

Posting Date: February 3, 2020
Construction Inspection
LOG 21-1.00, PID 99757
Logan County
Response Due Date: February 18, 2020

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Logan County during the announcement and selection process:

During the time period between advertisement and the announcement of the consultant selection, communication between the Logan County Engineer's Office and consultants (or their agents) will be limited to the answering of specific questions concerning the project details, which must be emailed to mkerns@lceo.us. All questions and answers will be posted on the county's website at http://lceo.us/Bid_Documents/index.html

There will be no communications regarding the status of the selection process nor will there be any communications related to marketing, etc.

When completed, a selection notification will be announced by U.S. mail.

Project Description & Estimated Construction Costs

The Logan County Engineer's Office is requesting Letters of Interest from firms interested in providing construction inspection and administration services for LOG 21-1.00 Bridge Replacement PID 99757, a federal LPA project in Logan County. Said project includes the relocation of 1525 feet of roadway (C.R. 21) and the construction of a 155 foot single span plate girder structure. The estimated construction cost is \$1,748,343.94.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting - Unlimited the requirement may be met by the prime consultant or a sub consultant.

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

For agreements that require prequalification in Cost Accounting - Unlimited, the prime consultant and **all sub consultants that provide engineering and design related services** must be prequalified in this category.

CONSTRUCTION INSPECTION AND ADMINISTRATION:

- Project Inspector;
- Project Structure Inspector;
- Soils and Aggregate Inspector;

Selection Sub factors

There are no selection subfactors for this project.

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 March, 2020.

Project Schedule

The County is currently in the process of bidding and awarding contracts for this federal project with a bid award date scheduled for March 10, 2020, and a construction begin date of May 1, 2020. The estimated length of the contract is 120-150 days.

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

The Logan County Engineer, 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

The LPA will directly select a consultant based on the Letter of Interest and cost negotiations. The requirements for the Letter of Interest 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 copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Michael Kerns, P.E., Assistant Engineer
Logan County Engineer's Office
PO Box 427, 1991 CR 13
Bellefontaine, Ohio 43311**

Responses received after 4:00 PM on the response due date will not be considered.

The letters of interest will be reviewed according to the criteria listed in the Consultant Selection Rating Form.

After the initial review of the letters of interest received, the reviewers may informally question the firm or firms judged to have the best likelihood of performing a successful project. Any and all costs associated with the informal interview will be solely the responsibility of the proposer.

Following the completion of the ranking process and any necessary interviews, the top ranked firm will be asked to begin contract and cost negotiations. If the County fails to reach an agreement with the top ranked firm, then the County shall reserve the right to move on to the second ranked firm to begin the negotiation process. This process may continue in ranked order until the County has successfully executed a contract for this work.

Scope of Services

The Scope of Services document is included below.

Insurance Requirements

1. **Workers' Compensation Certificate** showing current workers' compensation coverage for Ohio or the State in which work will be performed or letter of exemption. If self-employed they must provide a letter of exemption.
2. **Commercial General Liability** insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of \$2,000,000, including coverage for subcontractors, if any are used.
3. **Umbrella or Excess Liability** (over and above Commercial General Liability) with a limit of at least \$2,000,000.
4. **Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the work of Logan County, or its departments, with limits of at least \$1,000,000 (combined single limit) for Commercial Auto or \$300,000 (combined single limit) or, \$100,000 per person and \$300,000 per accident for Bodily Injury and \$100,000 per accident for property damage for self-employed.

Items 2, 3, and 4 name the Board of Logan County Commissioners and contracting department or office as an "Additional Insured" on all policies.

5. **Professional Liability Coverage** in the amount of \$1,000,000 per incident liability limit with the County named as additional insured. Normally, at least errors and omissions coverage should be obtained with a minimum of \$1,000,000 per incident liability limit with the County named as additional insured.

Certificate Holder: Board of Logan County Commissioners, 117 E. Columbus Ave., Bellefontaine, Ohio 43311 is listed as certificate holder.

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 eight (8) 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 sub consultants, their current prequalification categories and the percentage of work to be performed by each sub consultant.
3. List the Project Inspector and other key staff members, including key sub consultant 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 sub factors 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 8-page body of the Letter of Interest. Remaining space within the eight (8) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Inspector	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	15	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 inspector 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 sub factors 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 sub consultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub factors 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 sub factors 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.

**LOGAN COUNTY
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS
MANAGEMENT SCOPE OF SERVICES**

Project Specific Services

Project Name	LOG 21-1.00 Bridge Replacement and Road Relocation
PID	99757
Project Description	The relocation of 1525 feet of roadway (C.R. 21) with a 155 foot single span plate girder structure over the Great Miami River
Work Description	Construction inspection and administration services – The County would like to maintain the same project personnel throughout the length of the contract
Scope of Services Meeting Date	TBD

I. GENERAL REQUIREMENTS

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

II. SCOPE OF WORK

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

Project Name	LOG 21-1.00 Bridge Replacement and Road Relocation	
PID	99757	
ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector	1	Full time – as needed
Structures Inspector	1	Part time – as needed
Coatings Inspector		
Traffic & Electrical Inspector		
Soils & Aggregate Inspector	1	Part time – as needed
Construction Engineer Level 1		
Construction Engineer Level 2		
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk		
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.

PRIMARY TASK	ODOT Oversight	Responsibility		NOTES
		LPA	CONSULTANT	
POST AWARD				
Preconstruction Conference	X	X		
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		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	

PRIMARY TASK	ODOT Oversight	Responsibility	CONSULTANT	NOTES
		LPA		
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	X	
Concurrence on significant Change Orders for Reimbursement	X	X		
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		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	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	X	
Review and Approval of Contractor DBE Waivers	X	X		
Commercially Useful Function Reviews		X		

PRIMARY TASK	ODOT Oversight	Responsibility	CONSULTANT	NOTES
		LPA		
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X	X		
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X		
Resolution of Punch list Items		X	X	
Agreement of Final Quantities, Payment		X	X	
Final Payment to Contractor, Release of Responsibility		X		
Preparation of Project Closeout Documents		X	X	(As-Builts)
Review and Approval of Finalization Documents	X	X		
Completion of LPA Contract Administration Evaluation	X	X		

B. Inspection/Testing Equipment as listed below:

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

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 Site Manager (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 Logan 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 Logan 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 Logan 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 Logan County Engineer may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the Logan 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 2.43 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 Logan County Engineer's Office, 1991 C.R. 13, Bellefontaine, OH, or a location at the project site designated by the Logan 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 Logan County Engineer

- A. The Logan County Engineer will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The Logan County Engineer will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.