



**City of North Olmsted
Department of Economic and Community Development,
Division of Engineering and
Department of Public Service**

REQUEST FOR PROPOSAL

**CITY OF NORTH OLMSTED PAVEMENT MANAGEMENT SURVEY, ANALYSIS,
REPORTING AND DATA HOSTING**

December 7th, 2022

TABLE OF CONTENTS

_Toc19269441

Legal Advertisement	3
Overview and Background	4
Scope of Services	4
Survey and Data Collection	4
Development of Data Management and Reporting Tools.....	5
Data Hosting, Maintenance and Support	6
Alternate Item 1– Sidewalk Management System (SMS)	7
Alternate Item 2– Additional term for Data Hosting, Maintenance, and Support in years two (2) through three (3)	8
Additional Deliverables	9
Project Schedule	9
Proposal Requirements.....	9
Management.....	9
Technical Approach and Understanding of Project	10
Experience and References.....	10
Federal Identification Number	11
Procedures and Reports	11
Proposal Submittal Procedure.....	11
Proposal Evaluation.....	13
Selection Criteria.....	13
The City’s Rights and Requirements	13
Disqualification of a Proposer/Proposal	13
Appendix A - Proposal Fee Sheet	15

LEGAL ADVERTISEMENT

The City of North Olmsted is seeking proposals from Pavement Management firms interested in providing Pavement Management services for the City of North Olmsted, Ohio.

A complete proposal information packet can be obtained by contacting the City of North Olmsted Economic and Community Development Department (440)-716-4118.

Firms interested in being considered for a contract to provide the required services should reply with a formal proposal no later than **4:00 PM, Friday, January 13th, 2022**. Proposals received after this deadline will not be considered.

Proposal should be transmitted to:

Mr. Max Upton, Director of Economic and Community Development
City of North Olmsted
5200 Dover Center Road
North Olmsted, Ohio 44070

One original and three copies of the Proposal.

Name: **Pavement Management Survey, Analysis, Reporting and Data Hosting**

To be advertised: December 13th and December 20th 2022

CITY OF NORTH OLMSTED PAVEMENT MANAGEMENT SURVEY, ANALYSIS, REPORTING AND DATA HOSTING

REQUEST FOR PROPOSAL (RFP)

Overview and Background

The City of North Olmsted (“City”) is hereby requesting proposals to upgrade and modernize North Olmsted’s Pavement Management System (PMS). The existing PMS relies on visual inspection of road condition following the protocol defined in ASTM D6433. The City wishes to score and rank all roadways within the City of North Olmsted’s corporate limits.

The City’s annual road rehabilitation program has utilized the existing pavement management system and has defined the construction projects through, and including the 2022 construction season.

It is the intent of the City to use the data derived from the survey to develop a five (5) year, rolling Capital Improvement Program (CIP) and a five (5) Road Maintenance Program.

In order to plan the 2024 program, it will be necessary to complete the survey and distress analysis by July of 2023.

The City would also like to consider an optional task to include a Sidewalk Management System (SMS).

Scope of Services

The following are the Scope of Service items requested in this RFP:

- Survey and Data Collection
- Development of Data Management and Reporting Portal
- Data Hosting and Maintenance (Year 1)
- Alternate Item 1 – Data Hosting and Maintenance (Year 2-3)
- Alternate Item 2 – Sidewalk Condition Rating System (SCRS)
- Alternate Item 3- Inventory of Right-of-Way Assets

Survey and Data Collection

The services required under this RFP include a complete survey of all public roads within North Olmsted’s Public Right-of-Ways. The survey will consist of data collection for approximately 110 centerline miles of roadway in the City of North Olmsted.

The selected vendor shall utilize a proven software solution to analyze pavement distresses and create PCI scores based upon:

- A computerized method of analyzing distresses from 3-dimensional high-definition photos OR high-definition photos in conjunction with a laser system for measuring the depth of deteriorations and distresses.
- ASTM D6433 - Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys
- Ohio Department of Transportation Pavement Manual

PCI scores ranging from 1 to 100, shall be provided for each street segment. Segments shall be defined as the sections of streets between consecutive intersecting streets.

Vendor is to provide a Project Schedule, showing the necessary work items, agency reviews, and total completion time. Project schedules are to be submitted utilizing "MicroSoft Project" and PDF formats.

The Vendor shall be expected to provide all labor, equipment and material necessary to complete the survey and data collection efforts.

