

City Of Cleveland
Department Of Public Utilities
Request For Proposal - General Engineering Services IX

Addendum No. 1

March 29, 2016

The proposal due date is Monday, April 25, 2016 by 12:00 noon.

The last day for questions is Friday, April 8, 2016 by 5:00 p.m.

Any questions with regards to the OEO Schedules should be directed to DeAndrea Pruitt @ 216-420-8657.

Revised Fee Table is attached. Approximately 10% of the work defined in the RFP is for WPC and the balance, CWD. The Closed Circuit Television (CCTV) Inspection and Sewer Cleaning are exclusive to WPC.

Presentation from the non-mandatory pre-proposal conference is attached, along with the sign-in sheets.

ADDENDUM NO. 1
GENERAL ENGINEERING SERVICES IX
LABOR RATE FEE TABLE

Primary Services	Services Hours (A)	* Average Hourly Rate (B)	Total (Ax B)
Primary Staff			
Contract Manager**	3100	\$ -	\$ -
2-D Autocad Drafter/Designer	1200	\$ -	\$ -
Sanitary/Storm Sewer Design Engineer	100	\$ -	\$ -
Entry Level Engineer(EIT)	3000	\$ -	\$ -
Water Main Design Engineer	1200	\$ -	\$ -
Environmental Engineer(for WPC)	100	\$ -	\$ -
Engineering Plan Review Engineer(EIT)	1200	\$ -	\$ -
Senior Review Engineer(for WPC)	100	\$ -	\$ -
Structural Engineer - P.E. (w/5 yrs)	1200	\$ -	\$ -
Site/Civil Engineer - P.E. (w/5 yrs)	1800	\$ -	\$ -
Electrical Engineer - P.E. (w/5 yrs)	1800	\$ -	\$ -
Mechanical Engineer - P.E. (w/5 yrs)	1800	\$ -	\$ -
Architect - P.E. (w/5 yrs)	1200	\$ -	\$ -
Resident Engineer - P.E. (w/5 yrs)	1000	\$ -	\$ -
Construction Inspector	3000	\$ -	\$ -
Professional Surveyor	500	\$ -	\$ -
Surveying Crew Member	500	\$ -	\$ -
Senior Engineering Expert - P.E. (w/15 yrs)	1700	\$ -	\$ -
Staff Engineer - P.E. (w/10 yrs)	2000	\$ -	\$ -
Sr. Programmer/Analyst	1000	\$ -	\$ -
Clerical Support	500	\$ -	\$ -
Miscellaneous Classifications Allowance	4000	\$100.00 **	\$ 400,000.00
1. TOTAL LABOR	32000		\$ -
CCTV SEWER INSPECTION & CLEANING (incl. engineering, clerical time, mobilization)	Quantity (A)	\$ (B)	Total (Ax B)
Under 8 inch sewer	1000 ft.		
8 to 24 inch sewer	15000 ft.		
27 inch and above sewer	5000 ft.		
Pipe Cleaning including Disposal	100 hrs.		
Heavy pipe Cleaning and Disposal	100 hrs.		
2. TOTAL for CCTV Inspection / Cleaning			
3. REIMBURSABLE ALLOWANCE			\$ 200,000.00
GRAND TOTAL			\$ -

Hourly rate is burdened rate. Labor rate multiplier is not used.

*Average Hourly Rate will be used for billing. Should be close to the average of actual salaries.

Consultant is required to provide actual employee salaries for classification into individual rates with this fee table.

**Hourly rate assigned to Miscellaneous shall be negotiated. Projected hours = 4000 @ \$100/hour

No adjustments allowed in labor rates over life of the contract

Same fee rates apply for the prime and subconsultants.

