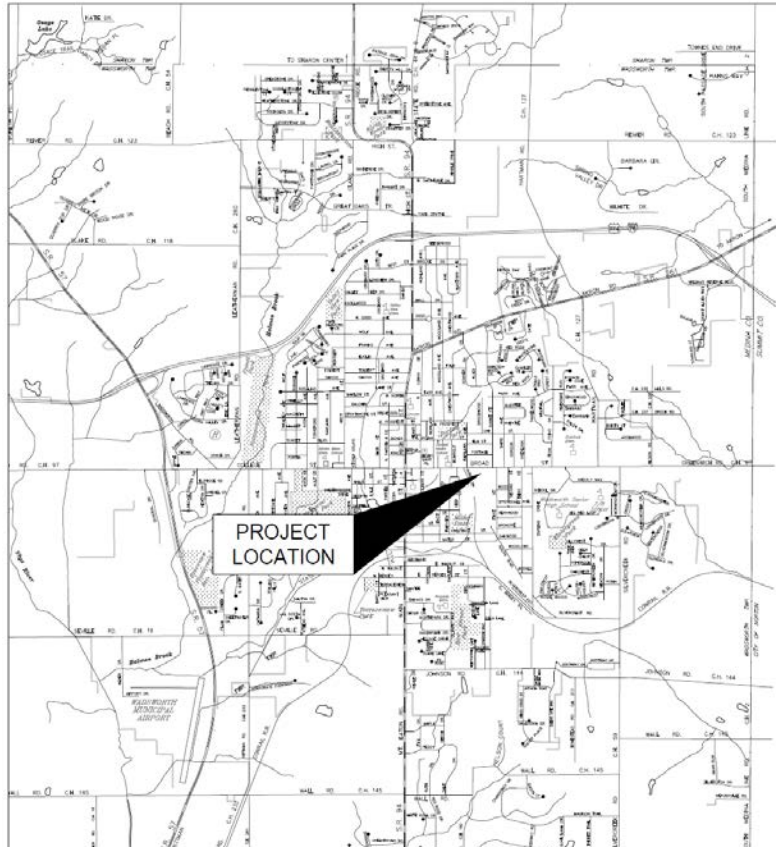




REQUEST FOR QUALIFICATIONS for

CITY OF WADSWORTH, OHIO Water Treatment Plant Improvements - Phase 1 2020-410

March 2023



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INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the construction inspection services for the WTP Improvements – Phase I Project.

The work will cover inspection of the construction of the WTP Improvements – Phase 1 (see map below). In general, this includes the replacement of the City's two existing lime slakers and the installation of a carbonic acid feed system and CO2 storage tank. Qualified inspectors shall have experience inspecting equipment at a WTP or other comparable construction experience.



PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to inspect the replacement of two lime slakers and the installation of a carbonic acid feed system and CO2 storage tank

Goals of the project include, but are not limited to, inspection of the equipment construction, their controls, electric, and other related work to ensure conformance with the contract documents.

Other goals of the project include:

- Document construction activities for City records.

- Work with the City if issues arise during construction to come to a resolution.
- Aid in review of change orders as requested by the City.
- Aid in determination of quantities as requested by the City.

BACKGROUND:

The City is currently under contract for the construction of the replacement of two lime slakers and the installation of a carbonic acid feed system and CO2 storage tank. Based on the contractor's current schedule, inspection would likely be needed May 30, 2023 thru June 22, 2023 for site and electrical work. Additionally, inspection would be needed approximately November 3, 2023 thru January 25, 2024, but is dependent on delivery of the associated equipment.

SCOPE OF WORK:

This work includes inspection services for the replacement of the City's two existing lime slakers and the installation of a carbonic acid feed system and CO2 storage tank. This scope shall only include on-site inspection services, no construction administration is needed. The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals.

