

**REQUEST FOR PROPOSALS (“RFP”)
FOR ENGINEERING DESIGN AND CONSTRUCTION
ADMINISTRATION AND INSPECTION SERVICES**

Ref: Evaluation, Recommendation and Design, and Construction Administration and Inspection
Services for Replacing Underground Storage Tank Lines and Sumps at the
Great Lakes and Towpath Service Plazas
Cuyahoga County, Ohio

DESIGN PROJECT NO. 71-14-10

The Ohio Turnpike and Infrastructure Commission (“Commission”) will be issuing a Request for Proposals (“RFP”) to select a qualified firm to provide the professional engineering services that are necessary to evaluate, recommend, and design a solution to replace the underground storage tank lines and sumps at the Great Lakes and Towpath Service Plazas in Cuyahoga County, Ohio, and then perform subsequent Construction Administration and Inspection Services for the replacement.

Any firm interested in submitting a Letter of Interest (“LOI”) to respond to the RFP is invited to do so by **5:00 p.m. (Eastern Time), on July 10, 2014**. LOI’s should include general information as to why the Firm believes it is qualified to perform the services required for a project of this type. (See page 2 of this Notice for further details on content of the LOI). **One (1) original and three (3) copies of the LOI are required.** Once the Commission has reviewed the LOI’s received, it will select several interested and qualified Firms in order to elicit sufficient responses to the RFP. The Selected Firms will then be invited to submit a response to the RFP. The deadline for responses to the RFP is **5:00 p.m. (Eastern Time), on August 7, 2014**.

Interested Firms are advised that, to be considered as a potential respondent to the RFP, a completed “Request For Qualifications” (“RFQ”) package for calendar years 2013-2014 must be on file with the Commission. If a Firm has not already responded to the RFQ, the RFQ package may be obtained from the Commission’s Procurement Manager, Kevin Golick.

Firms interested in receiving the RFP may request a draft copy from the Commission’s Procurement Manager. Interested Firms may submit specific questions regarding the RFP and/or the LOI requirements. Any questions **shall** be addressed in writing and emailed to: **kevin.golick@ohioturnpike.org**, or faxed to **440-234-0232 Attn. Kevin Golick**. **Please do not contact the Commission by phone. Do not address your questions to anyone other than Mr. Golick.** The final Inquiry Deadline is **5:00 p.m. (Eastern Time), on July 31, 2014**. Answers to all questions will be compiled. A copy of each question and the Commission’s response will be forwarded via email to Firms that so request (email address must be provided), and will also be posted on the Commission’s Website, **www.ohioturnpike.org**.

LOI’s must be submitted by 5:00 p.m. (Eastern Time) on July 10, 2014 to the following address (LOI’s sent via email are not acceptable):

**Ohio Turnpike and Infrastructure Commission
Attn.: Kevin Golick, Procurement Manager
682 Prospect Street
Berea, Ohio 44017**

LETTER OF INTEREST CONTENT FOR PROJECT NO. 71-14-10
(Not to exceed ten (10) pages)

1. List the types/categories of services for which your firm has a current Qualifications Statement on file with the Commission in response to the 2013/2014 RFQ.
2. List significant subconsultants, their categories of service and the percentage of work to be performed by each proposed subconsultant.
3. List the Project Manager and other key staff members including key subconsultant staff. Address the experience of the key staff members on similar projects. Provide only the résumé of the proposed Project Manager. The proposed Project Manager must be a professional engineer registered in the State of Ohio.
4. Provide references from three (3) governmental organizations other than the Ohio Turnpike and Infrastructure Commission for similar projects for engineering design and construction administration/inspection services completed in the past five (5) years. For each reference/project listed, provide a contact name and phone number.
5. Describe the capacity of your firm's staff and its ability to perform the work in a timely manner relative to present workload and the availability of assigned staff.
6. Provide a description of your Project approach, not to exceed two (2) pages. Confirm the firm's proposed technical approach, cost containment practices, innovative ideas for this type of project and any other relevant information concerning your firm's qualifications to perform the services contemplated.

Items 1 through 6 must be included in the LOI, which should not exceed ten (10) pages on single sided, 8 1/2" x 11" sheets of paper. To be considered, **one (1) original and three (3) copies of the LOI must be submitted no later than 5:00 p.m. (Eastern Time), on July 10, 2014**

EXHIBIT A
PROJECT NO. 71-14-10 OVERVIEW

This project includes, but is not limited to:

1. Perform a site inspection and engineering investigation of the underground storage tank (UST) lines and sumps for the purpose of designing a replacement system (lines and sumps) at the Great Lakes and Towpath Service Plazas located at Milepost 170.1 in Cuyahoga County, Ohio. The existing USI drawings are provided in Exhibit B.
2. Perform environmental evaluation and assessments, including sampling, documentation, and reporting, associated with the removal of the existing UST lines and sumps. Upon completion of the removal of the existing UST lines, prepare an UST Closure report as required to receive a No Further Action status from the Bureau of Underground Storage Tank Regulations. Provide environmental oversight during the removal of the existing UST lines and sumps.
3. Evaluate various construction phasing alternatives, schedules and methodologies to provide structured options which minimize customer impact, construction costs and length of construction. It is the Commission's intention that the service station will be closed during the duration of the project, and both sites will be worked on simultaneously.
4. Design the removal and replacement of the underground storage tank (UST) lines and sumps, using fiberglass lines and sumps, and prepare final Construction Contract Documents for bidding. UST Closure and soil/water remediation are to be incorporated into the bidding documents.
5. Provision of services for Construction Administration and Inspection. Coordinate environmental sampling requirements with construction work.
6. All work, services and deliverables shall be in accordance with current Federal, State, Local, BUSTR and EPA rules and regulations.