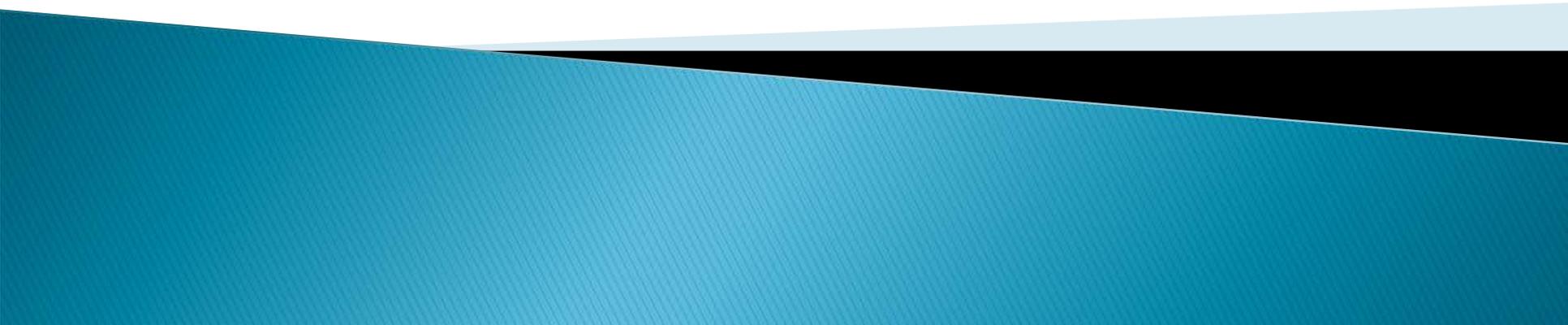
PROPOSER'S NAME _____

SIGNATURE _____

DATE _____

General Engineering Services IX– Request for Proposals

March 24, 2016



**WELCOME
TO THE
DIVISION OF WATER**

**GENERAL ENGINEERING SERVICES
PRE-PROPOSAL MEETING**



CWD STAFF INTRODUCTIONS

PROPOSAL SUBMISSION DATE

- ▶ The proposals are due on **April 25, 2016 (at noon)**
 - ▶ Last date for submitting questions is **April 8, 2016 (by 5 pm)**
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CONTACT INFORMATION

Questions may be emailed or faxed

to

Simon Mastroianni
(216) 664-2444, Ext. 5630
(216) 420-7995 (Fax)

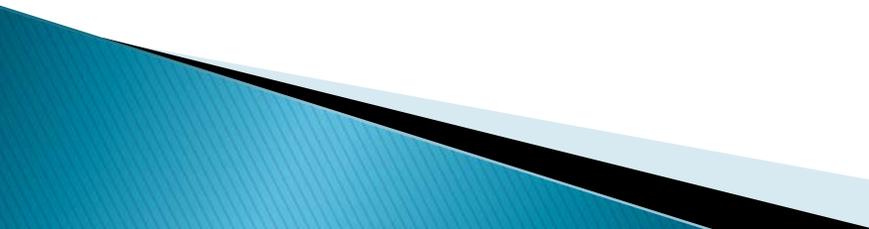
simon_mastroianni@clevelandwater.com



WHAT IS GES IX?

- ▶ The Division of Water enters into a contract with an engineering firm every two years for general engineering services to assist its engineering staff.
 - ▶ We are now proposing to sign the ninth contract of this type.
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TYPICAL TASKS

- ▶ The Engineering Tasks cannot be predicted but are diverse and may include
 - engineering design, construction administration, construction inspection, feasibility studies, electrical system studies, water main replacement design, drafting, construction cost estimates, value engineering, water quality data collection, GIS related work, preparation of O&M manuals, material testing and drafting.
 - ▶ The Task list from previous contracts are included in the RFP, Attachment F.
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REQUIRED RESOURCES

- ▶ Local Office is required. Dedicated contract manager is required.
- ▶ Disciplines Required
- ▶ Civil / Structural
- ▶ Electrical / Instrumentation and Control
- ▶ Mechanical / HVAC
- ▶ Architectural
- ▶ Process / Piping
- ▶ Environmental
- ▶ Surveying

- ▶ If a firm or its 'approved' subconsultants lack skills in an area, CWD allows the hiring of an outside expert at any time.
- ▶ Services of all levels of typical engineering firm staff may be requested including
 - Project Managers
 - Senior Review Engineers
 - Junior Engineers
 - Professional Surveyors
 - Survey Crew
 - Resident Engineers
 - Construction Inspectors
 - AutoCAD Drafters (inc. 3 D drafter)
 - Sr. Programmer/ Analyst

EXPLANATION OF SOME LABOR CATEGORIES

▶ CONTRACT MANAGER

- Expected to be the key contact person with responsibility of delivering ALL tasks
- Will not be 100% billable to the contract. Is expected to charge to the contract as required.
- Cannot be replaced without CWD's written permission

