



REQUEST FOR PROPOSAL

Construction Management Services

City of Dublin, Ohio
Division of Engineering

18-034-CIP
University Boulevard – Phase 2 / Shier Rings Road & Avery Road
Intersection Improvement
January 8, 2021

EXECUTIVE SUMMARY

The City of Dublin (City) is making this Request for Proposal (RFP) from qualified consultants to provide Construction Management (CM) Services (including Construction Administration, Construction Inspection & Materials Testing) for the University Boulevard – Phase 2 / Shier Rings Road & Avery Road Intersection Improvement project.

1) Project Description

University Boulevard – Phase 2: This project reconstructs the existing two-lane road with ditches to a four to five lane road (divided with median) with curb and gutter within 100 feet of right-of-way. Roundabouts will be constructed at Eiterman Road/University Boulevard, the main entrance to the OSU site, the intersection of University Boulevard/Shier Rings Road and at the entrance to the City’s Fleet Maintenance facility. Approximately 1,400 ft. of existing Shier Rings Road will be re-constructed and 3,500 ft. of new roadway (University Boulevard) will be constructed.

Shier Rings Road & Avery Road Intersection Improvement: This project includes intersection improvements including widening, a new traffic signal and the relocation of Old Avery Road to maintain access to the existing commercial businesses.

2) Estimated Construction Cost and Schedule

The estimated construction cost of the Project is \$17,700,000. Construction is anticipated to start in March/April 2021 with completion anticipated in January 2023.

The City currently anticipates conducting this procurement in accordance with the following list of milestones. This schedule is subject to revision and the City reserves the right to modify this schedule as it finds necessary, at its sole discretion. Times listed below shall be the prevailing local time for Columbus, Ohio.

Advertise RFP	1/8/2021
Proposal Submission Date and time	1/25/2021 at 4:00 pm
Anticipated Selection Notification	2/8/2021
Contract Executed	2/19/2021



3) Scope of Work

Provide complete Construction Administration, Inspection and Materials Testing services for the Project in accordance with ODOT's 2017 Construction Administration and Inspection Manual of Procedures (CAIMOP). CPM Scheduling services are not part of this scope.

The performance of engineering and supervisory duties required in the administration of a City of Dublin construction contract, as defined in the Division 100 sections of the CAIMOP, and in accordance with the 2018 City of Columbus Construction and Material Specifications (C&MS), construction contract specific requirements and City policies and procedures.

Section 101 of the Manual of Procedures defines the term Engineer, and Section 105.01 further defines the Authority/Responsibilities of the Engineer. A City employee will act as the Engineer and remain in responsible charge of administration of the construction contract. The consultant employee will serve as Project Engineer, who will provide day-to-day administration of the construction project. The table below delineates the authority of the Consultant Project Engineer and defines the authority and decisions reserved for the City.

Section 105.01 Activity	Responsibility	Notes
The person designated as the Project Engineer (PE) shall serve as the initial point-of-contact for all contractual issues and construction issues to the Contractor. The PE shall recommend the resolution of contractual issues to Dublin staff. The PE shall coordinate the resolution of construction issues with Dublin staff.	Consultant	
Conduct regular progress meetings (every 2 weeks) with stakeholders.	Consultant	Take meeting minutes and distribute to the group.
Provide EEO/Prevailing Wage contract compliance assistance in accordance with Section 107 of the CAIMOP.	Consultant	
Record all pertinent information to force account and change orders.	Consultant	
Assignment of the inspection duties at the project level.	Consultant	

