



REQUEST FOR QUALIFICATIONS

PROJECT: **2019-2021 Construction Observation Services**

ISSUE DATE: October 22, 2018

ISSUED BY: City of Delaware, Ohio
Public Works Department, Traffic & Engineering Services
440 E. William St.
Delaware, OH 43015

INQUIRIES: Jonathan Owen, PE
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SUBMISSION DEADLINE: November 30, 2018; 4:00 p.m.

SUBMIT TO: City of Delaware Public Works Dept.
Attn: Jonathan Owen, PE
440 E. William St.
Delaware, OH 43015

PERIOD OF SERVICES: 2019 through 2021

ADVERTISED: City of Delaware Website
Ohio Department of Transportation Consultant Services Website

INTRODUCTION

The City of Delaware (City) Public Works Department performs construction observation for all land development activities and right-of-way activities. For land development activities, construction observation is performed on public and private infrastructure including roadways, sanitary sewers, storms sewers, drinking water infrastructure, stormwater management facilities, earthwork, pedestrian pathways, etc. For right-of-way activities, the City performs construction observation on all activities within City rights-of-way including, but not limited to, gas main installation, electrical infrastructure, telecommunications infrastructure, curb replacement, and driveway apron paving.

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit Statements of Qualification (SOQ) from interested professional services firms who would be able to provide construction observation services in support of land development activities and right-of-way activities. The City intends to select at least two firms to provide these services. The selected firms will provide qualified resident project representatives (RPRs) to supplement and work under the direction of the City's in-house staff of engineers and construction inspectors. It is the intent of the City for the period of services to be for the years 2019 through 2021 but in accordance with City requirements, contracts will be awarded and renewed on an annual basis. However, the City reserves the right to re-advertise at any point during the three year period.

SELECTION PROCESS

The City is performing a qualifications based selection without regards to cost during the evaluation and selection process. The following process and schedule is anticipated:

Deadline for SOQ Submittals November 30, 2018; 4:00 p.m.
Notification to Firms Selected for Interviews December 14, 2018
Interviews of Finalist Firms Week of January 13, 2018

Upon receiving the submitted SOQs, a panel of City staff will evaluate the submittals and select two or more firms to interview. Interviews will be scheduled in 90 minute time blocks during the week indicated above and will be comprised of a 30 minute presentation and up to one hour question and answer session. Selected firms shall be represented at the interview by the managing personnel responsible for preparation of the SOQ and the direct oversight and assignment of RPRs as well as one or two RPRs who would be expected to be utilized in the City. After interviews are held, the panel of City staff will deliberate and independently rank each firm. Rankings will be compiled and the City will notify two or more firms of their selection based on the order of highest ranking.

After the selection of firms is made, contract negotiations will commence and will include negotiations pertaining to cost and scope. The City intends to furnish a standard contract with defined scope to all selected firms and each firm will furnish a table of hourly rates for each employee classification anticipated to be utilized. Selection of a firm after the interview process does not obligate the City to enter into a contract with that firm if an agreement cannot be reached as to the terms of the contract.

SCOPE OF SERVICES

For construction observation services, firms will be expected to provide an RPR to work under the direction of the City's construction inspection staff. RPRs may be assigned to one or multiple projects depending on the needs of the City. Types of assignments could include those land development projects (residential, commercial, or industrial) and right-of-way activities. The RPR may be expected to perform the following duties, with the understanding that this list is not necessarily all-inclusive and the requirements for observation may vary by type of project:

1. Attend preconstruction meetings and/or job progress meetings.
2. Provide on-site observation of all construction activity required to be observed by the City.
3. Prepare and provide daily reports of the contractor's work performed.
4. Track daily quantities of work performed including pay items.
5. Observe testing, prepare reports on testing results, and track overall progress of testing.
6. Identify material samples prepared by the contractor.
7. Compile punch lists.
8. Climb and descend structures and pipes when necessary to observe the work.
9. Participate in and document the final inspection of the work.
10. Perform measurements and indicate on the project drawings the installed conditions of the work. These annotated drawings will be referenced by the City or developer to prepare record drawings for the project.
11. Communicate regularly with the City's construction inspection manager and project engineers concerning progress of the work, unforeseen conditions, problems or questions arising in the field, etc.

REQUIRED STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

The SOQ shall be submitted in both hard copy and electronic formats. Provide four (4) bound hard copies of the SOQ on single-spaced and single sided 8.5"x11" paper. Provide a single PDF file containing the SOQ on a disc along with the submittal of the hard copy SOQ.

The SOQ shall contain the following content:

1. **Cover Letter.** Provide a letter of introduction, no more than two pages in length, highlighting your understanding of the City's needs and the value your firm would bring to the City. The cover letter should be signed by the individual who will be the point of contact for the selection process.
2. **Section 1 – Overview of Firm.** This section shall be a maximum of 4 pages and at a minimum shall include the following information:
 - a. Brief history of the firm
 - b. Services provided by the firm, including those not related to this RFQ if applicable
 - c. Office location(s)
 - d. Organizational chart
3. **Section 2 – Qualifications of Firm.** This section shall be a maximum of 10 pages and shall include information concerning the qualifications of the firm and of the specific personnel anticipated to be utilized to provide services to the City. The following information should be provided:
 - a. Certificate of Authorization from the Ohio State Board of Registration for Professional Engineers and Surveyors.
 - b. Types of clients and projects.
 - c. Training plans and opportunities for RPRs.
 - d. Representative project history from previous 3 years. A minimum of 5 projects and maximum 8 projects shall be listed. If the firm has prior experience with the City in the previous 3 years, provide information concerning a maximum 2 City projects. The following information should be provided:
 - i. Client
 - ii. Name of project
 - iii. Type of project and overview of project
 - iv. Governing specifications for the project
 - v. Scope of services provided by the firm on the project
 - vi. RPR(s) utilized on the project; At least 3 of the projects shall include RPRs whose resume is included in the SOQ and who are expected to be able to provide services to the City.
 - vii. Client contact information for individual involved with project that can