▶ Miscellaneous Classifications

- Category has been included to cover omissions in Labor Rate Fee Table
- Rates for labor shall be negotiated in future
- There is a \$400,000 allowance in the Fee Table for this category

EXPLANATION OF SOME LABOR CATEGORIES (continued)

- ▶ **Sr. Programmer / Analyst**
 - Can be assigned any IT related task. Must be proficient in Visual Basic, Oracle PL/SQL and Microsoft T-SQL, Microsoft Office including Visio and MS project
 - Experience desired in Implementation of Work Management System
 - One known future task is implementation of work order software– **Cityworks**

COMPENSATION

- ▶ **One Fee Table in Attachment C has been revised.**
 - ▶ **Fee quotation is to be provided in Revised Fee Table, and is to be based on 33,000 labor hours and a \$200K other direct cost allowance.**
 - ▶ **Fee Table and other City forms (Attachments C & D) are to be submitted in a separate sealed envelope from the Qualification Proposal.**
 - ▶ **Time of clerical staff and Contract Manager is chargeable.**
 - ▶ **Executive time cannot be charged. Should be considered overhead.**
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COMPENSATION (continued)

- ▶ The Reimbursable Policy is attached as Attachment E in the RFP. No markup is allowed on reimbursables.
 - ▶ Compensation will be based on actual hours expended by individuals and other direct costs. Copies of actual time sheets may be requested, if needed.
 - ▶ Consultant fee will NOT be based on actual employee salaries, but will be calculated using pre-quoted fixed 'burdened' rates for staff classifications.
 - ▶ Proposer's multiplier is not used to calculate labor rates, and any reference to the 'multiplier' in the RFP should be ignored.
 - ▶ Fee rates remain fixed during the life of the contract contract.
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REVISED FEE TABLE

Revised Fee Table (Attachment C)

Primary Services	Services Hours (A)	* Average Hourly Rate (B)	Total (Ax B)
Primary Staff			
Contract Manager**	3600	\$ -	\$ -
2-D Autocad Drafter/Designer	1200	\$ -	\$ -
Sanitary/Storm Sewer Design Engineer	100	\$ -	\$ -
Entry Level Engineer(EIT)	2700	\$ -	\$ -
Water Main Design Engineer	3000	\$ -	\$ -
Utility Rate Engineer	100	\$ -	\$ -
Engineering Rate Review Engineer(EIT)	1000	\$ -	\$ -
Senior Review Engineer (w/5 yrs)	100	\$ -	\$ -
Structural Engineer - P.E. (w/5 yrs)	1200	\$ -	\$ -
Site/Civil Engineer - P.E. (w/5 yrs)	1500	\$ -	\$ -
Electrical Engineer - P.E. (w/5 yrs)	1000	\$ -	\$ -
Mechanical Engineer - P.E. (w/5 yrs)	1000	\$ -	\$ -
Architect - P.E. (w/5 yrs)	1200	\$ -	\$ -
Resident Engineer - P.E. (w/5 yrs)	1000	\$ -	\$ -
Construction Inspector	3000	\$ -	\$ -
Professional Surveyor	500	\$ -	\$ -
Surveying Crew Member	500	\$ -	\$ -
Senior Engineering Expert - P.E. (w/15 yrs)	1500	\$ -	\$ -
Staff Engineer - P.E. (w/10 yrs)	2000	\$ -	\$ -
Sr. Programmer/Analyst	1000	\$ -	\$ -
Clerical Support	500	\$ -	\$ -
Miscellaneous Classifications Allowance	4000	\$100.00 **	\$400,000
1. TOTAL LABOR	33000		\$ -

CCTV SEWER INSPECTION & CLEANING (incl. engineering, clerical time, mobilization)	Quantity, ft	\$/ ft	Total (Ax B)
Under 8 inch sewer	1000		
8 to 24 inch sewer	15000		
27 inch and above sewer	5000		
Pipe Cleaning including Disposal	100		
Heavy pipe Cleaning and Disposal	100		
2. TOTAL for CCTV Inspection / Cleaning			
3. REIMBURSABLE ALLOWANCE			\$200,000
GRAND TOTAL	33,000		\$ -

Hourly rate is burdened rate. Labor rate multiplier is not used.

