

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**FOR CONSTRUCTION MANAGEMENT SERVICES**  
**BOARD OF LAKE COUNTY COMMISSIONERS**  
**LAKE COUNTY, OH**

Fairgrounds Road Improvements (PID 80542)

Pursuant to Ohio Revised Code Sections 307.86 and 9.33 to 9.333, **Notice** is hereby given to any interested firm providing Construction Management Services that the Board of Lake County Commissioners is seeking qualification statements for construction management services for **Fairgrounds Road Improvements – 2010, Concord Township, OH & Painesville Township, OH (ARRA)** described below:

Lake County is locally administering a 1.01 mile improvement of Fairgrounds Road including the intersection with State Route 84 [Federal Proj. #FANE060(405)] to be constructed in 2010. The funding for the project is from the American Recovery and Reinvestment Act of 2009 (ARRA).

The project includes but is not limited to a variety of pavement cross sections, grading, storm sewer work, improvements to the intersection of Fairgrounds and SR84, signal work plus other associated work as required by the project plans and specification and/or the County Engineer.

The project Construction Manager will be responsible for all reporting requirements and additional records as required by the ARRA regulations. It should be noted that the record keeping on this project is of special importance. The records will be audited by the offices of OMB and Federal Highway Administration.

The successful consultant must demonstrate a knowledge of the requirements of the ARRA program and the ability to properly administer said requirements.

Project plans were prepared by Osborn Engineering, 1300 E. 9<sup>th</sup> Street, Cleveland, Ohio 44114. Plans and specifications may be viewed at the Lake County Engineer's Office, 550 Blackbrook Road, Painesville, Ohio 44077 between 8:00 am and 4:30 pm, Monday through Friday.

Questions should be directed to:

Alan Exley, PE, PS  
Project Manager  
440/350-2770

To be considered, all Qualification Statements shall be in accordance with the "Guidelines for Qualification Statements" document that can be found at [www.lakecountyohio.org/engineers](http://www.lakecountyohio.org/engineers) under the "Legal Notices section of the website. In addition, a detailed Project Description, Scope, Award, and Requirements of Letters of Interest can be found under the "Legal Notices" section entitled Fairgrounds Road Improvements – Professional Construction Management Services. Also, both can be obtained at the office of James R. Gills, P.E., P.S., Lake County Engineer's Office, Lake County Engineer, 550 Blackbrook Road, Painesville, OH 44077.

Qualification Statements for the Fairgrounds Road Improvements – Professional Construction Management Services shall be received at the Lake County Engineer's Office at the above address **no later than 4:30 p.m. on Friday, December 4, 2009**

BY ORDER OF THE BOARD OF LAKE COUNTY COMMISSIONERS, in and for Lake County, Ohio.

Daniel P. Troy, President  
Robert E. Aufuldish  
Raymond E. Sines  
Amy Elszasz, Clerk

Publish: The News Herald  
Friday, October 30, 2009  
Lake County Website  
ODOT Website

**FAIRGROUNDS ROAD IMPROVEMENT – PID 80542  
PROFESSIONAL CONTRACT MANAGEMENT SERVICES  
RESPONSE DUE DATE: FRIDAY, DECEMBER 4, 2009 – 4:30 P.M.**

**PROJECT DESCRIPTION:**

Lake County is locally administering a 1.01 mile improvement of Fairgrounds Road including the intersection with State Route 84 [Federal Proj. #FANE060(405)] to be constructed in 2010. The funding for the project is from the American Recovery and Reinvestment Act of 2009 (ARRA).

