



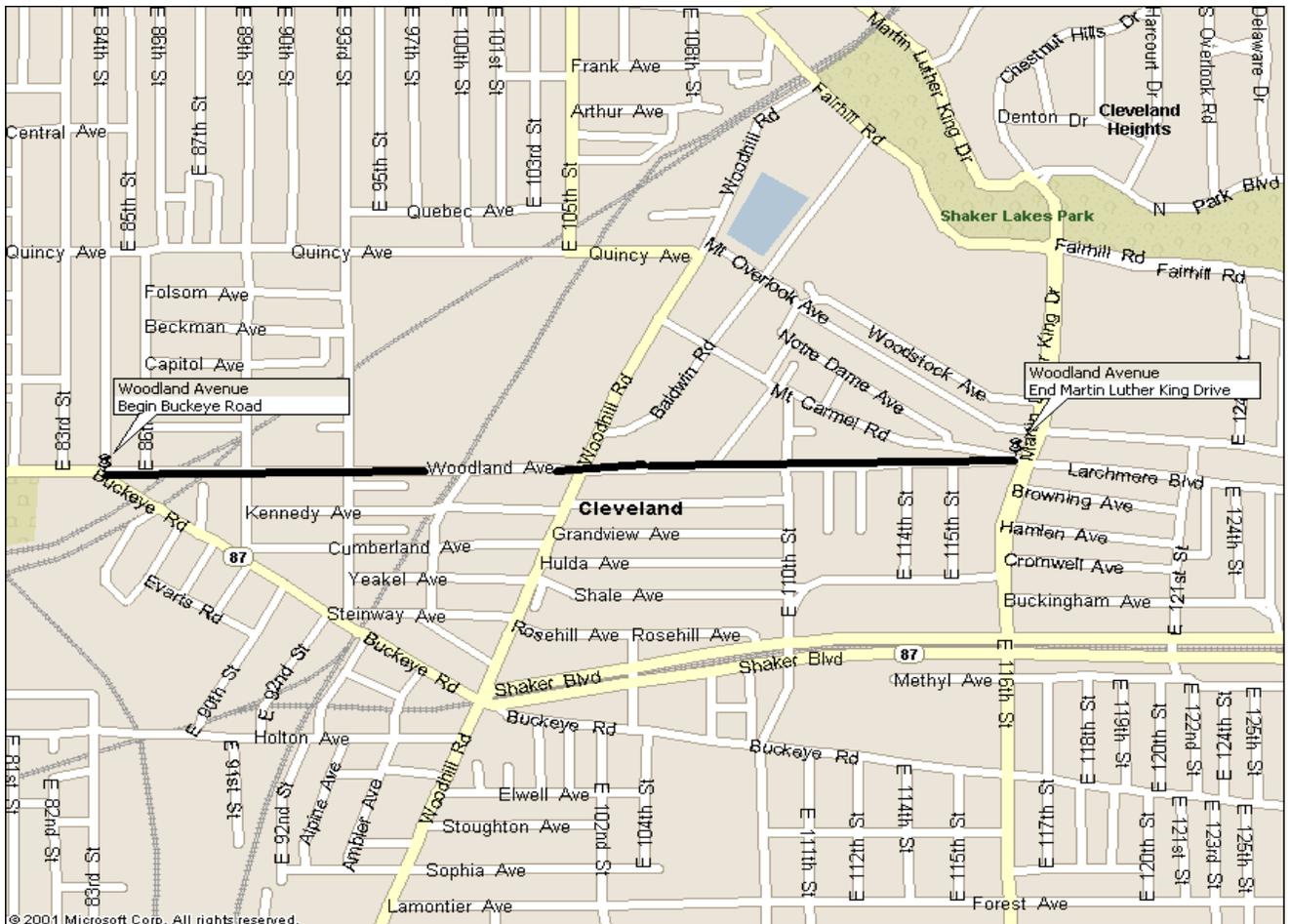
CITY OF CLEVELAND
Mayor Frank G. Jackson

**Mayor's Office of Capital Projects
Division of Engineering and Construction**

Request for Proposal (RFP)

for

Woodland Avenue, PID 9555



August 2013

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**CITY OF CLEVELAND
MAYOR'S OFFICE OF CAPITAL PROJECTS
REQUEST FOR PROPOSAL**

Woodland Avenue, PID 95555

INTRODUCTION

The services required under this Request for Proposal (RFP) are those services which are needed to prepare construction plans, specifications and estimates for the Division of Engineering and Construction, Mayor's Office of Capital Projects for the Woodland Avenue, PID 95555 from Buckeye Road to Martin Luther King Jr. Boulevard. This is a ODOT Local Public Agency administered project which will loosely follow the ODOT Minor Plan Development process, Path 2. The basic work will consist of the installation of new asphalt surface and intermediate course, base repair, sidewalks, ADA compliant curb ramps and landings, and driveway aprons if necessary, and upgrade catch basins. There will also be installation of a new mast arm traffic signals and pedestrian signals.

A proposal meeting will not be held. Written questions for Woodland Avenue will be received until September 18, 2013 at noon and an addendum with all questions and answers will be posted by close of business. The Woodland Avenue proposal will be due by 4:30pm on September 25th. The written questions shall be directed to Mr. Thomas P. Boyer, P.E., Design Section Chief at tboyer@city.cleveland.oh.us.