Development of Data Management and Reporting Tools

Each street segment record shall include the following data:

- **Rehabilitation Cost** - Vendor shall work with the City to develop a costing algorithm that will assign a rehabilitation cost for each street segment that will be based on the existing pavement type, an estimated base repair factor and other variables that can be adjusted globally or individually for a street segment.
- **Maintenance Cost** - Vendor shall work with the City to develop a costing algorithm that will assign a maintenance costs for each street segment that will be based on the pavement type, PCR scores and other variables.
- **Traffic Count Data** – Vendor shall assist with generating Traffic Count Data. The following methods shall be used:
 - Utilization of actual traffic survey data – where available, actual traffic counts will be utilized.
 - Estimates – where no actual data exists, the Vendor shall assign an estimated average traffic score for each of the following roadway types:
 - Principal arterial
 - Major arterial
 - Minor arterial
 - Collector

- **Overall City Budget for Rehabilitation Projects** - An annual budget for Road Rehabilitation projects will be established and used to schedule Capital Improvement Programs such as the annual Ohio Public Works Commission (OPWC) Program and Community Development Block Grant (CDBG) funds. The initial rehabilitation budget established shall be used to schedule and prioritize the next five years of Capital Projects.
- **Overall City Budget for Maintenance** - An annual budget for Road Maintenance will be established based on input from Department of Public Service. The initial budget established shall be used to schedule and prioritize the next five years of maintenance.
- **Maintenance Distress Range** – Since maintenance is not based upon the worst scores but rather a range of distresses indicative of routine maintenance such as patching and crack sealing, a low and high end score range shall be established for the purpose of scheduling and prioritizing maintenance. This range shall be initially fixed but can be edited in the future depending on funding availability, research and data analysis.
- **Degradation / Deterioration Rates** – Vendor shall work with City to establish degradation and deterioration rates based upon the most current standards and methods available. Degradation variables will include pavement age and pavement type. Annual deterioration rates, once set, shall be applied monthly at a rate of 1/12th of the annual rate beginning at the time the survey is complete.
- **Export Tool** - Vendor shall provide a reporting tool such that any portion or the entirety of the street segment data can be exported as:
 - a spreadsheet in an Excel (.xlsx) format and
 - a shapefile or geodatabase

The Vendor shall provide all labor, equipment and material necessary to develop all Data Management constructs and reporting tools and features.

Data Hosting, Maintenance and Support

After the survey has been conducted, the Vendor shall host the data collected and provide a portal for authorized City staff to access, view, edit and manage the data.

Authorized staff shall be able:

- Adjust/edit overall PCI scores
- Adjust/ edit each individual variable producing the overall PCI score as defined in ASTM D6433
- Adjust/edit the annual budgets for rehabilitation and/or maintenance. Both current year and future year budgets may be adjusted
- Adjust/edit the PCI score range for maintenance

- Move streets from one planned year for rehabilitation or maintenance to another year due to:
 - Desire to equalize improvements among City wards,
 - Need to improve proximity to other projects / minimize mobilization costs,
 - Coordinate with other projects such as planned utility work.

- Adjust prioritization algorithm – The City will have the ability to update:
 - street cost - Allow for global adjustments for multiple or all streets or on a single street-by-street basis.
 - traffic counts – allow user to update street count data as newer data is made available.

- In all cases, edits to any or all components shall generate a new complete 5-year plan.

Vendor shall provide a public interface for viewing the street condition ratings of individual streets and the overall 5-year maintenance and capital improvement schedules.

- Public Interface shall include:
 - Interactive Map that will toggle between:
 - Distress levels based on PCI scores. - Street segments shall be color coded based on the Standard PCI™ Rating Scale in ASTM D6433.
 - Road rehabilitation schedule
 - Maintenance schedule
 - User friendly tools that will permitting the public to find a street condition by entering a street name or property address. Map shall zoom to location based on user input.
 - Most current photos comprising each street segment.

The Vendor shall be expected to provide all labor, equipment and materials necessary to host, maintain and provide technical support services to City staff for the duration of the contract. For fee proposal purposes, it is to be assumed that the Data Hosting, Maintenance and Support shall begin at the time the distress data are first hosted and made operational and end a year from that date unless other terms are agreed upon by the City and Vendor.

Alternate Item 1– Sidewalk Management System (SMS)

The Vendor shall propose and the City will evaluate an SMS as an alternate item to be provide along with the PMS. Vendor shall provide a scope of services for the SMS using the same categories defined for the PMS. Differences will be noted in the following sections:

- Survey and Data Collection
 - Sidewalk Distresses shall be collect for all sidewalks.