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**SCOPE:**

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

**I CONSTRUCTION ADMINISTRATION**

- A. Attend preconstruction meetings.
- B. Provide administration services during construction, including: periodic visits to the job by the Construction Manager or his/her authorized representative; review of materials used in construction of the facilities; review of details or materials proposed to be furnished by the Contractor for installation in the completed project; review of monthly and final estimates of work performed by the Contractor upon which partial payments to the Contractor shall be based; review and recommend approval of change orders to the contract; review the order of construction and work progress charts submitted by the Contractor; and consult with, and make recommendations to, the COUNTY in case of noncompliance with, or noncompletion of, the terms of the construction contract.
- C. Verify the contractor is meeting all ARRA construction and reporting requirements.
- D. Review the work of laboratories in the testing and inspection of material to be used in the construction, and review reports by such laboratories or bureaus on the materials tested for approval or rejection. The cost of such tests and inspection of materials by laboratories shall be paid by the Contractor. Requirements for the Contractor to perform such tests will be provided for in the Contract documents.
- E. To advise the COUNTY's representatives throughout the active construction period and maintain contact by telephone or correspondence during the intervals between such visits.
- F. Observe various tests and review reports from testing laboratories to ensure the construction materials and equipment utilized are in conformance with the contract documents.
- G. Recommend to the COUNTY minor changes in plans or specifications to better suit field conditions.
- H. Supervise and review records and reports of the inspector(s).
- I. Prepare final punch list for construction contract.
- J. Prepare final closeout documents for construction contract.

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- K. Recommend in writing to the COUNTY final acceptance of the work.
- L. Conduct monthly job meetings between the Contractor, COUNTY, ODOT and ENGINEER to discuss job progress, change orders and other job-related issues.
- M. To prepare all necessary reports, change orders, monthly payments to the contractor and other job related material.

**II CONSTRUCTION OBSERVATION**

- A. Schedules: Review the progress schedule, schedule of shop drawing submissions and schedule of values prepared by Contractor and consult with ENGINEER concerning their acceptability.
- B. Serve as the COUNTY's liaison with Contractor, working principally through Contractor's superintendent and assisting him 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. Receive and record date of receipt of shop drawings and samples, receive samples which are furnished at the site by Contractor, and notify COUNTY and 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 and Construction Manager 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 and 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.

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- I. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to COUNTY and Construction Manager.
- J. Maintain 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 and Construction Manager.
- L. Record names, addresses and telephone numbers of all Contractors, Subcontractors and major suppliers of materials.
- M. Furnish COUNTY and 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 and Construction Manager in advance of scheduled major tests, inspections or start of important phases of the work.
- O. Report immediately to COUNTY and Construction Manager upon the occurrence of any accident.
- P. Review 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 and Contractor, 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 and Construction Manager concerning acceptance.

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**AWARD**

Upon notification, the construction management firm ranked most qualified for the project, shall submit a price proposal for consideration within 14 days. It is anticipated that the selected consultant will be authorized to proceed by January 11, 2010. Follow-up on contracts will be addressed at the earliest future date.

Letters of interest should respond to questions noted on Attachment A. Attachment A also provides the required layout and format of letters of interest.

Interested firms should submit Letters of Interest to:

Lake County Engineer  
550 Blackbrook Road  
Painesville, OH 44077  
Attn: James R. Gills, P.E., P.S.

There are no selection subfactors for this project.

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

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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 4:30 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, and list significant subconsultants, 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 subconsultant 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. Briefly describe the technical capability for these specific projects within the firm.
6. 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.

**LAK-Fairgrounds Road  
PID 80542 – Stimulus Project  
Consultant Selection Rating Form**

Name of Construction Management Firm:

Criteria	Rating	Weight	Score
<b>I. PERSONNAL AND FACILITIES</b>			
Qualifications of project manger		1.5	
Description of assigned staff, facilities and geographic location of these for the project		1.5	
Anticipated services of subconsultants		1.0	
<b>II. EXPERIENCE</b>			
Firm's experience and past performance working on similar projects		2.5	
<b>III. TEAM CAPABILITY</b>			
Discuss technical ability to perform this project/project approach		1.5	
Present workload of staff relative to this project		1.0	
<b>TOTAL</b>			

**Rating Key:**            2=Poor, 4=Fair, 6=Good, 8=Excellent, 10=Superior