The Request for Proposal (RFP) is divided into three (3) sections - "Scope of Services", "General Requirements" and "Proposal Requirements". The "Scope of Services" is technically orientated and is furnished as a guide for determining the magnitude of the work involved. The "General Requirements" addresses overall project procedures and requirements. The "Proposal Requirements" set forth the minimum proposal requisites.

The Consultant shall provide all services necessary to advance the project to sale by the Ohio Department of Transportation.

Where there may be a conflict between the "Scope of Services" and the "General Requirements" please be advised that the "Scope of Services" was prepared specifically for this project and supersedes the "General Requirements".

Where the following terms such as "Consultant to determine", "Yes", "x", "By Consultant" and similar notations are used in this RFP, the Consultant shall design and prepare the necessary drawings and details for that item of work. Work may not be passed on via plan note to the construction contractor. In addition, where there are subjects which require action of work (by whom it may not be clear), the Consultant is the party which shall accomplish it.

I. SCOPE OF SERVICES

1. Briefing

Woodland Avenue is functionally classified as an urban collector, from Buckeye Road to Martin Luther King Jr. Boulevard. There are two 10-foot lanes in each direction within the project limits. The existing right of way is 60-feet.

The speed limit is 35 mph. There is no stopping from 4:00 pm to 6:30 pm and no parking other times from Buckeye to East 93rd Street. There is No stopping from 4:00 pm to 6:30 pm or 7:00 am to 9:30am from East 93rd St. to MLK.

The roadway improvement begins at the east end of Woodland Avenue Bridge, approximately 300-feet west of Buckeye (State Route 8) project and will end at Martin Luther King Jr. Blvd, approximately 1.21 miles. This is the last public improvement phase to rehabilitate the Woodland/Larchmere Roadway from East 30th Street to North Moreland, approximately 4.0 miles. The federally funded construction budget is approximately \$4,220,000 excluding construction engineering services at 80% federal and 20% local funding split.

Opportunity Corridor, Phase I will begin at East 105th Street and end at Euclid Avenue. OC Phase I is a Fiscal Year 2015 project. The proposed boulevard will intersect with Woodland Avenue at East 89th Street. The traffic information can be found at : <ftp://ftp.dot.state.oh.us/pub/Districts/D12/Production/PID77333/>

The proposed project will maintain the existing typical section.

A Traffic Study is not required. All design criteria will be evaluated.

An eastbound restricted parking lane will be considered at 9206 Woodland, Kenneth L. Johnson Recreation Center.

The improvements will address the structurally deficient curb and walk, limited curb reveal, insufficient cross slope on walk and pavement, longitudinal gutter profile, pavement smoothness and pavement base structural capacity.

2. Available Information

A set of the City's standard construction drawings and standard construction specifications are available for your review on the City Web site:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/PublicService/Public%20Service%20Publications>

The known drawings are available in the rfp document section.

3. Existing Pavement

The pavement width and composition of existing right of way is as follows (as per available records and pavement cores):

Woodland - Asphalt over Concrete base, Asphalt over brick over concrete base

The above information is taken from available records and tif drawings will be provided to the successful consultant.

4. Fee

The fee quoted for this project shall be divided into three (3) Stages as described below:

Stage I. Preliminary Studies and Estimates of Costs

This stage is from job start-up through Stage 1, PDP Step 4. It shall include the evaluation of the project and recommended course of action with opinion of probable cost.

Consultant shall check L & D criteria and submit design exceptions if necessary. The proposed plan shall meet the funding allocation.

Stage II. Design, Detailed Plans and Specifications

This stage is from Stage 1, PDP Step 4 to PS & E package filing, PDP Step 8. The design will be based on the approved Stage I. A construction cost estimate with a cost breakdown shall be submitted to the City at the time of the PDP Step 7. Step 5 and Step 6 do not apply to this project. This stage will include a final review of all drawings and specifications and a final construction cost estimate breakdown. The cost estimate may include 80% federal/20% City eligible items and 100% local items. ODOT cost estimator will be used.

Stage III. Construction Services

This stage is the construction phase. It shall include attending meetings, reviewing shop drawings, and resolving construction problems; and will require a separate authorization. The actual hourly rates of pay plus overhead, profit and approved expenses shall be used to calculate the payment due for Stage III work. Furnish an overhead rate and profit rate for Stage III services on the proposal fee summary sheet.

5. Project Description

Your proposal should be based upon achieving the following results while staying within the construction budget of approximately \$4.3 million dollars excluding contingencies.

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- A. Woodland Road includes pavement planning, asphalt resurfacing (t=3.5" average), base repair, curb, sidewalk, driveways and ADA ramps. Replace existing catch basins and existing signals with new mast arms and controllers.
- B. Roadway profile will remain unchanged. Parabolic crown and feathering of pavement at gutter is anticipated to create curb reveal. Consultant will be required to obtain centerline profile and cross sections to develop a pavement elevation table. This pavement elevation table will be submitted to ODOT for verification of design data with Stage 1.
- C. The City will provide additional pavement cores and soil investigation information if necessary.
- D. All intersections and pedestrian crossings shall have American Disabilities Act compliant handicap ramps. Each location shall be designed showing the ramps, landings and flares or side slopes in accordance with City standard drawings.