<p>Instruction of the inspection force in the requirements of the project and the items being constructed including:</p> <ul style="list-style-type: none"> Addenda, proposal and supplemental specifications, and equipment (e.g., concrete testing kit). 	<p>Consultant</p>	
<p>Review/respond to Requests for Information (RFIs).</p>	<p>Consultant</p>	<p>Input to be sought from Dublin's Engineer and/or the Design Consultant as needed.</p>
<p>Review/approval of materials to be incorporated in the work. This may involve rejection of materials.</p>	<p>Consultant</p>	<p>Dublin's Engineer must approve all non-spec material incorporated in the project.</p>
<p>Review/approval of shop drawings of materials to be incorporated in the work. This may involve rejection of drawings.</p>	<p>Consultant</p>	<p>The CM shall track the review process and "turn around" time of the submittals and coordinate the reviews with the Contractors. The CM shall provide a Disposition of Comments to the Contractors. The CM shall ensure review comments are all adequately addressed and implemented, as needed.</p>
<p>Timely payment for work performed by performing the following activities:</p> <ul style="list-style-type: none"> Input daily diaries in eBuilder, review estimates, verify payrolls, and obtain approval of sampled materials. 	<p>Consultant/Dublin</p>	<p>Dublin's Engineer must approve all payments to the contractor.</p>
<p>Determining the need for change orders within the scope of the contract.</p>	<p>Consultant/Dublin</p>	<p>Dublin's Engineer must approve all change orders. Consultant shall advise the Engineer of potential claims and change orders. Dublin's Engineer will provide direction concerning analysis and development of recommendations.</p>

Monitoring of the project and discussing progress schedule with Contractor's Superintendent.	Consultant/Dublin	Dublin's Engineer must approve all changes in the progress schedule affecting critical milestones, completion dates, and critical path on the project.
<p>Maintaining project records:</p> <ul style="list-style-type: none"> • Construction daily diary. • Work performed. • Contractor's equipment, materials, and significant events of the day. • Job correspondence. • Letters from contractors, utility companies, and other public agencies, as well as any correspondence from the City or other public agencies. • Minutes from project progress meetings, including who attended, items discussed, resolutions to problems and action items. • Other pertinent documents. • Shop drawings/working drawings. • As-built drawings. 	Consultant	
Addressing and resolving job site problems in a timely manner.	Consultant/Dublin	Advise Dublin's Engineer of significant issues.
Providing the Contractor with specific information regarding the usage of contingency quantities or "as directed" items.	Consultant/Dublin	Advise Dublin's Engineer of significant issues with existing items of work or new items of work.
Reporting to Dublin's Engineer any major change in conditions, traffic accidents, or status of project.	Consultant/Dublin	Advise Dublin's Engineer of significant issues concerning major change in conditions, traffic accidents, or status of project.
Determining final quantities, ensuring the Contractor completes the Punch List items, completing project files, and scheduling final inspection.	Consultant/Dublin	Dublin's Engineer must approve final quantities, punch list completion and attend the final inspection.

The performance of inspection and materials management duties as described in the CAIMOP. The Consultant will perform all off-site material testing.



The Consultant shall furnish the following tools as needed:

- a) Nuclear Density Gauge and related tools.
- b) Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.
- c) The type and number of vehicles, either cars or trucks, for use on-site.

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City. No compensation will be provided by the City 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.

An example of the City's standard professional services contract is attached to this RFP as Attachment A.

The current plans for the project are available on the City's FTP site for download at:

V:\pub\RFP's\18-034-CIP - University Boulevard - Phase 2

Instructions for accessing the FTP site are attached as Attachment B.

4) Qualifications

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City, does not perform the work in accordance with the CAIMOP, the C&MS, construction contract specific requirements and City policies and procedures.

Consultants are expected to consider the type of work and construction schedule and propose a construction management strategy and plan including types/qualifications (who), numbers (what), and timing/durations (when) of personnel and other resources needed to successfully manage the construction of this project in a cost effective manner. Typical desirable qualifications include but are not limited to:

- a) Project Engineer:
 - a. ODOT prequalified Construction Engineer
 - b. Experience with roadway and utility construction
 - c. Experience administering projects utilizing Columbus & ODOT specifications and contract documents.
- b) Inspector(s):
 - a. ODOT prequalified in the appropriate inspection categories
 - b. NICET Highway Construction
 - c. CESSWI or CPESC certification for erosion control inspection
 - d. ISA Certified Arborist for landscape inspection



c) Testing:

- a. Concrete Field Testing & Test Specimen Field Fabrication - ACI Field Testing Technician Grade I
- b. Soil & Aggregate Inspection & Compaction Testing - approved per ODOT S1121 for both equipment and personnel
- c. Asphalt Laboratory Testing - ODOT QC Asphalt Technician - Level 2

Test laboratory shall be accredited by AASHTO (or another approved accreditation body) in the following quality management system specifications:

- a) AASHTO R18
- b) ASTM C1077 (Concrete)
- c) ASTM E-329 (Concrete)
- d) ASTM E-329 (Soil)
- e) ASTM D3740

5) Proposal Format, Content, and Evaluation Criteria

a) Format

To ensure a timely and consistent review, the format of the submitted Proposal must adhere to the following requirements.