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- provide a reference.
- e. An overall listing of personnel who would be expected to provide the services to the City including managing staff and field personnel. The listing shall be in a table format and include the following information:
 - i. Name of individual
 - ii. Years of experience
 - iii. Years with firm
 - iv. One way commute of individual to City (mileage from primary residence)
 - v. Type of service to be provided (management, construction observation)
 - vi. Approximate amount of time available to the City, expressed as a percentage of time for the year.
 - f. Explanation of the firm's cost tracking and invoicing procedures.
 - g. As an option, letters of recommendation may be provided from previous clients recommending the firm or firm's staff. If provided, letters of recommendation will not count toward the 10 page limit of this section.
4. **Section 3 – Resumes.** Resumes should be provided for personnel anticipated to be actually utilized to provide the services to the City (not those committed to other jurisdictions for the 2019-2020 time period), and should include both managers and field personnel. Resumes for a minimum one management staff and five field personnel shall be provided and be a maximum 2 pages in length, each. Resumes should include at a minimum the following content:
- a. Length of time with firm
 - b. Areas of expertise. For construction observation expertise, the types of projects should be listed (such as land development, public utilities, private utilities, roadway, ODOT projects, etc.)
 - c. Education, training, and certifications
 - d. Employment history and employer references
 - e. Pertinent project experience in past 5 years.
 - f. Familiarity and experience with types of specifications (i.e. City of Columbus, ODOT, etc.)

EVALUATION CRITERIA

Prior to selection of firms for interviews, the panel of City staff will independently evaluate and score each firm based on the required SOQ content and qualifications expressed therein using the attached Qualifications Evaluation Rating Form. Categories will be weighted and each reviewer will give a rating of 1 to 5 with 5 being the best rating. Each category will then be scored by multiplying the weight by the rating. The summation of the scores will be the composite score. The composite scores of each individual reviewer on the panel will then be added to obtain a total score. Firms will then be ranked in order of highest to lowest total score and selection of firms to interview will begin with the highest ranked firm.

After interviews, the same rating form will be utilized. The score for the "SOQ" category will remain the same as scored prior to the interview. However, each evaluator on the panel will have the option to update the ratings and scores given for each of the other categories based upon additional information or clarification obtained during the interview. The composite scores of each individual reviewer on the panel will then be added again to obtain a final total score. Firms will be ranked in order of highest to lowest total score and selection of firms will begin with the highest ranked firm to enter into contract negotiations.

The Qualifications Evaluation Rating Form to be utilized by the review panel is on the following page.



City of Delaware
Public Works Department, Traffic & Engineering Services Divisions
Qualifications Evaluation Rating Form
Project: 2019 - 2021 Construction Observation Services

Firm Name: _____

Evaluator: _____ **Date:** _____

| Category | Criteria | Weight | Rating (1-5) | Score = Weight x Rating |
|--|---|--------|--------------|-------------------------|
| SOQ | Understanding of scope. Completeness of submittal. Overall quality. | 1 | | |
| Firm Qualifications | Versatility of staff. Depth of staff. Diversity of staff (experience levels and types). Services offered by firm. Firm has COA from State Board of Registration. Management or leadership includes registered professional engineer(s). Applicability and quality of project history. | 3 | | |
| RPR Qualifications | Education (Licensure, certifications, training, etc.) Experience (Longevity. Stability with firm. Project history. Versatility) | 3 | | |
| Strength of References | Recommendation or non-recommendation of references. Reference description of positives or negatives. Letters of recommendation. References' experience with staff's interaction with client, public, and contractors. | 3 | | |
| Familiarity with City of Delaware | Familiarity with governing specifications (COC). City specific requirements. Utility materials. Construction stormwater (Olentangy permit, water quality) | 2 | | |
| Availability | Proximity of firm and RPR to City. Ability to commit RPR to City. | 1 | | |
| Cost Tracking | Time tracking procedures. Invoicing procedures. Invoicing capabilities (i.e. separate invoice for land development, R/W, capital; separate invoice per project) | 1 | | |
| Technology / Equipment | Use of computers, laptops, tablets. Availability for communicating by phone, e-mail, or text. Company provided vehicles. Company provided equipment or tools. Use of apps or software. Company issued identification. | 2 | | |
| TOTAL SCORE (OUT OF 80) | | | | |

Rating Criteria Ratings shall be assigned to each category based on the criteria given, with 5 being the best rating and 1 being the worst rating: (5) Complete knowledge, outstanding qualifications; (4) Strong knowledge and qualifications; (3) Some knowledge and basic qualifications; (2) Limited knowledge and limited qualifications; (1) Little to no knowledge or applicable qualifications;

Weight A weight has been assigned to each category to reflect the importance of each: (1) Important; (2) More Important; (3) Most Important.