- Sidewalk segments shall be defined as the sections of sidewalk between consecutive intersecting streets.
- Sidewalk on each side of the street shall be considered separate segments.
- Distresses shall include:
 - Surface deterioration or spalling pavement
 - Missing pavement
 - Raised / sunken / uneven pavement – vertical displacement
 - Holes or cracks in the pavement
 - Missing or damaged castings in sidewalk
- A Sidewalk Scoring Index (SCI) similar to the PCI scores shall be used such that each sidewalk segment will receive a score of 1 to 100.
- Development of Data Management and Reporting Portal
 - All aspects of the PMS shall be apply for the SMS except for that:
 - No traffic count is needed.
 - There is no need for an Overall City Budget for Maintenance or Maintenance Distress Range
- Data Hosting and Maintenance
 - All aspects of the PMS shall be apply for the SMS except for that:
 - There will be no distinction between a maintenance budget and a rehabilitation budget.
 - There will be no distinction between a maintenance schedule and a rehabilitation schedule.

Alternate Item 2– Additional term for Data Hosting, Maintenance, and Support in years two (2) through three (3)

At a later date, the City will determine the frequency of conducting subsequent pavement surveys and distress analyses. This RFP will include an optional item for additional years of Data Hosting, Maintenance and Support.

Vendor will propose the cost of additional years of Data Hosting, Maintenance and Support ranging from an addition of one (1) or two (2) years. Accordingly, the City shall have the option of entering into contract for just the base work which includes a single year of Data Hosting, Maintenance and Support but may optionally contract with Vendor for an addition, one (1) or two (2) years.

If the City determines that it will contract with Vendor for additional years, all additional years shall have the same level of effort and service as required in the base term of the contract.

The cost for additional years of Data Hosting, Maintenance, and Support shall be quoted for Pavement only and for Pavement and Sidewalk if the City chooses to develop a Sidewalk Management System (SMS) as defined in this RFP.

Additional Deliverables

In addition to the deliverables and software functionality defined in the Scope of Services section of this RFP, the City shall require the following additional deliverables.

- Meetings as needed to determine and develop street segmentation and populate all data to defined herewith for each segment including but not limited to replacement cost, maintenance cost, pavement type, traffic counts, pavement widths, etc...
- Coordination with City Departments - The Vendor will be responsible for coordination with all City of North Olmsted departments to complete the scope of services detailed in this RFP. Vendor shall, at minimum, hold monthly on-site progress meetings.
- Provide system training as required assuring continuity with City Divisions.

Project Schedule

- Proposals due: **01/13/2022**
- Anticipated Notice to Proceed: **03/01/2022**
- Data collection to be completed before: **07/15/2022**
- Create 5 year Capital Improvement Plan for construction years 2021 through 2025 – **09/30/2022**
- Deliver all maps and reporting tools to City – **10/15/2022**
- Training – **11/01/2022**

A pre-proposal meeting will not be held for this project. Written questions will be received until 12/23/2022 until 4:00 pm and an addendum with all questions and answers will be posted prior to 4:30pm on 12/30/2022. The proposal will be due by 4:30 pm on 01/13/2022. The written questions shall be directed to Mr. Max Upton, Economic and Community Development Department, at uptonm@north-olmsted.com

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Mayor may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.

Proposal Requirements

Management

Proposal is to include:

- Resumes of personnel performing key work tasks
- Wage rates for all personnel performing key work tasks

- If the Vendor's intends is to utilize sub-consultants to perform any portion of work:
 - The Prime Consultant will be required to manage the overall project and their Sub-consultants.
 - Provide a list of all sub-consultants, their work assignments and the percent of the work each will be performing.
 - Sub-consultant's name and mailing address
 - Sub-consultant's telephone and fax numbers
 - A description of the work and the percentage that is anticipated the sub-consultant will perform
 - A list of projects, if any, on which your firm and the sub-consultant have both worked on. Explain the Prime and Sub-consultant work history; note past projects performed together
 - Resumes of sub-consultants personnel performing key work tasks. All work performed by the Sub-consultant shall be identified and quantified.
 - Wage rates for all personnel performing key work tasks
- A detailed project organization chart is required. This organizational chart shall clearly define the team proposed and identify the function and work tasks assigned to each team member.
- Provide a realistic Project Schedule, showing the necessary work items, agency reviews, and total completion time. Project schedules are to be submitted utilizing "Microsoft Project".

Technical Approach and Understanding of Project

- Provide a technical approach in sufficient detail such that it may be determined that the proposer has an understanding of the type of work involved and disciplines necessary to accomplish the project.
- Describe how the project is envisioned, or in other words, what is being furnished for the dollars quoted. **Any exceptions or amplifications of the scope of work shall be presented under this section.**
- Provide a detailed list and activities and total man-hours to complete all requirements and deliverables.

Experience and References

- Include list of comparable projects. For each, provide a client reference or contact familiar with the project along with their title, email addresses and phone number.

