' primary office location.
3. 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. Provide a preliminary project schedule.

4. Provide a description of your project understanding and approach. Address your firm's: 1) Technical approach; 2) Understanding of the project including any anticipated challenges; 3) Unique qualifications for the project; 4) Knowledge and experience concerning relevant industry and local standards, procedures and the local bidding process; 5) Innovative ideas; 6) Project specific plan for quality assurance and quality control.

Consultant Selection Criteria and Process

The following criteria will be used in the consultant selection process:

- Project Requirements: firm's analysis, preparation and interest
- Design Approach/Methodology: firm's understanding and creativity
- Key Personnel and Roles: qualifications and professional skills of key individuals
- Previous Experience of Firm: related projects
- Resources and Abilities: quality and importance of support services
- Project Management: project cost controls, construction observation, conflict resolution, schedule control
- Responsiveness to Owner's Concerns: firm's ability to communicate and form successful working relationships

Based on the SOQs submitted, the City of North Olmsted shall conduct interviews with top ranked firms. Once a final ranking has been established by the selection committee, the City shall enter into contract negotiations with the highest ranked firm to determine the terms and conditions of the proposed contract, including the compensation to be paid by the City to the consultant. If negotiations fail, negotiations with the highest ranked firm shall be terminated, and the City shall enter into negotiations with second highest ranked firm. This process shall continue until a contract is successfully negotiated.

Suspended or Debarred Firms

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

Exhibits

Available online: <https://www.north-olmsted.com/office-of-the-mayor/keep-the-water-flowing/>)

- South Interceptor Study, June 2019
- Drawing SS1.1 - Storm & Sanitary Planning, June 30, 2020