

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

REF: REHABILITATION OF TWO (2) BRIDGES OVER THE OHIO TURNPIKE
AT MILEPOST 0.9 AND MILEPOST 22.0 IN WILLIAMS COUNTY, OHIO

PROJECT NO. 71-13-07

The Ohio Turnpike and Infrastructure Commission (“Commission”) will issue a RFP to select a qualified engineering firm to provide the professional engineering services that are necessary to design and prepare contract documents for the rehabilitation of two (2) bridges over the Ohio Turnpike, and to perform subsequent construction administration and inspection services. See the Draft Scope of Services enclosed as Exhibit A for the anticipated professional engineering services required on the Project.

Any firm interested in submitting a Letter of Interest (“LOI”) to respond to the RFP is invited to do so by **2:00 p.m. (E.S.T.), on November 8, 2013**. 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 for further details on contents 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 **2:00 p.m. (E.S.T.), on December 3, 2013**.

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. (E.S.T.), on November 25, 2013**. Answers to all questions will be compiled, and a copy of each question and the Commission’s response will be forwarded via email to Firms that so request, and will also be posted on the Commission’s Website, www.ohioturnpike.org.

LOI’s must be received by **2:00 p.m. (E.S.T.) on November 8, 2013** at 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. 71-13-07
(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 each subconsultant proposed for the project, their respective category of service and the percentage of the contract to be performed by each.
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 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 2:00 p.m. (E.S.T.), on November 8, 2013.**

EXHIBIT A
DRAFT SCOPE OF SERVICES
PROJECT 71-13-07

PROJECT OVERVIEW

This Project includes, but is not limited to, the following:

- Design of a deck replacement for the Fish Creek Road (County Route 2) Bridge over the Ohio Turnpike, Milepost 0.9; including all necessary substructure and superstructure repairs, as well as approach work to provide proper transition to the bridge;
- Design of a deck replacement for the Stryker-Lockport Road (County Route 21/N) Bridge over the Ohio Turnpike, Milepost 22.0; including all necessary substructure and superstructure repairs, as well as approach work to provide proper transition to the bridge;
- Preparation of Construction Contract Documents on an accelerated schedule such that the bridges are rehabilitated during the 2014 construction season; and,
- Provision of services for administering and inspecting the construction Work.

SCOPE OF PROJECT

DESIGN/PLAN PREPARATION – PHASE I

The complete scope of Phase I will be further refined at a “Scope of Services” meeting with the Selected Firm. A partial scope of this Phase is as follows:

1. Perform site inspections and engineering surveys to identify all deficiencies.
2. Prepare Construction Drawings and Contract Documents for bidding. The Construction Drawings and Contract Documents shall address, but shall not be limited to, those items listed in the above Project Overview.
3. Prepare additional Specifications and Special Provisions if not covered by ODOT Specifications and the Commission’s Special Provisions. Specifications and Special Provisions submitted by the Selected Firm shall include reference to any and all required permits or other approvals to complete the Project.
4. Perform Bridge Load Ratings for the existing structures utilizing AASHTOWare software for HS trucks and the Ohio Legal Loads based upon the current conditions identified during the site inspection. The bridge deck designs shall be made composite if the controlling rating for the Ohio Legal Loads is less than 150%.

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5. Prepare all necessary Temporary Traffic Control Plans, on the Turnpike and the intersecting routes.
6. Prepare reasonably accurate construction cost estimates for each structure.
7. Evaluate construction bids received for the Projects and make recommendations to the Chief Engineer for award selections.

CONSTRUCTION ADMINISTRATION AND INSPECTION – PHASE II

The Selected Firm shall provide services for administering the construction contracts and performing inspections of the construction Work if so designated by the Commission. Construction administration and inspection services include, but are not 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. Consult with the Commission on all questions of engineering with regard to the construction.
3. Serve as a liaison and coordinating agency between the Commission, the construction contractors, the Testing Laboratories, interested public and private entities and utilities.
4. Attend and participate in pre-construction and other conferences, as requested by the Commission.
5. Observe, coordinate and inspect the construction at all times when the contractor is on site.
6. Prepare daily inspection reports on forms furnished by the Commission and maintain detailed Resident Inspector's diaries for each person assigned to the Work. The original daily inspection reports shall be transmitted to the Commission on a week basis. The Resident Inspector's diaries shall be furnished to the Commission at the conclusion of the construction contracts.
7. Maintain a file of correspondence, telephone conversations and other written documentation concerning the construction activities and authorized design revisions.
8. Review construction 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 construction contract. Review and comment on construction progress

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schedule updates included in the payment requests. Recommend Commission action on each payment request.

9. Prepare Change Orders and other similar items in accordance with Commission regulations to properly document changed conditions or modified construction activities.
10. Provide negotiation assistance on Contractor's claims and recommend action on resolution of claims.
11. 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.
12. Conduct progress meetings as required to coordinate all parties involved in the Project and maintain scheduled progress.
13. Certify the accuracy of the final payment quantities and estimate.
14. Prepare record Plans of the completed construction from information provided by the Contractor and field records of construction activity. Revisions are to be noted on the original Project tracings.
15. Perform all duties of the Engineer described in the Contract Documents.

GENERAL

The two (2) design review stages that Commission Engineering Staff anticipates on this Project are as follows:

1. At completion of Preliminary Design.
2. At completion of 100% Plans.

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

Commission Engineering Staff will be available for ongoing design meetings, as may be required.

Sample Specifications, OTIC Standard Drawings and original Construction Plans are available for inspection at the Commission's Administration Building located at 682 Prospect Street, Berea, Ohio.