SCOPE OF PROJECT
DESIGN/PLAN PREPARATION – PHASE I

The complete scope of this phase will be further refined at a "Scope of Work" meeting with the Selected Firm. A partial scope of this phase is as follows:

1. Review of existing as-built plans, site inspections and engineering surveys shall be performed. Review of a similar project performed at the Erie Islands and Commodore Perry Service Plazas during the Spring of 2014 shall be performed.
2. Preparation of Construction Drawings and Contract Documents for bidding. The Construction Drawings and Contract Documents shall address, but not be limited to, those items listed in the above Project Overview.
3. An environmental preparedness plan must be prepared. Provide details of sampling locations, analytical laboratories, anticipated lead times, interim action, petroleum contaminated soil disposal/manifest controls, etc.
4. A complete Project Specification shall be prepared, supplemented by the ODOT Construction and Materials Specification and the Commission's Special Provisions Specifications and Special Provisions submitted by the Selected Firm shall include reference to any and all required permits to complete the Project.

5. All required Temporary Traffic Control and Construction Phasing Plans, as required, are included in the Selected Firm's scope of work. The final plans shall incorporate phasing of the work so as to allow continued safe and effective service plaza operations during construction.
6. An Engineer's Construction Cost Estimate shall be prepared.
7. During the construction bidding phase, the Selected Firm shall participate in a pre-bid meeting that will be held to inform prospective bidders of the construction project scope and requirements, and will assist with preparation of meeting minutes.
8. Construction bids received for the Projects shall be evaluated by the Selected Firm and a recommendation of award provided to the Chief Engineer.
9. The Selected Firm shall prepare all permit applications and assist the Commission with obtaining all permits that are not to be obtained by the contractor(s).

CONSTRUCTION ADMINISTRATION AND INSPECTION – PHASE II

The Selected Firm is to provide services for administering and inspecting construction operations and for executing duties and responsibilities if so designated by the Commission. Construction services are to include, but not be limited to, the following:

1. Provide a professionally qualified field organization satisfactory to the Commission to observe, inspect and assist in the coordination of the various phases of the construction.
2. Provide a professionally qualified field organization satisfactory to the Commission to observe, inspect, and assist in the removal of UST components in compliance with BUSTR requirements, including sampling, analyzing, and reporting of soil and water. Firm shall also provide personnel to operate the Commission's EPA permitted mobile water treatment units as needed during construction.
3. Consult with the Commission on all questions of engineering with regard to construction of the Project.
4. Serve as a liaison and coordinating agency between the Commission, the construction contractors working on the Project, the Testing Laboratory, interested public and private entities and utility owners.
5. Attend and participate in pre-construction and other conferences as requested by the Commission.
6. Observe, coordinate and inspect Project construction at all times when the contractor is on site.
7. Prepare daily inspection reports on forms furnished by the Commission and maintain detailed Resident Inspector's diaries for each person assigned to the Project. The originals of the daily inspection reports shall be transmitted to the Commission weekly. Resident Inspector's diaries shall be furnished to the Commission at the conclusion of the contract.
8. Maintain a file of correspondence, telephone conversations and other written documentation concerning Project construction activities and authorized design revisions.
9. Review Contractor payment requests and compare quantities shown with the summation of quantities noted in the daily inspection reports and with unit prices as included in the contract. Review and comment on construction progress schedule updates included in the payment requests. Recommend Commission action on each payment request.

10. Prepare change orders and other similar items in accordance with Commission regulations to properly document changed conditions or modified construction activities.
11. Provide negotiation assistance on Contractor's claims and recommend action on resolution of claims.
12. Review the Contractor's fabrication Plans, material and products submittals and brochures and shop drawing submittals. Advise the Commission on the acceptability of such submittals.
13. Conduct progress meetings as required to coordinate all parties involved in the Project and maintain scheduled progress.
14. Certify the accuracy of the final payment quantities and estimate.
15. Prepare record Plans of the completed construction from information provided by the Contractor and field records of construction activity. Revisions are to be made in the electronic AutoCAD files and provided as electronic AutoCAD and PDF deliverables upon completion.

GENERAL

Commission Engineering Staff will be available for ongoing design meetings, as may be required. Two (2) design reviews are anticipated by the Ohio Turnpike Engineering Staff:

1. At completion of preliminary design.
2. At completion of 100% Plans

Review time will be one (1) week for each review.

Sample Specifications, OTIC Standard Drawings and original Construction Plans are available for inspection at the Ohio Turnpike Administration Building; 682 Prospect Street, Berea, Ohio