All sidewalks, walking surfaces and walks through drive aprons shall not exceed a cross slope of 1/4" per foot (1:48).

- E. The City intends to remove and replace the curb and sidewalk on this project to meet design designation criteria. A few new developments placed curb and sidewalk and these frontages should be saved if appropriate (9206 Woodland and southwest corner of East 115th).
- F. Pavement Rehabilitation limits will include side street to right of way line or curb return. All work will be within existing right of way.
- G. Utility (electric, telephone, cable), and light poles, will be relocated and installed as part of new typical sections. Consultant will be responsible for early and often coordination with all private and public utility companies, including submittal of lists of poles surveyed and found to be less than 18" clear zone to the appropriate utility companies. Submittals to all utilities will also include a project schedule with anticipated construction bid date. Maintenance of traffic coordination and roadway rehabilitation must be coordinated with CPP, AT & T, DEO and First Energy design team. Utility work schedules are required in the form of an ODOT utility exhibit "B" and 4A notes with the final plans, specifications and estimate.
- H. The Consultant shall also coordinate with RTA regarding bus stops, shelters and MOT.

- I. Buried railroad track steel rails exist in the project limits.
- J. Division of Water - Plugging abandoned water service connections, and adjusting castings and valves, and extend and adjust and install new fire hydrants, as required. CWD estimated 17 – 1-inch, 1 – 8-inch and 2 -10" service connections require pluggings. There are approximately 160 service connections of which about 25% are water meter manholes that will require reconstruction in lieu of adjustment.
- K. Division of Traffic Engineering - Upgrading three (3) signalized intersections to mast arms and other current city standards in addition to full actuation of all signals. Traffic shall be maintained during construction. East 89th Signal will be upgraded with Opportunity Corridor, Phase 2 projected to be in Fiscal Year 2018. See the attached Traffic Scope of Services.
- L. Cleveland Public Power – Relocation of existing poles and adjustment of pull boxes and vaults as necessary. All public utilities will be in the plans.
- M. Regional Transit Authority has a few bus shelters and bus stops located within the project limits. Bus pads will be installed if warranted by existing pavement condition.
- N. Division of Water Pollution Control – Consultant will prepare plans to remove and replace existing catch basins. A connection pipe, 4-ft to 6-ft will be the base design at each existing basin location. The lateral will be televised by the contractor prior to connecting the stub. If the lateral has reached its design life, the lateral shall be replaced to the main. Contingency quantities will be established for the entire lateral. Water pollution control will clean existing basins in order for the Consultant to verify depths. Contingency quantities will be established in the plans to clean existing basins in case the cleaning cannot be completed within the project design timeframe. Replace and/or adjust manhole frame and covers. Spot new catch basins at low points and intermediate points between existing basins with excessive spacing on flat longitudinal grades. All new catch basins shall be discharged to the nearest existing manhole. If no manhole is located close to the catch basin, the new catch basin location should be adjusted to utilize existing tee-connections at the main. A new manhole for lateral connections is acceptable if the above cannot be accomplished. At the side street curb return, the basin at the PC and PT can be connected in series with one discharge. All pipes 18" and smaller should be VCP, C-700 extra strength with premium joints as per ODOT 706.08 and 21"

and larger should be RCP with premium joints as per ODOT 706.02. All work should be according to the standards of either the Division of Water Pollution Control or NEORS, depending on who owns that section of the sewer.

- O. All preliminary and final plans are to be reviewed and approved by the City Divisions listed above. All modifications, meetings, and/or coordination necessary to obtain City Division and Private Utility approval prior to Plans, Specifications and Estimate filing with ODOT shall be included with your base fee.
- P. Plan development meetings for this project will include: (1) kickoff, (2) Stage I, and (3) Stage 2. Consultant may elect to hold optional Utility and Traffic Control coordination/review/clarification meeting. Schedule compliance is responsibility of Consultant.
- Q. Public Input: The Engineer will attend one public involvement. The meeting will be held after Stage I submittal. The Stakeholders comments from the Stage I meeting will be incorporated in the plans as directed and approved by the Administration Bureau Manager, Division of Engineering and Construction. Consultant will supply single board graphics of the improvements for the meetings (e.g. typical pavement section, maintenance of traffic plan, and any special areas of emphasis).

GENERAL REQUIREMENTS:

A. Rehabilitation

Rehabilitation is defined as pavement widening where appropriate; complete removal and replacement when needed; base replacement where necessary; removal of brick or block course and replacement; removal of existing asphalt overlays and replacement; adding an asphalt overlay; resetting or replacing curb; replacing underdrains; adjusting castings of various publicly owned utilities of various denominations to grade; rebuilding catch basins, manholes and vaults (any structure owned by a public utility); adding and replacing catch basins; replacing deteriorated and nonconforming sidewalks; repair of drive aprons disturbed by construction and replacing drive aprons; adding ADA compliant curb ramps and landings; removing dirt buildup in the tree lawn area; seeding, sodding or paving tree lawns; maintenance of traffic in the work area; signing, temporary pavement markings, details and procedures; signing detour routes, pavement markings details and procedures; permanent pavement markings and signing; curb returns (improving intersection turnouts); removing transit rails and ties; and other miscellaneous items within the proposed right of way which require work due to safety, aesthetics, conflicts or as requested by the City.