* No adjustments allowed over life of the contract

Same fee rates apply for the prime and subconsultants.

Consultant is required to provide actual employee salaries for classification into individual rates.

**Hourly rate assigned to Miscellaneous shall be negotiated. Projected hours = 4000 @ \$100/hour

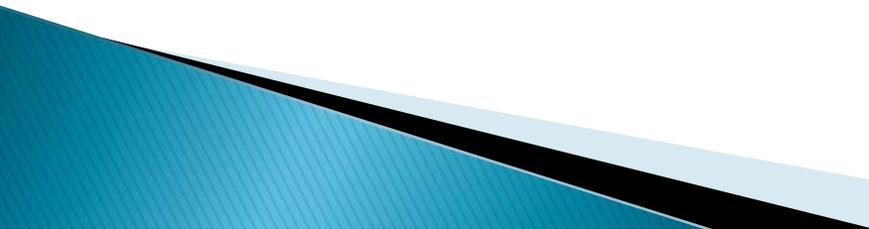
SEE REVISED TABLE IN ATTACHED ADDENDUM

CSB PARTICIPATION

CSB PARTICIPATION CREDIT

- ▶ CSB participation goal is 10%
 - ▶ CSB credit is based on dollar value of work awarded to the CSB firm/firms.
 - ▶ In the Team Summary Fee Table, the proposer must indicate the proposed compensation for the subconsultants, as Labor Fee and Reimbursables.
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PROPOSALS

- ▶ Proposals must contain a Qualifications Proposal and a Fee Proposal together with other required forms.
 - ▶ Qualifications Proposals should contain no more than 50 single-sided printed 8.5x11 pages.
 - ▶ Total of ten (10) hard copies are required for the Qualifications Proposal and the Fee Proposal with the other forms.
 - ▶ Please enclose two (2) digital copies on CD of the entire proposal in the Fee envelope for archiving.
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AWARD PROCESS

- ▶ Evaluation criteria is listed in the RFP.
 - ▶ Qualification Proposals are evaluated by a CWD Committee of engineers and other staff.
 - ▶ Fee proposals are opened after the main proposal evaluation, and fee score is added to the qualifications' score.
 - ▶ A short list is prepared based on the qualifications and fee proposals.
 - ▶ Short listed firms are invited for oral presentations.
 - ▶ Oral Presentation scores awarded by committee members are added to arrive at final rankings.
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OEO FORMS

- ▶ There is a 10% Cleveland Small Business participation goal for this proposed contract.
- ▶ Required Forms are to be submitted with FEE PROPOSAL in a separate envelope from the Technical Proposal.
- ▶ Schedule 1: Project Contract Information Form
- ▶ Schedule 2: Schedule of Subcontractor Participation
- ▶ Schedule 3: Statement of Intent to Perform as Subcontractor
- ▶ Schedule 4: CSB/MBE/FBE Subcontractor Unavailability/ Impractability Certification
- ▶ ALL schedules should be signed

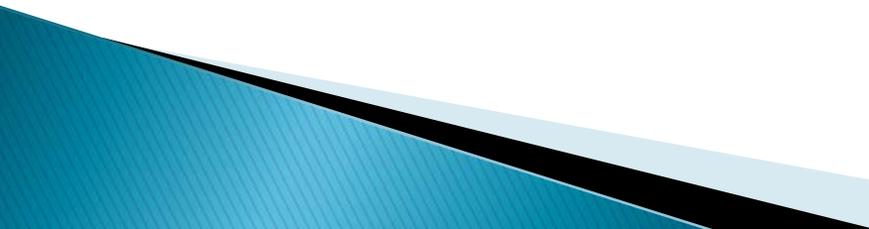
CITY FORMS

- ▶ Non-Competitive Bid Contract Statement for 2016
 - ▶ Request for Taxpayer Identification Number and Certification
 - ▶ Northern Island Fair Employment Practices Disclosure
 - ▶ OEO Schedules 1-4 from previous slide
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DUE DATE

Proposals are due on April 25 by Noon addressed to:

Simon Mastroianni
1201 Lakeside Avenue,
Cleveland, OH 44114
(Tel: 216-664-2444, Ext 5630)
Simon_mastroianni@clevelandwater.com



