



**REQUEST FOR QUALIFICATIONS  
for**

**CITY OF WADSWORTH, OHIO  
AIRPORT RWY 2/20 PAPI PROJECT  
2023-408**

**DBE Participation Goal: 5.8%**

**March 2023**

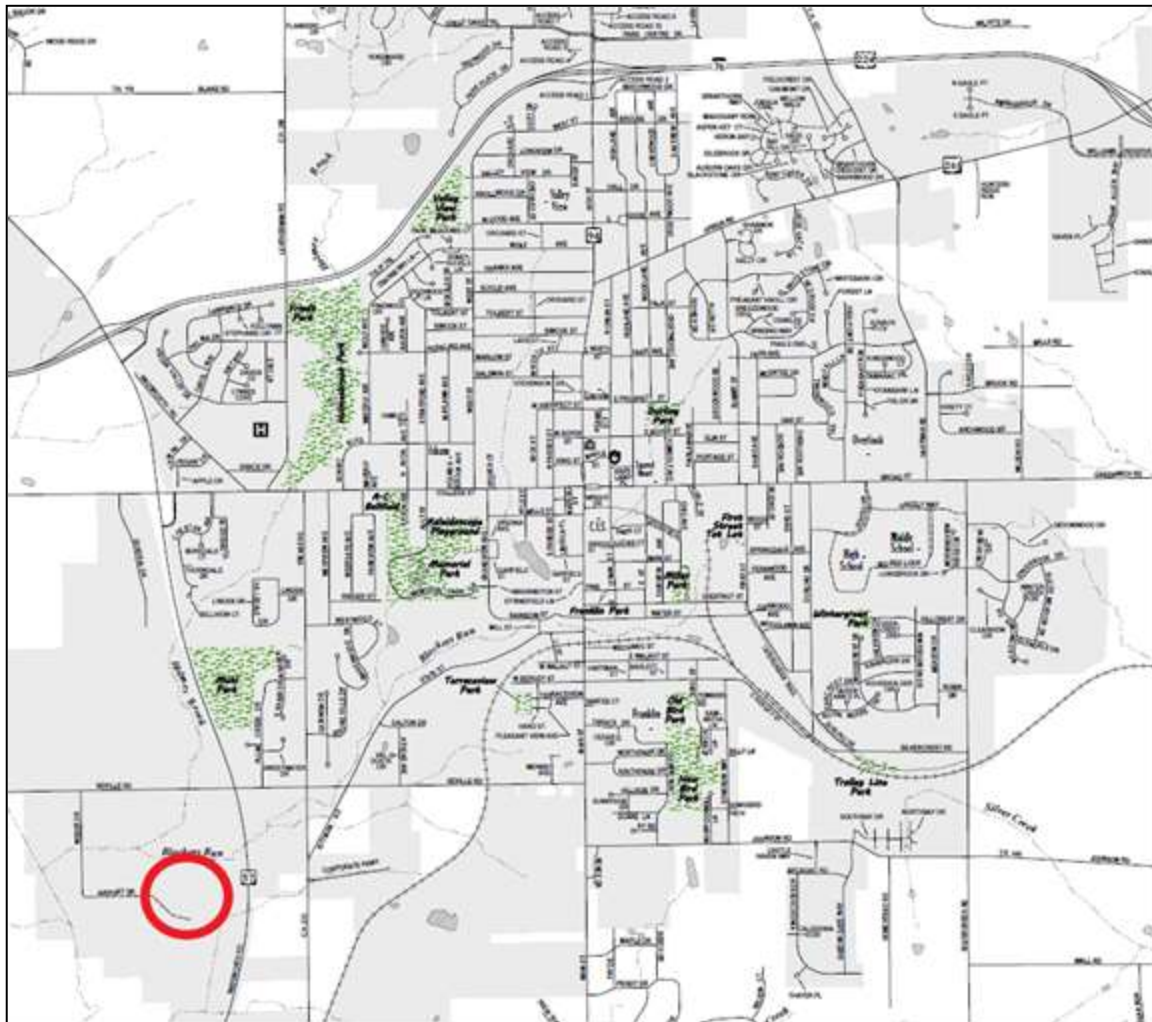


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## **INTRODUCTION:**

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the engineering professional services for the Airport RWY 2/20 PAPI project. The Master Plan has estimated construction of this project to be approximately \$148,500; however, this may not be accurate.

The Wadsworth Municipal Airport is located at the southwest edge of the City.



The work will cover runway 2/20 located on the east side of the Wadsworth Municipal Airport (see map below). In general, this will include the replacement of existing Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI) along existing runway 2/20 at the Wadsworth Municipal Airport.