The following table lists the maximum number of pages that shall be used by the Consultant in their Proposal.

Proposal content should be organized by sections corresponding to the Sections as indicated as follows:

Proposal Section	Content	Maximum No. of Pages
A	Cover Letter	1
B	Project Understanding and Approach	3
C	Experience and References	5
D	Key Personnel Resumes	6
E	Proposed Fees	
	Total (Not including fee)	15

A page shall be 8 ½" x 11", printed on one side only. Font shall be at least 11-point font. Margins shall be at least 1" all around. Provide page numbering within the required 1" bottom margin in the following format:

Consultant name | Page x of xx

Project number and other project identifiers may be within the header or footer in so far as to not attempt to expound upon the Proposal information.

If dividers are used and contain any information related to the Consultant's qualifications, they will be counted towards the maximum number of pages otherwise, tabs do not count towards the maximum number of pages. Foldout pages are not allowed. Tabs may be larger than 8 ½" x 11". All PDF pages shall all be 8 ½" x 11", no oversized tab pages permitted in electronic version.

Section headings as well as graphics, tables and figures which include text to describe the graphics, tables, and figures may use a smaller font size and/or different fonts but shall remain legible. The abuse and excessive use of text as graphics to unreasonably expand the content of the Proposal, as determined by the City, may be grounds for rejection of the Proposal or may reduce potential ratings.

b) Content

Proposals shall contain all information as detailed in this Section.

SECTION A - COVER LETTER

The cover letter shall contain the following information:

- i) The Introduction page(s) shall be on the Consultant's letterhead and identify the Consultant's full legal name and address.
- ii) Identify the name, title, address, phone numbers, and e-mail address of the individual who will serve as the primary Point Of Contact for the Consultant.
- iii) A statement confirming the commitment of the Key Personnel identified in the submittal to the extent necessary to meet the City's quality and project duration expectations.

SECTION B - PROJECT UNDERSTANDING AND APPROACH

Describe the Consultant's understanding and anticipated approach to successfully managing the construction of the Project. Address how you would approach the various roles. Specifically address your approach to appropriate staffing levels and timing. Address how your particular geographic familiarity, experience, and capabilities of your firms (Consultant and Proposed Subcontractors) and Project Staff might specifically contribute to the proposed approach. Identify the amount and type of work to be performed by any Subcontractors. Describe the proposed approach, methods, and tools for maintaining cost controls with the City.

SECTION C - FIRM AND INDIVIDUAL EXPERIENCE AND REFERENCES

Demonstrate recent (last 10 years) relevant successful specific experience of the Consultant through Past Project Summaries by providing narrative descriptions of five (5) relevant projects. List three client references for similar services you have completed. Include reference name, organization, e-mail, and phone number. Provide specific information related to past project experience. References are to demonstrate the following:

- a. Quality, responsiveness, timeliness and cost of work previously performed for other public entities.
- b. Completeness and thoroughness of past work performed.
- c. Capabilities of key technical personnel who assigned to perform and complete the work.
- d. Capabilities of key technical personnel from any sub-consultants who will be assigned to perform any work on this project.
- e. Ability of the Consultant to meet schedules and deadlines.
- f. Ability of the Consultant to control costs and meet budgets.
- g. Ability of the Consultant, its principals and key technical personnel to communicate and cooperate with clients.

SECTION D - KEY PERSONNEL RESUMES

Provide resumes of key staff proposed. Consultant shall identify roles and availability for each proposed staff member.

