

**City of Defiance**  
**Construction Management & Observation Services**

**REQUEST FOR QUALIFICATIONS**  
**January 5, 2018**

**PURPOSE**

The City of Defiance intends to contract for construction management & observation services in connection with the projects identified below. This request invites qualified firms to submit statements of qualifications for accomplishment of the work described. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Statements received after the deadline stated herein will not be considered. Any statement of qualification not including all requested information will be reason to deem a firm unqualified.

**Project Identification & Background:**

The City of Defiance is anticipating various construction projects during calendar year 2018. The following are some of the planned projects that may require construction management & observation services:

<b>Project Name</b>	<b>Opinion of Probable Construction Cost</b>	<b>Funding</b>	<b>Anticipated Construction Schedule</b>
East High Street Reconstruction & Improvements	\$3,440,000	OPWC/WPCLF /Local	April 2018 – December 2018
College Place Reconstruction & Improvements	\$1,500,000	WPCLF/Local	May 2018 – August 2018
Jefferson Avenue / Palmer Drive Intersection Improvements	\$816,000	OPWC/Local	July 2018 – October 2018
Latchaw Drive Sanitary Sewer Improvements	\$1,100,000	Local	April 2018 – October 2018

**East High Street Reconstruction & Improvements**

The East High Street Reconstruction & Improvements project will involve the reconstruction of East High Street between Clinton Street and East River Road. It will also involve the reconstruction of Elliott Lane between East High Street and the cul-de-sac end to the north. The intersection at East High Street & East River Road will be reconfigured to provide geometric improvements. The project will also include installation of new storm sewers, catch basins, and manholes to remove clean water connections from the existing combined sewer system. The existing combined sewer will be rehabilitated using CIPP lining as well as full pipe replacements in areas. Existing combined sewer structures will also be rehabilitated as required. The existing waterline along East High Street will be replaced in its entirety. Sidewalks will be added along

the north side of East High Street and storm water management planters will be added along the project to provide water quality benefits. Lighting will be upgraded to provide LED fixtures on existing overhead utility poles in coordination with Toledo Edison.

The Ohio Department of Transportation will begin construction on the Clinton Street Bridge over the Maumee River in April 2019. The East High Street corridor will be a major detour route during the bridge replacement project. Therefore, it is the intent of the City to complete the construction project prior to December 31, 2018.

The project has received funding from Ohio Public Works Commission for the waterline portion of the project. The remainder of the project is anticipated to be funded using Ohio EPA WPCLF funding.

### **College Place Reconstruction & Improvements**

The College Place Reconstruction & Improvements project will involve the reconstruction of College Place between Clinton Street & Webster Street. The project will include installation of new storm sewers, catch basins and manholes to remove clean water connections from the existing combined sewer system. The existing combined sewer and structures will be rehabilitated as needed. A 10' wide shared use path will be added to the south side of College Place with new 5' sidewalks being placed on the north side. Lighting will be added along the corridor and bio-tree trench areas will be installed to provide water quality benefits.

The intent for the project is to begin construction once Defiance College ends the Spring 2018 session and complete construction before the beginning of the Fall 2018 session.

The project is anticipated to be funded using Ohio EPA WPCLF funding.

### **Jefferson Avenue (SR66) & Palmer Drive Intersection Improvements**

The Jefferson Avenue & Palmer Drive Intersection Improvements project involves transforming the intersection of Jefferson Avenue & Palmer Drive, which is currently unsignalized, into a modern, single-lane roundabout. The project is needed to provide improved traffic operations; enhance pedestrian/bike safety for students from the nearby school and athletic complexes; and, provide a traffic calming feature within the corridor. The intersection improvements will also provide access to a proposed commercial development on the west side of the intersection that plans to be open by October 2018.

The project has received Ohio Public Works Commission funding which will not allow construction to begin until July 2018. The intent is to have the project complete by the beginning of the 2018-2019 Defiance City School year.

### **Latchaw Drive Sanitary Sewer Improvements**

The Latchaw Drive Sanitary Sewer Improvements project involves installation of new gravity sanitary sewers, pump station and forcemain to provide sewer service for new commercial development along Latchaw Drive. The new system will also provide sewer service to an existing commercial development on the north side of West High Street (Olsen Complex) just east of the Tiffin River.