## **PURPOSE AND GOALS OF THE PROJECT:**

The purpose of this project is to replace existing Visual Approach Slope Indicators (VASI) with Precision Approach Path Indicators (PAPI) along existing runway 2/20 at the Wadsworth Municipal Airport.

Goals of the project include, but are not limited to, install PAPI's, associated foundation or supports, and associated appurtenances along runway 2/20 to improve the safety of landing aircraft and abandon existing VASI's.

Other goals of the project include:

- Evaluate which side of the runway is best suited for the PAPI's or if they should be installed on both sides.
- Determine if existing wiring for the VASI's can be reused or if new wiring or electrical upgrades are required for PAPI installation.
- Receive acceptance from the Federal Aviation Administration (FAA) for the PAPI design.
- Analyze approach to identify any required obstruction.
- Consideration during design for reuse of proposed PAPI system when runway 2/20 is demolished and a new runway is built.

- Minimize impacts to and closures of existing runway 2/20 during construction

## **BACKGROUND:**

Owned by the City of Wadsworth, Wadsworth Municipal Airport (3G3) is a public access airport located just a few miles southwest of downtown Wadsworth.

Wadsworth Municipal Airport has two asphalt runways, 10/28 (2,392 feet by 35 feet) and 2/20 (3,529 feet by 75 feet). The airport currently has Navigational Aids (NAVAIDS) installed including a Medium Intensity Runway Lighting (MIRL) and VASI's installed on runway 2/20. The VASI's installed on runway 2/20 are no longer certified and are currently not in use. During the 2019 Master plan effort, it was recommended to upgrade the runway lighting to PAPI's to improve the active NAVAIDS at the airport.

It is anticipated that the work outlined in this scope of services will be funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant funding and with the Ohio Department of Transportation Division of Aviation, as such, all applicable standards must be met.

In accordance with Federal Aviation Administration Advisory Circular 150-5100-14E, the City of Wadsworth submits this RFQ seeking responses from consultants experienced in providing professional services needed for projects within airport environs. The City of Wadsworth seeks to enter into a professional services agreement with a qualified airport consultant to assist with the design of the Airport RWY 2/20 PAPI Project. All work must meet Federal Aviation Administration (FAA), Ohio Department of Transportation (ODOT) Aviation Division, City of Wadsworth, and all other applicable standards and regulations.

Consultants who submit proposals for this project must be licensed Professional Engineers in the State of Ohio and with demonstrated experience in airport planning, engineering, and in particular PAPI design. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in this RFQ.

## **SCOPE OF WORK:**

This project will include the design to replace existing VASI's with PAPI's along existing runway 2/20 at the Wadsworth Municipal Airport. The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFQ may suggest alternative approaches to the scope, so long as the end result is achieved.

1. Assess / verify project's vision, goals, and objectives.
2. Identify constraints and parameters.
3. Survey area as necessary.
4. Provide cost estimate for each submittal.

5. Identify and reduce project risks.
6. Develop biddable construction documents including specifications.
7. Prepare any required ODOT Aviation and/or FAA Airport Improvement Program (AIP) grant funding reports.

## **TASKS AND DELIVERABLES:**

### **TASK 1: PROJECT MANAGEMENT**

- Kickoff Meeting: The CONSULTANT Project Manager (PM) and/or Technical Lead shall attend a kickoff meeting with Wadsworth to define the goals of the project including expectations, schedule, communication, etc.
- Monthly Project Progress Summary/Schedule Update: CONSULTANT shall provide written project status updates. These short memo type updates should include percent complete for each task; key task activities performed over the period; budget, scope, or scheduling issues; key activities to be performed over the next period and upcoming milestone dates. Invoices for the period covered in the report will not be paid until the monthly progress update is delivered to and approved by the CITY.
- Monthly Invoicing: CONSULTANT shall comply with the CITY's most current invoice policies and invoice format. A summary of work performed during the invoice period shall be provided with each invoice.
- The CONSULTANT's Project Manager and other team members shall meet virtually with CITY personnel monthly to review the progress of this Project, discuss any outstanding issues and potential problems, and discuss key design developments and decisions. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted. Budget and schedule issues should be discussed only in general terms at the progress meetings, with more detailed discussions to occur through separate conversations or meetings. Key discussion topics should comprise a significant portion of the meetings. CONSULTANT shall provide the necessary graphics to facilitate discussions.
- The CONSULTANT will be responsible for preparing meeting materials including agendas, minutes, presentations, and supplemental handouts for key meetings. The materials shall be submitted to the CITY three days in advance for approval. Material will be given to the CITY in original file and pdf format. Minutes shall be compiled and submitted to the CITY within 1 week.
- The CONSULTANT PM and/or Technical Lead shall hold biweekly progress calls with the CITY PM to provide updates on overall project status and review on-going critical needs or action items. These progress meetings are meant to be brief phone calls to keep Wadsworth informed about overall project status. It is not intended for agendas or minutes to be prepared for these general status meetings.

