

**Request for Proposal
For the City of Pataskala's
Creek Road Force Main Upgrade, Construction
Administration and Construction Observation Services**



Deadline for Submittal: Friday, December 15, 2023

City of Pataskala
Office of the Utility Director
430 South Main Street
Pataskala, OH 43062

1. PROJECT SCOPE

The City of Pataskala (The “City”) is requesting proposals from engineering consulting firms (“Consultant”) to provide bidding, construction administration, and construction observation services for Pataskala’s Creek Rd. Force Main Upgrade project.

The City of Pataskala is undertaking a project to upgrade its Creek Road force main. This upgrade will consist of the installation of a new 18” force main from the Creek Road Lift Station, under the South Fork Licking River, and into the Influent Screen building at the Water Reclamation Facility (WRF). The project will also include separation from the 10” Eastside Lift Station force main, as well as valving and bypass connections for the 10” Eastside Lift Station force main, the existing 12” Creek Road Lift Station force main, and the new 18” Creek Road Lift Station force main.

2. SCOPE OF SERVICES

2.1 Scope of Work

The scope of work to be undertaken for Construction Administration services includes but is not limited to the following tasks:

- a. Attend and facilitate a preconstruction meeting with the City and the contractor. Take meeting minutes and distribute them to all parties involved.
- b. Review all Contractor shop drawing submittals prior to and during construction (provide number of submittal reviews included in proposal).
- c. Review and process Contractor’s monthly pay requests.
- d. Review and reply to requests for information from Contractors during construction (provide number of reviews included in proposal).
- e. Submit change orders including cost proposal requests to Contractor and administer contract change orders (submit number of change order reviews included in proposal).
- f. Hold monthly construction progress meetings. Create and provide an agenda and record meeting minutes.
- g. Provide site visits during construction as needed (provide number of visits included in proposal).
- h. Prepare and complete substantial completion review to develop Certificate of Substantial Completion and list of items to be completed or corrected by the Contractor.
- i. Prepare and complete final completion review with the City and Contractor.
- j. Prepare, complete, and provide record drawings compiled from the Contractor and the onsite inspector.

The scope of work to be undertaken for Construction Observation services includes but is not limited to the following tasks:

- k. Meet with City to review the work to be included in the Creek Road Force Main project.
 - This project is anticipated to last 18 months.

- l. Attend pre-construction meeting with the successful bidder.
- m. Attend meetings as needed to update the city on project progress (provide number of meetings included in this proposal).
- n. Review work, recommend rejection of defective work, perform construction observation services, monitor construction progress, and observe compliance tests.
- o. Provide City representative with daily reports as required for progress of the work and the Contractor's compliance with the progress schedule.
 - Included in those reports will be items completed, test results, and comments relative to observations of the work completed.
- p. Submit to the City a punch list of observed items requiring completion or correction, as well as final inspection and verification of punch list completion.

2.2 Compensation

Consultant shall advise the City in writing of the scope of work to be provided, the cost of the services provided and an estimated timeframe for completion. Consultant shall not proceed to perform any such services until City and Consultant have established a project cost, a completion schedule, a period of performance and the City has given its written authorization to proceed.

2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the City's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to City upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the City and shall not be released to others without prior written consent from the City.

2.4 Other Requirements.

Consultant shall provide the City with assurance that a continuity of personnel shall be maintained.

The selected firm must register with the City Finance Department prior to starting work.

3. PROCEDURE

The purpose of this RFP is to determine the project understanding while reviewing the technical approach and proposed costs from each prospective consultant.

The procedure and schedule for procurement of consulting services shall be:

- a. The City issues the notice requesting consultant proposals (RFP) on **November 26, 2023**
- b. Submission of proposals by qualified consultants
 - i. All submissions must be received by the Utility Director by **11:00 a.m. on**

Friday, December 15, 2023

- ii. Electronic submission is preferred.
 - iii. Submittals may be delivered to:
 - 1. Attention Trent Howell, 430 South Main Street, Pataskala, Ohio 43062
 - Two copies will be required if physical copies of submittals are delivered
 - iv. Submittals may be emailed to:
 - 1. thowell@ci.pataskala.oh.us
 - v. Submittals pursuant to this invitation will not be received after the hour and date stated above.
- c. Evaluation and review of all proposals will be conducted by the City of Pataskala.