Federal Identification Number

The following information should be included in your proposal:

- Company mailing address.
- Company telephone and fax numbers
- Company form of business entity (corporation, partnership, limited partnership, joint venture, sole proprietorship, an individual, etc.)
- Either the Company Taxpayer Identification Number or, if appropriate, your Social Security Number. If submitted as a joint venture, a separate number for each member of the venture is required unless one number has been obtained for the venture. A Taxpayer Identification Number is required for entities other than a sole proprietorship or an individual, for which a Social Security Number is appropriate.

Procedures and Reports

The City of North Olmsted will make available to the Vendor awarded the contract any existing information it may have on hand. One print of requested data will be furnished by the City at no cost to the Vendor. The cost of additional information required will be borne by the Vendor.

During periods when the work is actually being accomplished, a monthly progress report and progress schedule will be required with the associated invoice. Shortly after the notice to proceed has been received, the successful proposer shall submit a realistic schedule for approval. Once approved, this schedule shall become a part of the contract. Payments will be based upon the accepted "percentage complete" as shown on the progress schedule. Payment invoices shall be submitted in a format acceptable to the City.

Overall contract administration, coordination and review will be furnished by the City of North Olmsted through:

Max Upton, MPA
Director of Economic and Community Development
5200 Dover Center Road
North Olmsted, Ohio 44070
Telephone: (440) 716-4118

Proposal Submittal Procedure

Proposal shall be submitted in two (2) parts and identified (marked) as follows:

- **Part A** shall be the response to the qualifications and technical aspects of the RFP including your understating of the full scope of the project, its requirements and a detailed explanation of any exceptions or amplifications of the scope of work.
- **Part B** shall be in a separate sealed envelope and contain the proposed fee, on company letterhead, and signed with supporting data for the services requested.

Interested parties should submit four (4) copies of Part A and one (1) copy of Part B with their proposal no later than the time and date stated on the cover letter to:

Max Upton, MPA
Director of Economic and Community Development
5200 Dover Center Road
North Olmsted, Ohio 44070
Telephone: (440) 716-4118

Additional copies of your proposal may be required for internal processing if your proposal is accepted by the City.

Proposal as a Public Record - Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requested for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page – but only that page – of its proposal that contains that information. The City will notify the proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as “proprietary” or “trade secret” will not protect an entire proposal and is not acceptable.

Proposal Evaluation

Selection Criteria

The following proposal subjects will be evaluated, scored and ranked by a review committee:

1. Management
2. Technical Approach
3. Experience of Personnel Assigned to the Project
4. Experience of Vendor on Similar Type Projects
5. Proposal Responsive to RFP – ability to fully complete scope of work as defined in RFP.
6. Material in Part B Envelope

The following procedure will be used in evaluating the proposals:

Based on the technical data furnished, the proposals will be ranked in an order of preference. At this point envelope B will be opened and its contents included in the evaluation.

If the proposed fee of the top ranked firm is not the lowest fee submitted, the City will enter into negotiations with that firm in order to bring the fee more in line with the other proposed fees.

Should that endeavor fail, the City would then proceed to the second ranked firm, etc. until the most qualified firm at the best fee has been selected.

During the selection process, one or more proposers may be asked to meet with City personnel to insure that the proposer fully understands the requested work and to clear up any questions the City may have about the proposal.

The City's Rights and Requirements

The Mayor at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.

Disqualification of a Proposer/Proposal

The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or

scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desired the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another Proposer.

Appendix A - Proposal Fee Sheet

Project Name: City of North Olmsted pavement management survey, analysis, reporting and data hosting

Date: _____ **Vendor:** _____

	Cost
A. Base Contract	
Pavement Survey / Data Collection - Survey to identify distresses, Field Data collection, and coordination complete as described	\$
Development of Database, Data Management and Reporting Tools complete as described	\$
Data Hosting and Maintenance complete as described for initial year only	\$
Training	\$
TOTAL Base Contract (A):	\$
B. Alternate Items	
Alternate Item 1 - Sidewalk Management System (SMS) – complete as described - Data Hosting, Maintenance and Support for initial year only	\$
Alternate Item 2 - as described below	
One (1) Additional Year of Data Hosting, Maintenance and Support as defined for Pavement information only	\$
One (1) Additional Year of Data Hosting, Maintenance and Support as defined for Pavement and Sidewalk information.	\$
Two (2) Additional Years of Data Hosting, Maintenance and Support as defined for Pavement information only	\$
Two (2) Additional Years of Data Hosting, Maintenance and Support as defined for Pavement and Sidewalk information.	\$
Sub-Total (B): Alternate Items	\$
TOTAL (A+B)	\$