- The CONSULTANT shall prepare necessary FAA Airport Improvement Program (AIP) grant funding reports. Assist in project coordination with the FAA and the Ohio Department of Transportation (ODOT) Aviation Office.
- The CONSULTANT shall coordinate with the FAA and/or ODOT Aviation regarding grant requirements and project documentation.
- The CONSULTANT shall make personnel available for meetings with other agencies and utilities to answer questions pertaining to design elements of the Project. The CITY and CONSULTANT will mutually agree upon who is responsible for taking the lead in organizing, planning, and conducting each meeting with other agencies and utilities.
- The CONSULTANT will also develop and maintain an action item log, updates to which will be appended to key meeting minutes.

The CONSULTANT is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the CITY 3 days in advance for approval. All material must be given to the CITY in original file and pdf format. Minutes shall be compiled and submitted to the CITY within 1 week.

## **TASK 2: PRE-DESIGN**

The Pre-Design Task shall be carried out to cost-effectively develop and evaluate the Project alignment(s), identify risks, and establish Project design parameters, assumptions, etc.

All Task deliverables shall be submitted as described above and in the following formats and quantities unless otherwise noted:

- Electronic copy to CITY and one copy on electronic media such as USB drive or other media as approved by the CITY, containing the native electronic format, if requested by the CITY, and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

### **Basis of Design Memo**

The CONSULTANT shall prepare a Basis of Design Memo for the Project that concisely summarizes the activities and critical design decisions necessary to support advancement of the Project into detailed design. The primary objective for the Basis of Design Memo is to ensure common understanding between the CONSULTANT and CITY regarding the design for the Project. The report/memo shall be updated for each phase of design to reflect advances in design and decisions made to date. A straightforward, small project will most likely consist of a one to two page memo. The report/Memo will include the following, at a minimum:

- Project site map showing the locations of proposed improvements
- Proposed design criteria and associated parameters for all disciplines
- Design calculations if required (included as electronic appendices)

- Identification of utilities that may be impacted by improvements and whether coordination is required with utility company prior to construction
- Discussion of site and civil issues impacted by improvements
- Identification of any required permits
- Risk Identification
- Project Photos
- Assumptions made

### **Evaluation of Existing Information**

The CONSULTANT shall evaluate and consider the following existing information related to the Scope of Services for the Project.

- CITY GIS Dataset
- CITY's Plan Guidelines/Standards/Requirements
- Applicable CITY Reports/Plans
- CITY Specifications/Requirements to be utilized for the Project
- Other available information

### **Construction Methods**

CONSULTANT shall identify the appropriate construction method(s) for the Project that supports the CITY's construction period, as well as the long-term effectiveness, operation and maintenance, and resiliency of each recommended improvement.

CONSULTANT shall also identify, review and/or validate (or revise) the anticipated construction duration by evaluating the methods and technologies anticipated as well as any seasonal construction restrictions.

### **Surveying (If Applicable)**

CONSULTANT shall perform Subsurface Utility surveying of Quality Level "C". Quality Levels are summarized below:

Quality Level "D" Existing Records: Information is derived solely from existing records or verbal recollection.

Quality Level "C" Surface Visibility Feature Survey: Information is obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level D information.

Quality Level "B" Designation: Information is obtained through the application of appropriate surface geophysical methods to identify the existence and approximate horizontal position of subsurface utilities. Information is surveyed to standard tolerances, correlated with existing records and surface features, and reduced onto plan documents.



Quality Level “A” Locating: Information is obtained through precise horizontal and vertical location of utilities obtained by the actual exposure and subsequent measurement of subsurface utilities, at a specific point. Precise horizontal and vertical position and all significant utility attributes shall be included on final plan documents.

CONSULTANT shall also gather data necessary to properly map the existing contours and existing conditions of the site. Baseline survey information shall be tied to the state plane coordinate system, North American Datum 83 (NAD83), and North American Vertical Datum 88 (NAVD 88) datum shall be used for vertical datum with benchmark information provided by the CITY (if available) upon authorization of the Project. Locate pertinent structures within the survey area. Structures to be surveyed shall include those that may be impacted by construction or be required for the project design.

CONSULTANT shall survey to the extent described below:

- Locate critical elevations and establish a reference benchmark circuit for all construction.
- Baseline of Survey – Establish horizontal control points with permanent markers, including preparation of Baseline of Survey Control drawings.
- Bench Marks – Establish bench marks along the Baseline of Survey.
- Runway Alignments – Establish the centerline of existing runway 2/20 and edge of pavement lines.
- Collect topographic information at a sufficient density to generate 1-foot contours.
- Topographic Surveying and Base Mapping – Perform detailed topographic surveys and base mapping.
- Storm and Sanitary – Storm and sanitary sewer manholes shall be opened where possible to obtain pipe invert elevations, sizes, and flow directions.