B. Extent of Field Surveys:

The Consultant will establish the centerline of the right-of-way and reference the angle points, existing monuments and the centerline of all intersecting right-of-ways. Existing monuments 3-point references shall be set outside the proposed work limits, on non-utility structures or pins set. All surveying items shall be the responsibility of the consultant. Aerial mapping may be performed and supplemented with field survey.

At a minimum this survey shall also include within the project limits:

- Aerial Mapping (Optional)
- Mainline Alignment
- Cross sections to 5 feet past back of walk
- Bench Marks (Do not use utility facilities)
- Side Road Profiles
- Alignment and Profiles of Drives
- Drainage Survey
- Topo Identification (detailed)
- Intersection Elevations
- Utilities (including pole ownership, pole number, pole diameter and distance from the curb to face of pole)
- Building addresses and company names.
- Sign survey

The survey shall extend far enough along each side of the road to determine the area draining to this street and the need for any intersection or drainage improvement (100 feet minimum).

All pavement core locations, if any shall be located with elevations.

All building access points and elevations shall be obtained adjacent to the right of way.

During the field survey, record the number of broken or worn castings and their locations and types for estimating replacement quantities.

Survey monuments: The City will furnish the consultant with a list of all existing precise monument locations inside the monument boxes to have their monument boxes adjusted to grade or to receive new monument boxes. The consultant shall incorporate this information in the plans.

The above shall be used as a minimum guide for the consultant to determine the survey scope. Consultant will be responsible to determine the needed detailed scope to complete the improvement.

C. Right-of-Way Plan

No right of Way Acquisition is programmed for this project.

D. Signalization

Work shall be as specified in the Traffic Scope of Services, Appendix A.

E. Intersections - See Traffic Scope of Services, Appendix A.

F. Geotechnical

Pavement cores will be taken along the project, if requested. Consultant can utilize the coring information along with the record pavement composition information to develop the plans.

G. Environmental – CE Level I is anticipated. The Consultant is to prepare this for ODOT, and City, approval.

H. Design Criteria and Standards

This work will be performed, in accordance with the Ohio Department of Transportation's Design Resource Center.

Plan Sheets: and Design Manual, Volume I and II, Cleveland and ODOT standard drawings, City of Cleveland Specifications supplemented with ODOT 2013 Construction and Material specifications and Local Public Agency specification templates.

I. Plan Format

In order to accomplish the work the following plan format and procedures are acceptable:

There is to be no change in profile, and no significant longitudinal underground utility work. Therefore, Plan/Plan format should be acceptable, with cross references to supplemental sheets detailing the making of the public improvement.

An elevation table showing existing crown line, gutter elevations, top of curb, and walk elevations, and proposed elevations, along the project.

The work, type and location, including pavement, sidewalk, curb and drive apron replacement limits, may be shown by cross hatching, symbols, line variations and/or reference balloons. Work limits will be shown on the plans.

Castings that are to be adjusted to grade, manholes and vaults that are to be rebuilt, public and private utilities shall be shown on the plan and identified by their types.

All overhead utility poles within existing right of way and work area shall be shown on plans with the Pole number and/or ownership.

New catch basins shall be provided, as per City standard drawing CB-1, as outlined in previous sections. Drainage details for new basins with lateral to sewer and utility information, sewer profile and elevations are required for area of lateral replacement.

During construction, the contractor will be required to complete the project in phases (longitudinal divisions), using phased construction. Phased construction MOT typical sections, plans, notes and quantities shall be required.

Sub-summary tables for all quantities should be on drawings, in the construction set. The Schedule of items will be in the project manual. General Summary plan sheet shall be provided.

Traffic signal plans will require underground utility information to be shown on the plan views.

A minimum of three (3) sets of 11"x17" review plans are to be provided to the City. City standard drawings and specifications (D-specs) shall be incorporated into final contract construction plan sheets, and included in the sheet numbering system.

- J. Traffic Data– Available from NOACA and ODOT Central Office (OC Study)

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

PROJECT SCHEDULES AND DELIVERABLES

Project Schedule:

The City will require the successful design consultant to complete this roadway design project in a maximum of fifteen (15) months. This time period will begin the day the Administration Bureau Manager, Division of Engineering and Construction issues the notice to proceed. The following timeline is submitted for your information:

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Contract:	December, 2013
Submit plans, specs, and estimate	March, 2015
ODOT Advertises:	June, 2015

This is a Federally funded ODOT let project funded. The consultant is reminded that the fifteen (15) month time period includes the review time by the various stakeholders.

Deliverables:

The Consultant shall furnish a PS&E package per ODOT requirements to the City, for project sale by ODOT. A copy of the "all construction contract documents and estimate shall be made available to the City and ODOT on a CD in TIFF, PDF and ACAD formats. A set of 22"x34" prints, and a (2) half sized print sets shall be provided to the City once accepted by ODOT.