QUESTIONS

* Please leave your business card on the Table

SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>EMAIL</u>
Ed Piatak	Eutheatics, Inc.	440-260-1555	espatak@eutheatics-inc.com
John Farrow	CCITENG	440-781-9500	JFARROW@CCITECHS.COM
Lelia Marinascu	CWD		
Alketa Panozopi	CWB		
Paula Alexander	CWD-D&M	(216) 348-7277	paula_alexander@clevelandwater.com
Jon-Michael Lemon	OSBORN	(216) 861-2020	jlemon@osborn-eng.com
Jose Hernandez	CWD	216-664-2444	JOSE_HERNANDEZ@CLEVELANDWATER.COM
Gene Esser	OHM	330 913 1042	gene.esser@ohm-advisors.com
Scott Moegling	CWD	216 661-2444	SCOTT_MOEGLING@CLEVELANDWATER.COM

* Please leave your business card on the table
SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>EMAIL</u>
TINA BELZ	GPD GROUP	216 287 1472	TINA.BELZ@GPDGROUP.COM
Richard Wasosky	Euthevis, Inc	440-260-1555	rswasosky@euthevis-inc.com
Fred Roberts	CWD	216-667-2444 x 5590	fred_roberts@clevelandwater.com
Said Abou Abdallah	ARCADIS	216.781.6277	Said.abouabdallah@arcadis.com
CRAIG SVEHSTEDT	MWH	216.298.0684	CRAIG.G.SVEHSTEDT@MWHGLOBAL.COM
Jennifer Stull	Osborn Engineering	216-861-2020	JStull@osborn-eng.com
ANDRE ASHOUR	Somat Eng	216 535-5534 216 551-7100	aashour@somateng.com
JIM CRANDALL	CHA CONSULTANTS	216 443 1700	jcranall@chacompanies.com
Ed Melanson	T&M ASSOCIATES	508-843-1528	emelanson@tandmassociates.com

* Please leave your business card on the table

SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>EMAIL</u>
JOS RUSTIC	CTL	330 220 8900	JRUSTIC@CTLENG.COM
SIMON MASTROIANNI	DPV	664-2444 X5630	SIMON-MASTROIANNI@CHEVELANDWATER.COM
JAMES WEBER	H.R. GRAY	330-379-3200	JWEBER@HRGRAY.COM
JAY SHAM	SIEMA		
BRYAN COTLEUR	DLZ	330-923-0401	BCOTLEUR@DLZ.COM
JEFF FILARSKI	CVE	440 329-0810	Filarski@cve limited.com
MARK YEAGER	KS ASSOCS	440-365-4730	YEAGER@KSASSOCIATES.COM
SAMSON AKLOG	METCO	216-644-1086	SAKLOG@METCO SERVICES.COM
CECILIA MAZZEI	WPC	216-664-3779	CMazzei@clevelandwpc.com
MATT MILLER	COSMOSTECH(MBE)	216-664-1170	MMILLER@COSMOSTECHNOLOGIESINC.COM

* Please leave your business card on the table

SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>PHONE</u>	<u>EMAIL</u>
Jen Kalin	RE Warner	440.835.9400	jkalin@renwarner.com
PETE FORMICA	CT CONSULTANTS	440-530-2210	PFORMICA@CTCONSULTANTS.COM
CLAUDE KUBRAK	HydroChem LLC	216-861-3949	CKUBRAK@HYDROCHEM.COM
BRIAN FINKS	CWD	—	brian_finks@clevelandwater.com
MIKE ANZALONE	CWD	—	mike-anzalone@clevelandwater.com
Molly Page	AECOM	216-416-6114	molly.page@aecom.com
Jenan Shayota	Sigma	(216) 522-1700	jshayota@sigmaassociates.com
ALI PARSIPOUR	SOMAT	216-479-0300	aparsipour@somateng.com
Sami Sarrouh	T&M	216-688-6462	ssarrouh@TandMassociates.com
Ghassan Ali	CWD	216-664-2444 x5540	ghassan_ali@clevelandwater.com

SIGN-IN SHEET

NAME COMPANY PHONE EMAIL

Alex Manganicic CWD 684-2444 x5700