Utilities – CONSULTANT shall contact the Ohio Utilities Protection Service and other agencies for existing plans and field markings of subsurface utilities. Subsurface utilities shall be shown from an ASCE Quality Level B subsurface utility investigation. Under a Level B investigation, CONSULTANT shall survey the location of visible utility facilities (manholes, valves, etc.) and field markings provided by OUPS and/or others. The locations shall be correlated with existing plans provided by OUPS, CITY, and others. Known unresolved or missing utility information shall be summarized and provided on the survey or in a separate document. All utility contact information is to be maintained in a utility contact document that provides utility contact information, contact log, and status. Existing utility plans shall be scanned in a PDF file format and provided on CD, DVD, or other media, as approved by the CITY PM.

### **Permits and Easements Coordination**

CONSULTANT will identify permits required by public and private entities, including, but not limited to, ODOT Aviation, Federal Aviation Administration (FAA), the Army Corps of Engineers, Ohio EPA (Permit to Install, SWPPP, NOI, etc.), ODOT, and railroads, and prepare the necessary permit applications. Where necessary and with the approval of the CITY, the CONSULTANT shall contact the appropriate regulatory agency to seek clarification on the applicability of permit requirements

CONSULTANT makes the following data collection and environmental survey assumptions:

- The proposed project is exempt from the State Environmental Policy Act (SEPA).
- No offsite wetland or stream mitigation is required.
- The CONSULTANT shall prepare and submit a Longform Categorical Exclusions (CATEX) showing that the project qualifies for an exemption from a formal environmental review under the National Environmental Policy Act (NEPA). No Environmental Assessment, Environmental Impact Statement preparation services, or other National Environmental Policy Act (NEPA) documentation is required to be produced by the CONSULTANT.
- The CITY is responsible for all permitting fees.

### **Geotechnical Investigation**

If the CONSULTANT deems geotechnical investigation necessary, consideration of being more conservative in the design to address the risks shall weighed and discussed with the CITY for concurrence and approval.

If geotechnical investigation is approved, the CONSULTANT shall provide geotechnical consulting to prepare a geotechnical data report (GDR), which shall be issued with the construction bid documents. The CONSULTANT and the geotechnical professionals on the CONSULTANT's team shall mutually determine the parameters of a soil boring program for the project areas, including prescribing the necessary tests and evaluating the resulting data. The geotechnical professionals on the team shall designate the location for each boring, be present when it is being drilled, and classify all samples. The geotechnical team members shall interpret the geotechnical data as necessary to support the alternatives evaluation and Project design. Such interpretation may include, but is not limited to, evaluation of the subsurface materials discovered, conditions which a construction contractor could expect to encounter, appropriate construction techniques, support requirements, slope stability analysis, and impact of surface and subsurface conditions on cost and risk. All reports shall be signed by a professional engineer registered in the State of Ohio.

Under the supervision of the CONSULTANT, the geotechnical professionals shall coordinate the services to perform all soil borings, collect all soil and rock samples, and provide all testing services required for the development of geotechnical reports as described herein. It is the responsibility of the CONSULTANT to ensure all affected parties are notified, secure any necessary permits prior to commencing work, fill all bore holes with grout upon completion of

boring work, and restore each site to a condition equal to or better than that which was originally encountered.

All boring locations must be photographed prior to commencing boring activities. Each photograph shall, at a minimum, include the boring date and boring identification number. Photographs shall be electronically submitted to the CITY. Filled or final core boxes shall be photographed prior to removal from the boring site. Soil samples taken from the borings shall be properly stored and preserved to prevent or minimize moisture change until completion of all analysis. It will be the responsibility of the CONSULTANT to manage the physical storage at a non-CITY facility and to retain all soil and rock samples collected until completion of all analysis or as needed by CONSULTANT, at which time the CONSULTANT shall manage the proper disposal of all samples.

### **Hydrologic/Hydraulic Modeling and Analysis**

No Hydraulic Analysis/Modeling work is anticipated for this project. If the CONSULTANT deems otherwise, justification and level of effort should be identified in the Proposal.

### **Construction Schedule Issues**

To the extent possible, outline the critical path for major construction tasks.

The CONSULTANT shall identify project related issues that could potentially cause schedule delay, such as equipment/material with long lead times, lengthy construction requirements, construction methods, equipment installation coordination issues, plant/utility required outages, etc.