4. PROPOSAL FORMAT AND CONTENT

Minimum font size of 12 point required. The page limit includes resumes, project schedules, table of contents, and cover pages. Each page must be numbered. Costs for preparing and submitting a response to this RFP is entirely the responsibility of the Consultant.

The submittal shall include a cover letter, a conflict of interest disclosure statement, a summary of qualifications and experience and a project outline, approach and cost proposal.

Each submittal shall be limited to fifteen (15) single-sided pages.

4.1 Cover Letter

Summary – Provide a brief summary of the qualifications and capabilities of the Consultant and any sub consultants, if appropriate. The summary should indicate an understanding of services required for performance.

Indicate how the plan will be developed, as well as how the plan will be implemented. Identify key personnel and a single point of contact assigned to work on the project who lives in the Central Ohio region for each sub consultant.

Signature and Contact Information – The cover letter shall be signed by the Consultant’s agent who is authorized to negotiate and contractually bind the firm with the City regarding the requested services.

The Project Manager shall be listed in the cover letter and will be the main contact with the City for technical and contractual issues and shall be responsible for the direction of day-to-day progress. Provide the telephone number, e-mail address, and office location of the Project Manager.

4.2 Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the City that may have an impact on the outcome of the required performance of the project. A potential conflict of interest includes, but is not limited to, work related to contracts with

other City departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project. At the City's discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

4.3 Notice of Litigation

Consultants must list all current and previous litigations involving the Consultant and/or any subcontractors for the previous three years.

4.4 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any sub consultants. The following items should be included:

Summary – Provide a summary of the firm's overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide engineering services should be identified. Provide information on the firm's experience related to the project's scope of work. Provide information on the firm's current workload, facilities, resources, and experience that clearly demonstrate its ability to successfully complete the project.

Representative Projects – Provide information on up to three reference projects that the proposed key personnel have completed in the last three years. The projects listed should be similar or the same as the project's scope of work. The references should include:

- a. Project description and location,
- b. Description of services provided,
- c. Budget and schedule performance,
- d. Key personnel involved and sub consultants employed, and
- e. Client name, contact person, and current phone number and e-mail address. Should the City not reach a contact person with the contact information provided, then the reference will not be considered in the qualifications evaluation.

Reference projects should demonstrate working knowledge and experience regarding the design of similar projects, approach and methodology used, including any equipment or special software. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Resumes – Provide a resume or biography in an appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information that relates to the project's scope of work. Similar information is required for each sub consultant utilized, if any, and describe the approximate percentage or level of their contribution.

5. CONSULTANT SELECTION

5.1 Selection Committee

The City will conduct its selection process to achieve the objective of selection of a highly qualified Consultant to perform the project work at a reasonable cost. Within this overall objective, it is also the City's intent that:

- a. The selection process be fair and open;
- b. The selection of the Consultant be based on clearly stated objective criteria;
- c. Consultant firms' proposals will be evaluated by the City of Pataskala staff.

5.2 Evaluation of Consultant Submittals

The specific criteria used during the evaluation process are provided below:

- a. Format Instructions
- b. Conflicts of Interest
- c. Experience
- d. Project Approach
- e. City Relationship
- f. Consultant Location
- g. Consultant Fees

6. GENERAL TERMS AND CONDITIONS

6.1 Limitations.

All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness. This RFP and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the City and Consultant. If the City selects a consultant pursuant to this RFP, any legal rights and obligations between the successful team, if any, and the City will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement.

Each Consultant submitting statements in response to this RFP agrees that the preparation of all materials for submittal to the City and all presentations are at the Consultant's sole cost and expense, and City shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each Consultant agrees that all documentation and materials submitted in response to this RFP shall remain the property of the City and may be used by the City for any reason whatsoever. In accordance with Ohio law relating to access to public records, the City may be required to publicly disclose all submitted information and materials to third parties requesting such information.

6.2 Award.

The City reserves the right to accept or reject any or all submittals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time for any reason whatsoever, to waive any defects in any submittal, to issue a new RFP at any time, or to hire any consultant it deems appropriate in its sole and absolute discretion within or outside of the RFP evaluation process.

6.3 Federal, State and Local Laws.

As part of the RFP process, the selected Consultant will be required to comply with all applicable federal, state and local laws.