

**VROOMAN ROAD BRIDGE AND ROADWAY IMPROVEMENT PROJECT
PID #5669 & PID #85131
PROFESSIONAL ROADWAY CONSTRUCTION OBSERVATION SERVICES
RESPONSE DUE DATE: FRIDAY, SEPTEMBER 19, 2014**

PROJECT DESCRIPTION:

Lake County is locally administrating the construction of a new high level bridge over the Grand River and the improvement to the existing Vrooman roadway from Interstate 90 north to the new bridge in Perry and Leroy Townships (PID#5669 and PID#85131). It is expected that the project will start in late 2014 and be completed in late 2016. Funding for the project will be a combination of local and Federal STP funds.

The project has two elements: The bridge which contains the high level bridge structure, intersection work at SR84 and Lane Road, approximately 2000 lineal feet of new roadway between SR84 and River Road, a new pedestrian bridge in place of the existing Vrooman Road bridge, moving park facilities along with other work as required by the project plans, specifications and/or the County Engineer.

The second element is an improvement of the existing roadway which stretches between Interstate 90 and terminates approximately 2200 lineal feet south of SR 84 at the new bridge approach. The project includes new asphalt pavement, grading storm sewer work, plus other associated work as required by the plans, specifications and/or the County Engineer.

The County Engineer's Office will be the Construction Manager. The Roadway Construction Observation person will work with the County's Management team which will include office staff, a field Resident Engineer, and a hired bridge construction observer.

It should be noted that record keeping on this project of special importance as the roadway construction observer will be working on both PID projects, but will be required to keep separate, accurate records for payment and reimbursement. The records may be audited by the offices of OMB and the Federal Highway Administration.

The successful consultant must demonstrate a thorough knowledge of the type of construction involved and experience on similar projects. The Letters of Interest shall contain the name and detailed resume of the person the consultant intends to place on the project. Said person shall be available to the County for an interview as part of the selection process.

It should be noted, that even though the project may last two (2) years, it is anticipated, there will be times when the Roadway Construction Observer will not be required.

Project plans were prepared by:

Bridge PID#5669
Michael Baker Jr. Inc.
1228 Euclid Ave., Suite 1050
Cleveland, Ohio 44115

Roadway PID#85131
Burgess and Niple Inc.
100 W. Erie St.
Painesville, Ohio 44077

Questions should be directed to:

Alan Exley, P.E., P.S. or
Project Manager
440.350.2770

James R. Gills, P.E., P.S.
Lake County Engineer
440.350.2770

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SCOPE:

The County will be authorizing construction observation services which will include but not be limited to the following:

CONSTRUCTION OBSERVATION

- A. Schedules: Assist in the review of the progress schedule, schedule of shop drawing submissions and schedule of values prepared by Contractor and consult with COUNTY concerning their acceptability.
- B. Serve as the COUNTY's liaison with Contractor, working principally through Contractor's superintendent, the Resident Engineer, and assisting the Contractor in understanding the intent of the Contract Documents.
- C. Work with the COUNTY in providing additional details or information, when required at the job site for proper execution of the Work.
- D. Assist in Receiving and recording the date of receipt of shop drawings and samples, receive samples which are furnished at the site by Contractor, and notify COUNTY'S Construction Manager of their availability for examination.
- E. Advise COUNTY and Contractor or its superintendent immediately of the commencement of any Work requiring a shop drawing or sample submission if the submission has not been approved.
- F. Conduct on-site observations of the Work in progress to assist the COUNTY in determining if the Work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.
- G. Report to COUNTY'S Construction Manager and/or Resident Engineer whenever he believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made or has been damaged prior to final payment; and advise COUNTY'S Construction Manager when he believes Work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- H. Verify that tests are conducted as required by the Contract Documents and in the presence of required personnel, and the Contractor maintains adequate records thereof; observe, record and report to COUNTY appropriate details relative to the test procedures.
- I. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project; record the outcome of these inspections and report to COUNTY'S Construction Manager.