### **Engineer's Opinion of Probable Construction Cost**

In the Basis of Design include a Class 4 estimate in accordance with the Association for the Advancement of Cost Engineering (AACE) International Recommended Practice 18R-97. Cost Estimate shall also be submitted in accordance with the CITY's design milestone cost estimating guidelines described under the Design Task.

### **Coordination with Other Entities**

CONSULTANT is responsible for taking into consideration past, present, and future work of other public and private entities potentially affecting the Project and coordinating as necessary to complete the work.

### **Constructability and Coordination Evaluations**

At the appropriate and agreed upon time, the CONSULTANT may be required to meet with the CITY in a workshop to discuss constructability and coordination items associated with the project elements. This workshop will include reviews of the anticipated means and methods for construction, staging area and access requirements, risk mitigation based on identified risks, and approaches for construction of the Project while keeping existing necessary infrastructure operating during construction.

## **Risk Analysis**

CONSULTANT will perform continuous risk analysis for the Project. The risks and associated likelihood of occurrence as well as impact of occurrence will be summarized and documented. The Risk Report will be reviewed at regular Project progress meetings. This document is not meant to be of great length or complexity but only serve as a means for the design team to consider risks and document them as such.

## **TASK 3: DESIGN**

The CONSULTANT shall develop drawings and specifications and integrate the CITY's standard specifications and Bid Booklet (including Instructions to Bidders, General Terms and Conditions, Special Conditions, Agreement) for the Project to produce construction bid documents suitable for competitive bidding purposes to produce a quality, cost-effective project. The drawings will indicate the layout, plans, sections, and details of the Project. Engineering plans and drawings in accordance with FAA standards and guidelines as outlined in applicable Advisory Circulars. The consultant will also develop a safety plan for projects in accordance with the applicable Advisory Circulars.

All Task 3 deliverables shall be submitted in the following quantities unless otherwise noted.

One (1) flash/thumb drive of videos or photo files

One (1) flash/thumb drive containing the native electronic format and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

### Task 3.1: 50% Design

- The 50% design submittal is a detailed presentation of the design configurations and parameters established in the Pre-Design Tasks as modified to reflect advancement of the design and incorporation of comments.

The 50% submittal shall include, at a minimum, the following:

1. Drawings. Drawings shall illustrate the complete complement of facilities included in the Project (both rehabilitated and new), including all dimensions, abbreviations, nomenclature, legends, general notes, and discipline related notes. Drawings shall include at a minimum:
  - a. Site plan drawings
  - b. Grading plan (if applicable)
  - c. Runway centerline profile
  - d. Trench width limitations and backfill requirements for electrical line or PAPI's to be constructed by open-cut methods
  - e. All existing utilities and preliminary concepts for any necessary utility support and/or relocation (if applicable)
  - f. Preliminary site restoration plans

- g. Draft electrical plan drawings and one-line diagrams
  - h. Draft Erosion and Sedimentation Control plans or measures, as applicable.
  - i. Draft Safety Plan in accordance with applicable Advisory Circulars
2. Specifications
    - a. Bid Items
    - b. Draft technical specifications; indicate any deviations from the CITY's standard specifications
    - c. Draft measurement and payment section
    - d. Draft constraints section
    - e. Any draft special specifications
  3. Permit Applications including but not limited to:
    - a. Prepare a draft Storm Water Pollution Prevention Plan (SWPPP) if more than one (1) acre is planned to be disturbed. The CONSULTANT shall prepare the SWPPP and supporting documents as may be required to obtain a Notice of Intent permit from the Ohio EPA and the CITY's stormwater permitting regulations. The CONSULTANT shall provide all documentation pursuant to the standards as provided in the latest Ohio Department of Natural Resources –“Rainwater and Land Development Code”.
  4. Updated Construction Schedule, including preliminary sequence of construction for maintaining operations during construction.
  5. Revised Basis of Design Memo with design calculations reflecting the most current design. Including a summary and explanation of significant differences that may exist between the Basis of Design Memo prepared during pre-design and the 50% Basis of Design Memo.
  6. Updated Engineer's Opinion of Probable Construction Cost.
- 50% Design Submittal Meeting. The CONSULTANT shall organize and lead a 50% Design Review Meeting to present the design and to receive and discuss comments regarding the design. The CONSULTANT shall prepare an agenda, and deliver to the CITY PM two (2) working days before the meeting, based on the review comments and a list of critical issues developed by the CONSULTANT and CITY review team. Discussion items will be captured in meeting minutes prepared by CONSULTANT and delivered to the CITY within five (5) working days of meeting.
  - The CITY will provide comments to CONSULTANT on the CITY's technical comments form within fifteen (15) working days of CONSULTANT's delivery of the design submittal documents.

- The CONSULTANT will incorporate the conclusions reached at the meeting into the CONSULTANT responses to the related comments. The CONSULTANT will capture on the technical review form any additional comments generated at the meeting. The CONSULTANT will submit to the CITY the technical review comment form, including responses to all comments.