All as-built drawings, including standard drawings, should be submitted on a CD in AutoCAD format for City records. One full size set of as-built mylars to Division of Engineering and Construction shall be included in the lump sum fee. Labor to produce the as-built drawings will be part of the Stage III services.

The cost of printing all drawings and contract documents shall be included in the Stage II services as a lump sum fee. All involved private and public agencies will require Stage I and Stage II, and Final plans: Division of Engineering and Construction, Design Section, Survey Section and Construction Section, Traffic Department, Division of Water Pollution Control, Water Department, Cleveland Public Power, and all private utilities.

PROPOSAL REQUIREMENTS

Proposal should be organized as follows:

1. Management

Your proposal should include GSA Standard Form 330 – Part II and Standard Form 330 – Part I. Resumes of personnel performing key work tasks shall be submitted within SF 330 – Part I. For those firms with more than one office, include the office location (City) to which the team member is assigned.

It is necessary to provide a GSA Standard Form 330 – Part II and Standard Form 330 – Part I for any firm that will be providing approximately thirty percent (30%) or more of the proposed work.

The meaningful involvement of firms should be discussed, how you intend to manage the project and who will have overall responsibility. Prime and Sub-consultant work history should be discussed. Include the Engineers who will actually be performing the major tasks of this project. A detailed project organization chart is required. The length of time and number of

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projects the prime has worked with various team members. The quality assurance program should be discussed. Provide a realistic Project Schedule, showing the necessary work items, agency reviews, and total completion time. Project schedules are to be submitted utilizing "MicroSoft Project".

2. Technical

Provide a technical approach in sufficient detail such that it may be determined that the proposer has an understanding of the type of work involved and disciplines necessary to accomplish the project. Describe how the project is envisioned, or in other words, what is being furnished for the dollars quoted. Any exceptions or amplifications of the scope of work shall be presented under this section. Present solutions that can improve the roadway design. Describe any potential problems.

Provide a detailed list and number of drawings and total man-hours to develop contract construction plan set, including subconsultant total man-hour's.

A list of City of Cleveland projects for prime and sub-consultants, if any, the firm has worked on.

3. Experience

Consultant and or team members shall be prequalified in Non-Complex Roadway Design and Basic Traffic Signal Design. It is advisable to include in the proposal your qualifications and experience or other information which may show your firm is uniquely qualified for this project. Resumes of key personnel to be assigned to this project may be included.

4. Federal Identification Number

The following information should be included in your proposal:

- Your mailing address.
- Your telephone and fax numbers
- Your form of business entity (corporation, partnership, limited partnership, joint venture, sole proprietorship, an individual, etc.)
- Either your Taxpayer Identification Number or, if appropriate, your Social Security Number. If submitted as a joint venture, a separate number for each member of the venture is required unless one number has been obtained for the venture. A

Taxpayer Identification Number is required for entities other than a sole proprietorship or an individual, for which a Social Security Number is appropriate.

5. Noncompetitive Bid Contract Statement

The form titled: "Noncompetitive Bid Contract Statement For Calendar Year 2013 shall be filled out and submitted for the prime consultant".

6. Subconsultant Information

The following information is required for each sub consultant you intend to use:

- Subconsultant's name and mailing address
- Subconsultant's telephone and fax numbers
- A description of the work and the percentage that is anticipated the subconsultant will perform
- A list of projects, if any, on which your firm and the subconsultant have both worked on

Provide a list of all sub-consultants (i.e. CSB and others), their work assignments and the percent of the work each will be performing. These lists are to be submitted in the Part "A" envelope with the technical proposal.

7. Cleveland Area Business

The Cleveland Area Business Code contained in Chapter 187 of the Codified Ordinances, of Cleveland Ohio 1976 was enacted in an effort to increase the participation of local small business enterprises in City of Cleveland Contracts. The City has, therefore, established as one of its objectives, the meaningful involvement of Cleveland Small Businesses (CSB). Mayor's Office of Capital Projects has a participation goal of thirty (30) percent for Cleveland Small Businesses (CSB) on this project.

Each Consultant representing itself as a Cleveland Area Small Business (CSB) within the OEO schedules must be certified with the Office of Equal Opportunity as a CSB, CSB/MBE or CSB/FBE. Certified CSB firms, to date can be found at:

http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity/CSB_MBE_FBE_Registry.

The proposal shall state the percentage of dollar participation of each consultant proposing services.

8. Office of Equal Opportunity (OEO) Reports

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Attached to this proposal are four (4) documents identified as "Contract Employment Report", Schedule 1 through 4, from the O.E.O. office. Although some terms, wording, descriptions, etc. in these documents do not necessarily apply to a professional services contract, the applicable forms must be completed and returned with your proposal. Note all subcontractors need to be listed on Schedule 2 and all subconsultants must execute Schedule 3. Please furnish two (2) unbound copies of Schedules 1 through 4, original signature, in the Part "B" envelope of your proposal. Return all schedules whether or not they apply to the project. The object of these forms is to facilitate OEO approvals. OEO will not evaluate MBE and FBE participation for professional service contracts. Consultant shall indicate/certify in Part "A" that schedules are included in Part "B" envelope. If the schedules are not provided and properly executed once Part "B" is opened, the proposal must be deemed non-responsive.