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- J. Assist in the Maintenance at the project site orderly files for correspondence, reports of job conferences, shop drawings and samples submissions, reproduction of original Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequently to the execution of the Contract, COUNTY's clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
- K. Keep a diary or log book recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of existing officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures. Send copies to COUNTY'S Construction Manager.
- L. Record names, addresses and telephone numbers of all Contractors, Subcontractors and major suppliers of materials, as directed by the Resident Engineer or Construction Manager.
- M. Furnish COUNTY'S Construction Manager daily reports as required of progress of the work and Contractor's compliance with the approved progress schedule and schedule of shop drawing submissions.
- N. Consult with COUNTY'S and Construction Manager and Resident Engineer in advance of scheduled major tests, inspections or start of important phases of the work.
- O. Report immediately to COUNTY'S Construction Manager and Resident Engineer upon the occurrence of any accident.
- P. Assist in the review of Contractor's applications for payment with Contractor for compliance with the established procedure for their submission and forward them with recommendations to Construction Manager noting particularly their relation to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.
- Q. Conduct final inspection in the company of COUNTY'S Construction Manager, Resident Engineer and prepare a final list of items to be completed or corrected.
- R. Verify that all items on the final list have been completed or corrected and make recommendations to COUNTY'S Construction Manager, and Resident Engineer concerning acceptance.

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- S. Assist in conducting regular project progress meetings documenting attendance, items discussed, updates on all contractor RFI's, construction progress and schedule, questions and decisions made and any safety concerns.
- T. Log, review and make written comments and/or markups on all shop drawing submittals. All shop drawings shall be approved, approved with comments or disapproved by the County.
- U. Log, review and make written comments and/or markups on the SWPPP plan submittal. The SWPPP shall be approved, approved with comments or disapproved by the County.
- V. Inspect SWPPP installations and requirements following ODOT procedures including documentation requirements.
- W. Review MOT installations on a regular basis and make recommendations on where improvements could be made.

This project does have Federal Funding and will have ODOT oversight. Professional Roadway Observation Services will require ODOT pre-qualification in construction inspection and administration. All procedures, forms, invoicing, documentation and communications shall meet the requirements of ODOT's Policy and Procedures.

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ATTACHMENT A

REQUIREMENTS FOR LETTERS OF INTEREST

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in hardcopy in the Letter of Interest Format (Item B below), in the same order listed, and an original letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to five (5) single-sided pages per project.
3. Please adhere to the following in preparing and binding letters of interest:
 - a. Provide a minimum of one and one half (1.5) inch top margin on all sheets.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use eight and one half (8.5) inch by eleven (11) inch bond weight paper only.
 - d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
4. Faxed copies will not be accepted.
5. Letters of Interest must be received by 1:00 pm EST on the due date.

B. Letter of Interest Format – Each Project Submitted Separately Shall Include:

1. List the types of services for which your firm is currently pre-qualified by ODOT, date obtained, list of similar projects, and significant sub consultants, their current prequalification categories, and the percentage of work to be performed by each subconsultant.
2. List the Project Manager and other key staff members, including key sub consultant staff. Include breakout of project engineers, technicians and other staff members that will be responsible for the project. Also indicate the number of such personnel available for assignment to this project.
3. Provide a representative listing of projects similar in scope and size to the proposed project that have been performed by the firm.
4. Briefly describe the experience of personnel within the firm on similar projects.
5. List the present workload of the firm relative to capacity and availability to provide requested services.

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Any questions should be directed to Jim Gills, Lake County Engineer or Alan Exley, Chief Design Engineer, Lake County (440) 350-2770.

Special Note:

All letters of interest must contain the name and resume of the person the firm expects to place on the project. The resume shall be in addition to the five (5) pages of the letter. Five (5) copies shall be submitted to the County on or before the due date.

Should the firm make the final interview list, their Construction Observation person shall be available to the selection committee for an interview as part of the interview and selection process.

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Vrooman Road Bridge PID#5669 and PID#85131

Roadway Observation Services

| Question | Factor | Points | Score |
|--|---------------|---------------|--------------|
| Location of firm and years in business | 1 | | |
| Firm's/observation supervisor's experience on similar projects | 2 | | |
| Experience of observation person | 3 | | |
| Observation person's understanding of LPA process | 1 | | |
| Observation person's understanding of record keeping duties | 2 | | |
| Firm's understanding of project requirements and availability | 2 | | |
| Discretionary | 1 | | |

Points (0-5)

Total Score

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