- On-Site Inspection Services
 - Monitor the CONTRACTOR's on-site construction activities and inspect materials in accordance with the Bid Documents to determine that the projects are constructed in reasonable conformity with such documents.
 - Report to the CITY representative whenever the inspector believes that any work is unsatisfactory, faulty, or defective or does not conform to the Bid Documents, or does not meet the requirements of any inspections, tests, or approval required to be made or has been damaged prior to final acceptance, and advise CITY representative when he or she believes work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval. Call to the attention of the CONTRACTOR any failure of the work or materials to conform to the Bid Documents as determined by the CITY, ENGINEER, or CONSULTANT.
 - Verify that compliance tests are conducted as required by the Bid Documents and in the presence of the required personnel, and that CONTRACTOR maintains adequate records thereof; observe, record, and report to the CITY representative appropriate details relative to the test procedures.
 - Reject materials that do not meet the specification as determined by the CITY, ENGINEER, or CONSULTANT.
 - Report CONTRACTOR's suggestions for modifications in Plans, Drawings, or Specifications to the CITY.

- Reporting
 - Maintain detailed accurate records of the CONTRACTOR's daily operations and of significant events that affect the work and furnish to CITY as required. Included shall be items completed, test data, and comments relative to observations of the day's work.
 - Provide visual documentation of the Project through the periodic collection of photographs throughout the project.
 - Measure and report quantities installed each work day for the City's reference in reviewing contractor invoices. The CONSULTANT shall make him/herself available for questions from the CITY pertaining to invoicing.
- Meetings
 - Attend monthly construction progress meetings.
 - The CONSULTANT shall make personnel available for meetings with the CITY and CONTRACTOR to answer questions pertaining to construction elements of the Project.
- Project Closeout
 - Submit to the CITY a punch list of observed items requiring completion or correction.
 - Conduct final inspection in the company of the CITY representative and CONTRACTOR and prepare a final list of items to be completed or corrected.
- 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.
- Exercise the following limitations of authority except upon written instruction by the CITY:
 - Shall not authorize any deviation from the Bid Documents or approve any substitute materials or equipment.
 - Shall not issue instructions contrary to the Bid Documents.
 - Shall not exceed limitations of construction inspection authority as set forth in the Bid Documents and governing specifications.
 - Shall not undertake any of the responsibilities of CONTRACTOR or SUBCONTRACTOR, or expedite the work.
 - Shall not be responsible for the means or methods of construction and shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically required in the Bid Documents.

- Shall not be responsible for safety of the CONTRACTOR's personnel nor issue directions as to safety precautions and programs in connection with the work.
- Shall not be liable for defective work, acts of omission, or operating procedures of the CONTRACTOR

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 inspection services. It is the CITY's intent to determine the appropriate price for Additional Services 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:

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.

Basis of Payment will be cost reimbursement (salary times multiplier plus direct expenses) with a not-to-exceed amount based upon a negotiated scope of services and level of effort anticipated for the services to be provided.

PROPOSAL FORMAT AND REQUIREMENTS:

The proposal shall be limited to 10 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.

Team Qualifications: Brief description of qualifications, the education, geographic location, and experience of the proposed on site inspector for this project. Identify their area of expertise and relevant project experience. Resumes or CVs should be provided in an appendix. List the availability and commitment of each key team member throughout the timeline of the project.

A request to replace or substitute an inspector 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.

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than three p.m. EST, Friday, April 12, 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, Gina Brescilli, at gbrescilli@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. Alternately, the CITY may select the top ranked firms to deliver a presentation to provide further clarification of their capabilities, experience, and approach. 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.

Proposal Section	Available Points
Project Understanding	10
Inspector Qualifications	50
Comparable Project Experience	40
Total	100

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 12, 2023
Questions/Interviews by Phone, if required	April 24 - 28, 2023
Consultant Selection	April 28, 2023
Contract Award	May 26, 2023

ATTACHMENTS or LINKS:

- Bid Documents
- Professional Services Contract *(there will be no negotiating of contract terms and conditions)*
- Consultant Monthly Invoice Progress Report Summary – Example