9. Compensation: (Part "B" envelope)

See "Proposal Fee Sheet" for the format desired.

A. Fee Definitions

Actual Cost Plus Net Fee with an upset maximum.

The City will pay actual salary, overhead and expenses up to the upset maximum, and the consultant is expected to complete the work as scoped within the fee stated. The Net Fee will be paid whether or not the upset maximum is achieved. The only method of revising the upset maximum is through a change in the scope of work. If a change of complexity is claimed and granted, the modification will contain a Net Fee of zero dollars.

Lump Sum Fee.

This is a bottom line figure and includes salary, overhead and expenses. As with the Cost Plus Net Fee, the consultant is expected to complete the work as scoped at the fee stated, and the only method of revising the Lump Sum Fee is through a change in the Scope of Work. If a change in complexity is claimed and granted, the modification will contain a net fee of zero dollars.

The consultant shall submit the proposed number of man-hours for prime consultant and all subconsultants.

B. Fee Information Required

If a fee based on Actual Cost Plus Net Fee with an upset maximum is offered, the proposal shall indicate the make-up

of the fee hours, hourly rates, overhead, direct costs, and profit. Overhead percentage quoted shall remain in effect throughout the life of the basic contract. The source of the overhead rate quoted shall be identified; i.e., estimated, from an audit, etc. The hours quoted shall relate to a facet of the work involved. Work sheets (typed sheets not necessary) should be furnished for obtaining hours quoted. The weighted average rate per hour will be monitored on invoices and shall not exceed the rate from the proposal without justification. If a fee based on Lump Sum is offered, the proposal shall indicate the make-up of the fee hours and direct costs. The hours quoted shall relate to a facet of the work involved.

Work sheets (typed sheets not necessary) should be furnished for obtaining hours quoted. The intent is to show that the project has received a reasonable degree of estimation.

The consultant shall indicate the method that will be used to determine the fee should a contract modification become necessary. For example: hourly rate x multiplier + profit + expenses.

In estimating the fee, include any wage changes that can be reasonably anticipated over the life of the contract. A fee based on a percentage of the construction cost is not acceptable. A percentage of the fee mark-up on a subcontract will not be permitted.

Although the proposed fee is not the deciding factor in the selection process, it will be evaluated along with the other criteria specified herein.

12. City

The City of Cleveland will make available any existing information it may have in its files.

Overall contract administration, coordination and drawing review will be furnished by the City of Cleveland and ODOT through:

Richard J. Switalski, P.E.
Administration Bureau Manager
Division of Engineering & Construction
601 Lakeside Avenue, Room 518
Cleveland, OH 44114-1015
Telephone: (216) 664-2381

13. Consultant Eligibility

To be eligible for this award, the proposer shall not have received a contract with the Division of Engineering & Construction in the previous six (6) months.

14. Submittal Procedure

Your proposal shall be submitted in two (2) parts and identified (marked) as follows: Part "A" shall be the response to the qualifications and technical aspects of the RFP. Include the required two (2) additional unbound copies of the "Contract Employment Report" in Part "B" and the "Noncompetitive Bid Contract Statement" in Part "A" envelope. Part "B" shall be in a separate sealed envelope and contain the proposed fee, on company letterhead, and signed with supporting data for the services requested. Interested parties should submit three (3) copies of their proposal no later than the time and date stated on the cover letter to:

Richard J. Switalski, P.E.
Administration Bureau Manager
Division of Engineering & Construction
601 Lakeside Avenue, Room 518
Cleveland, OH 44114-1015
Telephone: (216) 664-2381

The additional copies of your proposal will be required for internal processing if your proposal is accepted by the City.

15. Proposal as a Public Records

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal, may be considered a public record which, if properly requested, the City must make available to the requested for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page – but only that page – of its proposal that contains that information. The City will notify the proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

16. Cleveland Area Business Code

Requirements During performance of the Agreement, Contractor shall comply with all applicable requirements of the *Cleveland Area*

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Business Code, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 ("C.O."), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Contractor's:

- Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
- Compliance and cooperation with Project Monitors, whether from the Mayor's Office of Equal Opportunity (the "OEO") or the contracting department;
- Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Contractor's compliance; and
- Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department director(s) at key intervals during performance of the contract services (e.g. 25% completion, 50% completion, 75% completion).

Failure to Comply When determining the contractor's future eligibility for a City contract, the City shall consider a contractor's failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

- a) Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprise (MBEs), Female Business Enterprises (FBEs), and Cleveland – area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful proposer for a contract will be a firm that shares the commitment. Accordingly, a proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor's Office of Equal Opportunity (the "OEO") in its proposal.
- b) The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business ("CSB") subcontractor participation. Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the work to certified Minority Business Enterprise ("MBE"), Female Business Enterprise ("FBE"), and CSB firms, consistent with the subcontracting goal(s) applicable to this RFP.
- c) To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each proposer must complete Schedules 1 through 4

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found in the *Cleveland Area Business Code – Notice to Bidders and Schedules*. These schedules identify the Proposer's proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the proposer's good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with its proposal in Part B and they will be forwarded to the City's Office of Equal Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal.

Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs, and FBEs by checking the City's website at <http://www.city.cleveland.oh.us>. On the home page, select "Office of Equal Opportunity" from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for "CSB/MBE/FBE Registry".