### Task 3.2: 90% Design

- The 90% percent design submittal serves as the pre-final design submittal considering all comments and decisions made during the previous submittal reviews and meetings. In essence this submittal should be a complete set of Contract Documents. The drawings and specifications are essentially ready for bidding.
- The 90% submittal shall include, at a minimum, the following:
  1. Drawings: The drawings shall include complete or near complete versions of all drawings sheets listed in the sheet index, including, but not limited to, the following:
    - a. Final site plan drawings
    - b. Final grading plan (if applicable)
    - c. Runway centerline profile
    - d. Trench width limitations and backfill requirements for electrical line or PAPI's to be constructed by open-cut methods
    - e. All existing utilities and preliminary concepts for any necessary utility support and/or relocation (if applicable)
    - f. Final site restoration plans
    - g. Final electrical plan drawings and one-line diagrams
    - h. Final Erosion and Sedimentation Control plans or measures, as applicable.
    - i. Final Safety Plan in accordance with applicable Advisory Circulars
  2. Specifications
    - a. The Bid Booklet, the Front End (Instructions to Bidders, General Terms and Conditions, Special Conditions, Forms of Agreement) and General Requirements shall be included with the bid package.
    - b. Final versions of all technical specifications.
  3. Final Basis of Design Memo, including a summary and explanation of significant differences that may exist between the 50% Basis of Design and the 90% Basis of Design. Provide complete design calculations as appendices to the final Basis of Design Memo. These appendices can be submitted as an electronic file with all

final calculations in PDF on a flash/thumb drive. This submittal will replace any previous calculation submittals.

4. Updated Construction Schedule, including preliminary sequence of construction for maintaining operations during construction, as well as constructability
5. Permit applications including but not limited to:
  - a. Prepare a final Storm Water Pollution Prevention Plan (SWPPP) if more than one (1) acre is planned to be disturbed. The CONSULTANT shall prepare the SWPPP and supporting documents as may be required to obtain a Notice of Intent permit from the Ohio EPA and CITY stormwater permitting regulations. The CONSULTANT shall provide all documentation pursuant to the standards as provided in the latest Ohio Department of Natural Resources –“Rainwater and Land Development Code”.
  - b. Draft EPA Permit To Install application
6. Engineer’s Opinion of Probable Construction Cost:
  - 90% Design Submittal Meeting. The CONSULTANT shall organize and lead a 90% Design Review Meeting to present the design and to receive and discuss comments regarding the design. The CONSULTANT shall prepare an agenda, and deliver to the CITY PM two (2) working days before the meeting, based on the review comments and a list of critical issues developed by the CONSULTANT and CITY review team. Discussion items will be captured in meeting minutes prepared by CONSULTANT and delivered to CITY within five (5) working days of meeting.
  - The CITY will provide comments to CONSULTANT on the CITY’s technical comments form within fifteen (15) working days of CONSULTANT’s delivery of the design submittal documents.
  - The CONSULTANT will incorporate the conclusions reached at the meeting into the CONSULTANT responses to the related comments. The CONSULTANT will capture on the technical review form any additional comments generated at the meeting. The CONSULTANT will submit to the CITY the technical review comment form, including responses to all comments.

### Task 3.3: Final Design

- The final design will be represented in the documents to be used for bidding purposes. This includes final drawings, specifications, cost estimates, and project schedules.
- The Final design submittal will incorporate all corrections and shall be complete and suitable for bid purposes. A final design review meeting may be held, at the CITY’s discretion, if significant 90% detailed design delivery issues are discovered during the 90% review. If the final design review meeting is held, the CONSULTANT shall prepare agenda, meeting minutes and attend the meeting and revise the drawings and

specifications as necessary based on the outcome of the final review meeting as part of the base scope of services.

- The Final design submittal shall include, at a minimum, the following:
  1. All drawings.
  2. All technical specifications.
  3. All front end documents.
  4. Bid booklet.
  5. Final basis of design memo with all final calculations.
  6. Final Engineer’s Estimate of Construction Cost.
- The final design documents shall be submitted in the following quantities:
  1. One (1) flash/thumb drive of videos or photo files
  2. One (1) flash/thumb drive containing the native electronic format and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

It is the CONSULTANT’s responsibility to document that all previous comments have been addressed and that CONSULTANT provided and documented that suitable inter and intra discipline reviews were completed. Once all comments are addressed and CONSULTANT QA/QC reviews are complete CONSULTANT shall submit a complete set of Contract Bid Documents to the CITY.

#### **TASK 4: BIDDING**

This task will be on an “As Needed” basis. The following are items that may be requested by the CITY.