SECTION FEES - FEE SCHEDULE AND ESTIMATE OF HOURS (Section Fees will not count toward the maximum page count)

All professional services will be provided on a cost plus fixed fee basis. In order to facilitate and expedite the procurement process, consultant shall submit a detailed Fee Schedule to be used for this Project. The fee schedule shall include the labor classification, hourly rates, total labor costs, and any equipment costs. Fees for additional items, as requested and authorized, will be established separately.

Please submit fees in tabular format showing a man-hour estimate with associated rates for the listed personnel.

Failure to meet all Proposal requirements may render a Proposal non-responsive. However, the City reserves the right to waive minor deviations in the format.

c) Evaluation Criteria

Evaluation of the Proposals, and selection of the firm to provide these requested professional consulting services, will be based on the following criteria:

Criteria	Maximum Points
Project Understanding And Approach	30
Key Personnel	30
Past Performance	30
Proposed Fee	10
<i>Total</i>	<i>100</i>

6) Evaluation Process

The purpose of this RFP is to solicit information enabling the City to determine which Offeror is best qualified to provide the Construction Management Services for the Project.

The City of Dublin will use a Selection Committee to review and evaluate the Proposals. From this process, the City may select the successful Proposal. If a clear decision cannot be made, or if the Selection Committee needs further clarification, the City reserves the right to shortlist the Proposals. The shortlisted firms will be contacted to provide additional information to participate in a meeting or interview.

The Selection Committee plans to make the final selection the week of February 8, 2021.

7) Submission Requirements

Consultants shall submit Proposals via email to Mike Sweder, PE, Interim Deputy Director of Engineering at msweder@dublin.oh.us:

- One electronic searchable single file PDF format which does not restrict printing or copying text, images and other content
- One electronic password protected single file PDF format which restricts copying of text, images and other content

The subject line of the email shall clearly indicate the following information:

University Boulevard – Phase 2 Construction Management Services Proposal —
Consultants Name

Submissions are due by 4:00 PM on January 25, 2021 to the above listed email address. The City will NOT be accepted submissions after the submission deadline.

8) Legal Considerations

Acceptance or Rejection of RFP - The City reserves the right to accept or reject any or all Proposals received as a result of this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any Proposal. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP. The City



reserves the right to cancel this RFP. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the Proposal.

Addenda and Interpretation — No Consultant will be allowed to modify the content of their Proposal at any time after the submission deadline, except in direct response to a request from the City for clarification or for an oral interview, provided that the modification will not result in a substantive amendment to the Proposal.

The City shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, you may request clarification via email to:

Mike Sweder, PE
Interim Deputy Director of Engineering
Email: msweder@dublin.oh.us

Requests for clarification shall be received by the City at least two (2) business days prior to the due date for responses. Any response by the City of Dublin to a request for clarification will be made in the form of an addendum to this RFP and will be publicized on the City of Dublin website at www.dublin.oh.us/business/bids. All addenda shall become part of this RFP and shall be attached as an exhibit to your Proposal. This additional information will not count in the sheet total allowed.

Any contact with other City personnel related to this RFP, prior to the formal selection of the Consultant, is expressly prohibited without the consent of the City's Project Manager.

Non-Responsive RFP - The Proposal shall be prepared and submitted in accordance these instructions. Any omission or limitation to the Proposal may be sufficient grounds for non-acceptance of the response, at the sole discretion of the City.

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFP, is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and has read and understood the RFP. No request for modification of a Proposal shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

Public Nature of Proposal Material - Responses to this RFP become the exclusive property of the City. All responses to the RFP when received become a matter of public record and shall be regarded as public records. Any Proposal which contains language purporting to render all or significant portions of the Proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Disqualification - Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of the submitted Proposal;
- Any attempt to improperly influence any member of the selection staff;

- Existence of any lawsuit, unresolved contractual claim or dispute between the Consultant and the City;
- Evidence of incorrect information deliberately submitted as part of the a Proposal;
- Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- Consultant's default under any agreement, which resulted in termination of the Agreement.

Non-Discrimination/Non-Preferential Treatment - The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.