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.

The City Office of Equal Opportunity will monitor participation of MBE, FBE and /or CSB sub-consultants throughout the duration of the engagement or project. The successful proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and the OEO *Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

- d. The successful proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a "contractor" in the following *Equal Opportunity Clause*, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the proposer may deal, as follows: No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other

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means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors sitting forth the provisions of this nondiscrimination clause.

- e. Within 60 calendar days after entering into a contract, the successful Proposer, as Contractor, shall file a written affirmative action program with the OEO containing standards and procedures and representations assuring that the Contractor affords all qualified employees and applicants for employment equal opportunities in the Contractor's recruitment, selection, and advancement processes.

17. Term of Proposal's Effectiveness

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 240 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

18. Execution of a Contract

The Successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

19. "Short-listing"

The City reserves the right to select a limited number (a "shortlist") of Proposers to make an oral presentation of their qualifications, proposed services, and capabilities. The City will notify the Proposers selected for oral presentation in writing.

20. Proposer's Familiarity with RFP; Responsibility for Proposal

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful

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proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

21. Interpretation:

The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The City will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

22. Insurance:

The Successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A.M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

The consultant shall indemnify and save harmless the City of Cleveland and/or any other City or agency as required from and against all suits or claims that may be based upon any injury to persons or damage to property arising out of any error, omission or negligent act of the consultant or its subcontractor. The consultant shall, at its own expense, defend the City of Cleveland and/or any other City or agency as required in all litigation, pay all attorney's fees, damages, court costs and other expenses arising from such claims in connection therewith.

The City will require the successful proposer to maintain comprehensive general public and professional liability insurance insuring the consultant against the indemnification obligation stated above.

The comprehensive general liability insurance policy only shall name the City as additional insured, shall have limits of not less than \$500,000.00

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for injuries, including accidental death, to one person and not less than \$1,000,000.00 on account of one occurrence involving more than one person, and property insurance in an amount of not less than \$200,000.00, and shall be primary with respect to the consultant's general liability, notwithstanding any other insurance covering the City. The professional liability insurance shall have limits of not less than \$100,000.00 for any one incident.

The consultant shall also carry full insurance coverage on drawings, specifications and other valuable information against loss by fire damage, destruction, theft, etc., while said documents are on their premises, of not less than \$10,000.00.

The cost of the insurance coverage shall be included in the base fee.

PROPOSAL EVALUATION:

Selection Criteria

- A. The following proposal subjects will be evaluated:
 - 1. Management Approach
 - 2. Technical Approach
 - 3. Experience of Personnel Assigned to the Project
 - 4. Experience of Firm on Similar Type Projects
 - 5. CSB Participation
 - 6. Proposal Responsive to RFP
 - 7. Material in Part "B" Envelope.

- B. The following procedure will be used in evaluating the proposals:
 - 1. Based on the technical data furnished in the Part 'A' envelope, the proposals will be ranked in an order of preference.
 - 2. At this point envelope "B" will be opened, and its contents included in the evaluation.
 - 3. If the proposed fee of the top ranked firm is not the lowest fee submitted, the City will enter into negotiations with that firm to adjust the consultant's scope of services detailed in their proposal, and their fee, to be more in line with the other proposed fees.
 - 4. Should that endeavor fail, the City would then proceed to the second ranked firm, etc. until the most qualified firm at the best fee has been elected.

During the selection process, one or more proposers may be asked

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to meet with City personnel to insure that the proposer fully understands the requested work and to clear up any questions the City may have about the proposal.

The City's Rights and Requirements

The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.

Disqualification of a Proposer/Proposal:

The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desired the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely too all information and

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document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another Proposer.

APPENDIX "A" TRAFFIC SCOPE OF SERVICES

TRAFFIC DESIGN:

Woodland Avenue, PID 95555. (Buckeye to MLK)

The Traffic design will include collection of data, traffic counts, new signal designs with mast arms, solid state controllers, pedestrian signals and pushbuttons and semi-actuated signal system. Pavement striping and signing along with a detailed maintenance of traffic plan is to be included.

Acquisition of all traffic data shall be taken. Including existing intersection geometrics, existing traffic signal timings and phasing, traffic counts, existing utilities, and pole locations.

A. Signal timings and phasing may be obtained at the Division of Traffic Engineering Signal Shop at 420-8270.

B. Some traffic counts may be obtained from the Cuyahoga County Engineer's Office or NOACA. Counts shall be no older than five years.

Full 9 Hour turning movement counts shall be made on a typical weekday for the hours of 6:30 A.M. to 9:30 A.M., 11:00 A.M. to 1:30 P.M. and 3:00 P.M. to 6:30 P.M. Any intersection that involves a nearby school shall be counted one-half hour before and after arrival and dismissal times or until all traffic affected by the school is deemed finished. The counts shall be tallied in 15 minute intervals and must be split into two categories: Autos/Light Truck and Medium/Heavy Trucks/Buses. The counts shall be processed to establish the current year average daily traffic (A.D.T.), 20 year A.D.T., design hour volume, directional distribution, percentage of buses and commercial trucks, and the 85th percentile speed to be used as the design speed. The procedure shall be as outlined in the Highway Capacity Manual.