The CONSULTANT shall provide Contract Documents for bidding purposes and for distribution by the CITY to interested CITY parties. The CONSULTANT shall provide up to one (1) electronic PDF copy (front end documents, specifications, bid booklet, full size drawings, half size drawings, and any other supplemental documents). The PDF copy shall be created as described and required in Task 3.

##### Task 4.1: Addenda

- The CONSULTANT shall assist the CITY’s PM in the preparation and issuance of addenda during the bid phase. Addenda shall be prepared in the format provided by the CITY and approved by the CITY PM.
- If an addendum is required due to the CONSULTANT’s errors and omissions, time to resolve the issue will not be charged to the CITY.



- In general, the following procedures should be followed when portions of the Specifications or Drawings are being altered by addenda:
  1. Each page affected by the addenda shall use a red-line method to indicate where changes are made and should be footnoted to indicate Addenda number and date.
  2. Each drawing affected by addenda shall be updated to show the changes and a revision cloud shall be placed around the changes. A triangle, with corresponding addendum number inside, shall be placed next to the change. CONSULTANT shall include comments or remarks in the designated border area.

**Task 4.2: Bid Evaluation & Recommendation**

- The CONSULTANT shall assist the CITY’s PM in analyzing bids and provide a letter of recommendation for award of the construction contract. At a minimum, the following should be provided:
  1. Assist the CITY PM with preparation and review of bid evaluation sheet
  2. Review any minimum qualifications or requirements specified in the Contract Bid Documents
  3. Contact contractor’s references and review qualifications

**TASK 5: ADDITIONAL SERVICES (ALLOWANCES)**

The CITY may require additional services from the CONSULTANT for items not specifically included in the aforementioned Tasks. These services may consist of, but not be limited to, additional investigative and/or design services.

The CONSULTANT shall anticipate including a \$4,000 General Allowance. The CONSULTANT shall also propose specific allowances based on any known unknowns on the project. It is the CITY’s intent to discuss any proposed specific allowances and price during negotiations with the selected CONSULTANT.

The funds associated with special and general allowances may only be used following written authorization from the City Engineer prior to the work being conducted.

**NOTE:**

The CONSULTANT should base the Technical Approach section of the proposal on the described tasks and the description of the project and services in this RFQ.

Negotiation of the Scope of Services with the successful CONSULTANT will begin with a project specific version of the above Scope of Services. The successful CONSULTANT will work with the CITY to revise and refine the Scope of Services to meet the CITY’s needs for the Project.

## **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be limited to 15 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the CONSULTANT wishes to include that is not specifically requested should be included in an appendix to the proposal. CONSULTANT teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the study understanding and approach.

In order to simplify the evaluation process, the CITY is seeking proposals in the following format:

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the CITY. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

**Project Overview:** Provide a narrative description of the project based on the Scope of Work presented in the RFQ. Include any issues that you believe will require special consideration for this project. Staff will assess your understanding of all aspects of the project based on the overview.

**Description of Project Approach:** Briefly describe the project understanding and approach used by your firm. Give a brief description of issues you believe significant on this project and a brief outline of your project approach. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project and discuss the strengths of your firm to complete this project within the allotted timeframe. Proposals will be evaluated in part on the CONSULTANT's understanding of key issues, challenges, and technologies that may determine the success of the project. The CONSULTANT may present information in the proposal related to concepts that significantly enhance the operation, maintenance, functionality and/or life cycle of related components of the CITY's existing or future infrastructure.

**Team Qualifications:** Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. Specific personnel should be identified for the tasks necessary for a complete response to this RFQ. Resumes or CVs should be provided in an appendix for each team member integral to the Project. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members. List the availability and commitment of each key team member throughout the timeline of the project. Include only those staff members who will be active members of the project team.

1. Project Manager: The CITY expects the proposed project manager to lead the CONSULTANT project team, be the single point of accountability for project delivery, and provide the primary point of communication between the CITY and project

team. Provide a description of the Project Manager and their qualifications for this project and a detailed list of previous projects worked on that are relevant to the project. If it is possible that more than one project manager will be assigned to various specialty areas, please provide multiple descriptions.

2. Key Support Personnel: Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the Project Manager on previous projects.
3. Subconsultants: Provide any key personnel with each subconsultant to be working on this contract. Include name, location, and percentage of the work to be completed by the subconsultant.

A request to replace or substitute any key personnel or sub-contractor for any reason, shall be provided to the CITY at least fifteen (15) calendar days in advance of such proposed replacement or substitution and the request shall contain sufficient justification, including identification of the proposed substitute and their qualifications, in sufficient detail to permit evaluation by the CITY.

