**06-20-22 Posting Date**
**ATH CR VAR RESURF FY23 PAVING**
**PID No. 115576**
**Athens County**
**Response Due Date: 07-15-22**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Athens County Engineer the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

**Communications which are strictly prohibited:**

Any discussions or marketing activities related to this specific project.

**Allowable communications include:**

Technical or scope of services questions specific to the project or RFP requirements.

**Project Description**

The services include Construction Inspection and Construction Administration services for the ATH CR VAR RESURF FY23 PAVING Project consisting of resurfacing various county roads in Athens County with hot mix asphalt (approx. 10 miles) and cold mix asphalt (approx. 10 miles).

**Estimated Construction Cost**: $ 2,389,600.00

**Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified construction inspection activities. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

CONSTRUCTION INSPECTION AND ADMINISTRATION:
Project Inspector;
Soils and Aggregate Inspector;
Construction Engineer Level 1;
Construction Management Firm

FINANCIAL MANAGEMENT SYSTEM EVALUATION
Financial System (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

**Selection Subfactors**

This improvement is being constructed as an LPA Federal Local Let Project by the Athens County Engineer's office. The project is being funded with Federal Highway Safety Funds through the County Engineers Association of Ohio (CEAO). The construction management and inspection services shall be performed in accordance with all applicable federal and state laws and regulation with oversight by ODOT.

**Contract Type and Payment Method**

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

**Estimated Date of Authorization**

It is anticipated that the selected Consultant will be authorized to proceed by August 2022.

**Project Schedule**

Sale Project-7/6/2022
Award Project-7/12/2022
Begin Construction-8/8/2022
End Construction-10/28/2022

**Disadvantaged Business Enterprise (DBE) Participation Goal**

No DBE Goal is included as part of the Construction Administration Contract.

**Suspended or Debarred Firms**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

## Terms and Conditions

The Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

## Compliance with Title VI of the Civil Rights Act of 1964

Athens County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

## Selection Procedures

Athens County, will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting (3) hard copies and one (1) electronic copy of the Letter of Interest to the following address **by 3:00 PM on the response due date listed above.**

Jeff Maiden, P.E., P.S.
Athens County Engineer
16000 Canaanville Road
Athens, OH 45701
jmaiden@athensoh.org

Responses received after 3:00 PM on the response due date will not be considered.

## Scope of Services

The Scope of Services document is included below.

## Requirements for Letters of Interest, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).

3. Please adhere to the following requirements in preparing and binding letters of interest:

a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
b. Page numbers must be centered at the bottom of each page.
c. Use 8½" x 11" paper only.
d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.

2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.

3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

   Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: ATH CR RESURF FY23
PID: 115576
Project Type: Resurfacing
District: 10
Selection Committee Members:

Firm Name:

| Category | Total Value | Scoring Criteria | Score |
|---|---|---|---|
| **Management & Team** | | | |
| Project Manager | 10 | See Note 1, Exhibit 1 | |
| Strength/Experience of Assigned Staff including Subconsultants | 25 | See Note 2, Exhibit 1 | |
| Firm's Current Workload/ Availability of Personnel | 10 | See Note 4, Exhibit 1 | |
| **Consultant's Past Performance** | 30 | See Note 3, Exhibit 1 | |
| **Project Approach** | 25 | | |
| **Total** | 100 | | |

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

   Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

   As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

   The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

**Athens County**
**CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS MANAGEMENT SCOPE OF SERVICES**

## Project Specific Services

| | |
|---|---|
| Project Name | **ATH CR VAR RESURF FY23 PAVING** |
| PID | **115576** |
| Project Description | Resurfacing various county roads in Athens County with hot mix asphalt (approx. 10 miles) and cold mix asphalt (approx. 10 miles). |
| Work Description | Provide construction engineering/inspection for the resurfacing project. |
| Scope of Services Meeting Date | |

## I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2017 or latest revision.

## II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

| ODOT Prequalification Category | Approximate Number Required | Notes |
|---|---|---|
| Project Inspector | 1 | |
| Structures Inspector | | |
| Coatings Inspector | | |
| Traffic Signals & Lighting Inspector | | |
| Soils & Aggregate Inspector | 1 | |
| Construction Engineer Level 1 | 1 | |
| Construction Engineer Level 2 | | |
| **Non-Prequalified Personnel** | **Approximate Number Required** | **Notes** |
| Documentation Clerk | 1 | |
| Other | | |