The project is being funded using local sewer funds. Construction should be complete by October 2018.

**Statement of Qualification Submission:**

Responses to this RFQ must be received by the City of Defiance Engineer's Office as follows:

Due Date:	Tuesday, January 23, 2018
Time:	Prior to 3:00 p.m.
Deliver To:	Melinda K. Warner, PE City of Defiance 631 Perry Street Defiance, Ohio 43512
Submittal:	Two (2) bound, one (1) unbound and one (1) pdf statement of qualifications

During the qualification evaluation, the City reserves the right to request additional written information to assist in the evaluation.

Written responses to the City's request for additional information shall be signed by the proposer, by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the statement of qualifications shall become the property of the City of Defiance for disposition or usage by the City at its discretion.

**Scope of Services**

Services may include, but not be limited to the following:

- Review construction plans and contract documents
- Attend preconstruction meeting
- Provide field observations of work in progress to ensure compliance with plans, specifications and contract documents
- Provide appropriate field documentation of each construction phase throughout the duration of the project. This will include digital photos, daily written inspection reports, appropriate sketches of work installed, continuous record of field deviations from plans, etc.
- Provide weekly project updates to the City for distribution to the public
- Verify prevailing wages and payroll information
- Verify requests for payment
- Document variations from the plans that may require change orders
- Review contractor requests for change orders and advise the City
- Report instances of apparent non-compliance with contract plans, specifications and contract documents to City Engineer for resolution

- Attend monthly progress meetings and record documentation to be distributed electronically to all attendees
- Oversee testing required for the project

### **Content of Qualifications:**

To standardize responses and simplify the comparison and evaluation of the responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 18 single-sided pages plus a cover letter. The minimum font size shall be ten (10) point. If submitting on multiple projects, and additional page per project may be submitted.

- Business Organization. The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified. Include a statement regarding the history and resources of the firm such as year established, ownership, financial viability and major areas of expertise. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Defiance.
- Project Approach and Scope of Work. The responding firm shall state its understanding of the project as outlined. The scope of the approach in rendering the services required, including the use of sub-consultants, shall be detailed.
- Related Technical Experience and References. Descriptions of a minimum of two (2) and a maximum of five (5) projects of similar size and nature shall be submitted along with the corresponding reference contacts. No representative project should be more than five (5) years old.
- Project Staffing and Organization. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this project. Identify key personnel who will provide the required services directly to the City under this request.
- Commitment to Project. Discuss the consultant's current workload and their ability to commit staff for the duration of the project with no change-out. Describe the firm's process, should it be needed, to provide substitute personnel during the course of the project.
- Additional information. Provide any additional information regarding your firm's experience and capabilities that you feel would be important to the success of the project.

### **Required Qualifications:**

The firm must provide personnel currently prequalified with ODOT as a Project Inspector.

### **Evaluation of Qualifications**

The City of Defiance will evaluate responding firms and rank in order of their qualifications. Evaluation of the statements and ultimate selection of the firm is based on the following criteria:

- Business Organization (5 points)
- Project Approach and Scope of Work (30 points)

- Related Technical Experience (30 points)
- Project Staffing and Organization (10 points)
- Commitment to Project (15 points)
- Additional Information (10 points)

As required by Ohio Revised Code Section 153.65-71, responding firms will be evaluated and ranked in order of their qualifications per project. Following this evaluation, the City of Defiance may decide to conduct interviews and will subsequently enter into contract negotiations with the most highly qualified firm. The City will be represented at these interviews by the City Administrator, the City Engineer and other relevant City staff. Once the City and the consultant agree upon the scope of services, the consultant will develop a fee proposal for the City's consideration. If the fee proposal is agreeable, the two parties will enter into a contract. If the fee proposal is not acceptable, the two parties will attempt to agree on revisions to the scope of work and budget, and if agreeable enter into a contract for the project.

### **Limitations and Reservations**

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the City to do so.

### **Contact Person(s):**

Any questions concerning the proposals should be directed to Melinda K. Warner, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, fax 419-784-5443, mwarner@cityofdefiance.com.