**Comparable Project Experience:** Briefly describe three (3) projects performed within the last seven (7) years involving similar scopes of work, particularly any work performed for government agencies of similar nature. Include the following information:

1. Description and location of related projects and year of completion
2. Brief description of project and deliverables, including public outreach methods and activities, geographic area covered under plan, and project timeline
3. Key personnel involved
4. Client name, contact person, physical address, email address, and telephone number.

**Proposed Project Schedule:** The CITY anticipates that a fully executed agreement will not be issued until July 31, 2023 or upon receipt of FAA authorization. The CITY would like the project to be design as soon as possible and the CONSULTANT shall submit a proposed schedule to complete the entire project within a reasonable timeframe. The project schedule shall address the proposed scope of work and any recommended additional tasks and include an approximate timeline for completing each of the individual tasks and deliverables for that task as described in the scope of work as well as CITY review time. Demonstrate your project team's capability of timely response and ability to meet milestones. Include the anticipated level of effort for each task outlined in the scope of services.

The following is an example of a table to include for this section.

Task Number	Task Name	Approx. Schedule Dates	Level of Effort (hours)
1	Project Management	--	--
2	Pre-Design	--	--
3	Design	--	--
4	Bidding	--	TBD
5	Allowances	N/A	TBD
	<b>TOTAL</b>	--	--

**Bidder’s List Collection Form:** All CONSULTANTS shall complete the attached “Bidder’s List Collection Form” and submit with the proposal documents. It is the responsibility of the CONSULTANT to complete the information as a condition of submitting a proposal for this project. The CITY will consider incomplete information to be an irregular proposal.

**Fee Estimate Breakdown:** Once a CONSULTANT has been selected, the Consultant shall submit a scope of services and an estimated fee breakdown within 1 week of selection notification. The fee breakdown shall follow the provided example included as an attachment to this RFQ.

**Disadvantaged Business Enterprise (DBE) Goal:** The requirements of 49 CFR part 26 apply to this contract. It is the policy of the CITY to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. A DBE Contract goal of 5.8 percent has been established for this contract. The CONSULTANT shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract.

As a condition of a negotiated project, the CONSULTANT must submit the following information upon award on the forms provided herein and must provide written confirmation of participation from each of the DBE firms the CONSULTANT lists in its commitment. Blank Contractor’s DBE Plan and DBE Letter of Intent forms are included as attachments to this RFQ.

The following information will be required of every CONSULTANT:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All CONSULTANT will be required to submit the following information to the recipient, at the time provided in paragraph (3) of this section:
  - (i) The names and addresses of DBE firms that will participate in the contract;
  - (ii) A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
  - (iii) The dollar amount of the participation of each DBE firm participating;
  - (iv) Written documentation of the CONSULTANT’s commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and

- (v) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime CONSULTANT's commitment.
  - (vi) If the contract goal is not met, evidence of good faith efforts (as elaborated in Appendix A of Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subconsultant quote submitted to the bidder when a non-DBE subconsultant was selected over a DBE for work on the contract; and
- (3) The CONSULTANT will be required to present the information stipulated in paragraph (2) of this section as a matter of responsiveness under contract negotiation procedures.

**INSTRUCTIONS TO PROPOSERS:**

Proposals must be received no later than one (1) p.m. EST, Wednesday, April 5, 2023.

Three (3) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Project Manager, Jim Bozigar, at [jbozigar@wadsworthcity.org](mailto:jbozigar@wadsworthcity.org).

**SELECTION PROCESS:**

Upon completion of the scoring and ranking of the written submittals, the CITY may make a selection based on the following selection criteria. The CITY reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the CITY’s opinion, best serves the CITY’s interests.

**SELECTION CRITERIA:**

Proposals will be evaluated based on completeness of the items identified in this RFQ and the extent to which the CONSULTANT is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

<b>Proposal Section</b>	<b>Available Points</b>
Project Understanding	20
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	15
Proposed Project Schedule and Availability	5
<b>Total</b>	<b>100</b>

**CONSULTANT SELECTION SCHEDULE:**

A following schedule has been established for conducting this CONSULTANT selection process. The CITY reserves the right, however, to modify this schedule at any time.

Statements of Qualifications Due	April 5, 2023
Consultant Selection	April 7, 2023
Consultant Scope of Services and Fees Due	April 14, 2023
Contract Award	July 31, 2023 (or upon receipt of FAA authorization)

**ATTACHMENTS or LINKS:**

- Draft ALP and Master Plan
- Existing Record Drawings
- Professional Services Contract (there will be no negotiating of contract terms and conditions)
- Scope of Work Template – Example for larger design project
- Consultant Monthly Invoice Progress Report Summary – Example
- Fee Breakdown Example
- Bid Booklet Template
- Bidder’s List Collection Form
- Contractor’s DBE Plan and DBE Letter of Intent Forms