The consultant shall obtain the most recent 3 years of accident data from ODPS, and the City of Cleveland Police Department, as necessary. A Resurfacing Project Accident Analysis shall be performed by the consultant, in accordance with ODOT L&D Volume 1 policies and procedures. The ODOT CAM Tool is available at the ODOT website to aid in this analysis. This may be necessary if some design features do not meet normal design criteria, but could meet 3R criteria. (If authorized). Detailed accident data collection and analysis of a particular area of the project may be necessary, where a determination of the impacts of particular deficient design elements on accidents occurring, including collision diagrams may necessary. (If authorized).

The consultant is to perform a signal removal analysis, in accordance with ODOT accepted methodology, at any signal found to be unwarranted (if authorized).

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The consultant shall submit a written report to the City of Cleveland, Division of Traffic Engineering. The report will show results, warrant analyses, conclusions, and recommendations for:

- East 93rd Street
- Woodhill
- East 110th Street

A new traffic signal installation is to be provided at the above three (3) locations. Loop detectors removed by the resurfacing are to be replaced.

Traffic Signal designs shall be presented on plan sheets: Siemens (formerly known as Eagle) controllers will be used on this project. TS2 – Type 2 controllers and TS2 – Type 1 cabinets are to be provided? All traffic signals will be installed on mast arms.

Traffic Signal Proposed Designs 1" = 20'
Wiring Diagram
Phasing Diagram and Timing chart
Sequence Chart
Loop Detector Chart
Mast Arm Pole Charts
Offset and Coordination parameters
Sign and Pavement Marking Details
Pedestrian signals and pushbuttons

*The City of Cleveland Division of Traffic Engineering will provide the existing timing and phasing data for these categories. The consultant will be required to include the information in the plan sheets.

The signals will be semi-actuated.

A mid-block crossing RRFB type pedestrian signal shall be included in the plans. The City/ODOT will provide the specifications in the form of a general note to be used in the plans. This can be shown on the Traffic Control Plan and a Detail sheet. The consultant shall provide pavement marking and signing details, along with appropriate summary charts. The Ohio Manual of Uniform Traffic Control Devices and the latest City of Cleveland Division of Traffic Engineering and ODOT Standards shall be utilized.

All signs within the right of way, including bike traffic control, parking and no parking signs, and informational signs shall be included in the signing work. Private party signs will be removed and given to the owners. The Specifications will be provided by the City of Cleveland and ODOT. All striping, i.e., center lines, lane lines, stop bars, crosswalks, channelizing lines, transverse lines, words on pavement, etc. shall be painted using ODOT Item 644. All public signs, including street name signs, will be replaced with new ones, using the latest City of Cleveland specifications. Informational, and private party signs, shall be removed, and a determination will be made by the City regarding disposal or re-erection. Street name signs, per City standards, will be mounted on mast arms at all signalized intersections.

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Detailed maintenance of traffic plans will be required for the entire corridor. This shall include: detailed typical sections with lane widths, approach and exit details for each phase, phased construction details for intersections or reconstruction areas, requirements for relocated traffic signals, and construction sequence for completing the entire project. The signalized Intersections will require MOT phasing details. These details will show the types and locations of all signs being used, temporary pavement markings, lane widths, temporary or relocated signals, process of closing streets and lanes, placement of barrels and barricades, transitions between different construction zones for phased work, etc. No detours will be permitted on this project. All drawings shall be prepared according to the Manual of Uniform Traffic Control Devices. This set will also include a detailed set of notes describing that, which cannot be explained on paper including, but not limited to construction phasing, driveways for businesses, residents and on-street parking. Maintenance of traffic plans will be submitted to Division of Traffic Engineering and Design concurrently for approval. Part width construction is anticipated. Two (2) primary phases of construction are anticipated.

Approval of issues as outlined in this scope made by any other Division or Department other than the Department of Public Works, Division of Traffic Engineering will not be considered official approvals. Therefore, all plans and documents related to the above scope will be reviewed directly by the Division of Traffic Engineering.

APPENDIX B:

PROPOSAL FEE SUMMARY SHEET

PROJECT: Woodland Avenue, PID 95555

DATE: _____

CONSULTANT/CONTACT: _____

	<u>Man-hours Prime & Subs</u>	Average Rate	Cost
A. Base Contract			
Stage I - Preliminary Engineering		\$	\$
Stage II - Construction Plans		\$	\$
Sub-Total A: (Stage I + II)		\$	\$
B. "If Authorized Items"			
3R Traffic Accident Analysis	N/A	N/A	
One Design Exception	N/A	N/A	
One Signal Removal Analysis	N/A	N/A	
ESA Phase I (4 locations)	N/A	N/A	
ESA Phase II (one parcel)	N/A	N/A	
Additional services	N/A	N/A	\$25,000
Stage III – Construction Services	N/A	N/A	\$30,000
Sub-Total B: ("If Authorized Items")		\$	\$
TOTAL (A + B)			\$

The overhead and profit rates listed below along with the actual hourly rates plus approved expense will be used if it becomes necessary to revise the agreement.

(Rates shall also apply to Stage III Service, If Authorized)

Overhead %: _____ Profit %: _____