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

| | | Responsibility | | |
|---|---|---|---|---|
| **PRIMARY TASK** | **ODOT Oversight** | **LPA** | **CONSULTANT** | **NOTES** |
| ***POST AWARD*** | | | | |
| Preconstruction Conference | X | X | X | |
| ***ACTIVE PROJECT ADMINISTRATION*** | | | | |
| Daily Field Engineering and Inspection | | | X | |
| ***MATERIALS MANAGEMENT, TESTING AND CERTIFICATION*** | | | | |
| Asphalt, Concrete & Aggregate Producer/Supplier Monitoring | X | | X | |
| Asphalt, Concrete & Aggregate Field Testing | | | X | |
| Field Inspection of Materials from ODOT Certified Sources | | | X | |
| Monitoring and Documentation of Materials Management Process | X | | X | |
| ***PROJECT DOCUMENTATION*** | | | | |
| Daily Diaries | | | X | |
| Documentation of Quantities, Completed & Accepted | | | X | |
| Monitoring of Project Documentation | X | | X | |
| ***ACTIVE PROJECT MANAGEMENT*** | | | | |
| Progress Meetings | | X | X | |
| Schedule Tracking and Updates | | X | X | |
| ***PAYMENT & REIMBURSEMENTS*** | | | | |
| Contractor Payment | | X | | |
| Summary of Progressive Payment | | X | | |
| Invoice and Reimbursement Preparation | | X | | |
| Review and Approval of Reimbursement Request | X | X | | |
| ***CONTRACT CHANGES*** | | | | |

| | | | | |
|---|---|---|---|---|
| Negotiation and Preparation of Change Orders | | X | | |
| Concurrence on significant Change Orders for Reimbursement | X | X | | |
| ***CLAIMS MANAGEMENT*** | | | | |
| Claims Negotiation and Approval of Resolution | | X | X | |
| Approval of Funding for Resolution | X | X | | |
| Monitoring and Documentation of Claims Management Process | X | X | | |
| ***PREVAILING WAGE COMPLIANCE*** | | | | |
| Wage Interviews, Payroll Reviews | | | X | |
| Resolution of Underpaid Wages | | X | | |
| Monitoring and Documentation of Prevailing Wage Compliance Process | X | X | X | |
| ***EEO AND DBE CONTRACT COMPLIANCE*** | | | | |
| EEO/DBE Contract Requirements | | X | X | |
| Bulletin Board Monitoring | | | X | |
| Review and Approval of Contractor DBE Waivers | X | X | X | |
| Commercially Useful Function Reviews | | | X | |
| Monitoring and Documentation of LPA's EEO and DBE Compliance Process | X | | X | |
| ***PROJECT FINALIZATION*** | | | | |
| Final Inspection and Acceptance | X | X | X | |
| Resolution of Punch list Items | | | X | |
| Agreement of Final Quantities, Payment | | X | | |
| Final Payment to Contractor, Release of Responsibility | | X | | |
| Preparation of Project Closeout Documents | | | X | |
| Review and Approval of Finalization Documents | X | X | X | |

| | | | | |
|---|---|---|---|---|
| Completion of LPA Contract Administration Evaluation | X | X | X | |

B. Inspection/Testing Equipment as listed below:

| Inspection/Testing Equipment | Approximate Number Required | Notes |
|---|---|---|
| Nuclear Density Gauge and related tools. | | |
| Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143. | | |
| Paint Inspection Kit in accordance with CMS 514.05. | | |
| The type and number of vehicles, either cars or trucks, for use on-site. | 1 | |

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

a. High school diploma or GED.

b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.

c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

## III. COMPENSATION

A. The Athens County Engineer shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the

holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the Athens County Engineer prior to being incurred.

B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

## IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

## V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the Athens County Engineer, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the Athens County Engineer may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the Athens County Engineer may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the *Specifications for Consulting Services, 2016 Edition.*

## VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

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

## VII. SERVICES BY THE ATHENS COUNTY ENGINEER

A. The Athens County Engineer will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.

B. The Athens County Engineer will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.

## VIII. ODOT CONSTRUCTION INSPECTION/ADMINISTRATION PREQUALIFICATION POLICY - REQUIREMENTS FOR INTERIM WORK STATUS

In an effort to assist individuals in becoming prequalified with ODOT to provide construction inspection and administration services, the Athens County Engineer will allow individuals that lack only the experience requirement to work on an interim basis. In this way, individuals that meet the Degree/Certifications requirements can gain experience towards full prequalification. In this type of arrangement, the prime consulting firm will remain responsible for the quality of the work, and must actively supervise the individual and monitor the work being performed. This process is limited to the following prequalification categories and subject to the requirements listed below.

A. Project Inspector

1. The individual must met all Degree/Certifications requirements except that Level 1 NICET certification is acceptable. Level 2 NICET certification will still be required for full prequalification.

2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project that includes at least one other prequalified project inspector working on a full time basis.

B. Construction Engineer Level 1

1. The individual must met all Degree/Certifications requirements.

2. The individual must work under the direct supervision of a Construction Engineer Level 2 on a project with construction costs less than $2,000,000.

When submitting a letter of interest for a project in which this arrangement is proposed, the firm must list employees proposed to work on this basis and demonstrate that the above requirements have been met.