



Cleveland-Cuyahoga County Port Authority Request for Proposals

**Project: Irishtown Bend Owners Representative, Construction Management and Inspection
Services
SOQ Deadline:**

The Cleveland-Cuyahoga County Port Authority ("CCCPA") is seeking proposals for an Owners Representative/ Construction Management and Inspection Services for the Irishtown Bend Rehabilitation and Stabilization project. CCCPA intends to award this contract in May 2022

Proposals will be received at the office of the Cleveland-Cuyahoga County Port Authority, Attention: Ms. Linda Sternheimer, 1100 West Ninth Street, Suite 300, Cleveland, Ohio 44113 until 2p.m. local time on 04/18/2022

Specifications and a 95% set of construction documents available on the Port Authority website: <http://www.portofcleveland.com/about-the-port/business-opportunities/> the week of April 4th.

THE PORT AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY TECHNICALITIES, TO REQUEST ADDITIONAL INFORMATION AND TO OTHERWISE PROCEED IN ACCORDANCE WITH THE BEST INTERESTS OF THE PORT AUTHORITY.

Any Proposal may be withdrawn or amended prior to the closing time for the receipt of the Proposal. If any Bidder has questions, they should contact Linda Sternheimer, of the Port Authority at 216-377-1348, or email linda.sternheimer@portofcleveland.com.

UNDER NO CIRCUMSTANCE WILL THE PORT AUTHORITY BE RESPONSIBLE FOR ANY COSTS INCURRED BY ANY BIDDER IN RESPONDING TO THIS REQUEST FOR PROPOSALS.

The successful team will be required to enter into a contract with the Port Authority based upon the materials submitted and any mutually agreeable negotiations completed between the parties.

Cleveland-Cuyahoga County Port Authority

William Friedman
President



REQUEST FOR PROPOSALS /QUALIFICATIONS
Owners Representative and Construction Management & Inspection Services for the Irishtown
Bend Stabilization and Rehabilitation Project

Background

Irishtown Bend is the hillside along the west bank of the Cuyahoga River. It is flanked by Detroit Road on the north, Columbus Road on the south and West 25th to the west. The hillside is at risk of catastrophic structural failure and at the northern end has a safety factor of one or below. If such a geological failure were to occur, the hillside would collapse into the adjacent Cuyahoga Ship Channel and block freighters from reaching up-stream recipients of bulk commodities. The economic consequences to the \$3.5 billion industry that relies upon the maintenance of the active ship channel would be dire and put thousands of jobs at immediate risk.

Cleveland-Cuyahoga County Port Authority (“CCCPA”) engaged a team led by Osborn Engineers to design and engineer a remedy to stabilize the hillside, align and reconstruct Franklin Blvd, and repair the Northeast Ohio Regional Sewer District’s Westerly Low-Level Interceptor. This interceptor services the runoff from the adjacent Detroit-Superior Bridge and has sustained damaged by movement of the hillside. After 24 months the design is complete, funding is in place, and the project moving towards bidding. There are several different funding sources including Federal, State, and local governments and agencies.

Request

CCCPA is looking to engage a firm for Owners Representation/Construction Management and Inspection Services. Seeking a team experienced in the construction of complex publicly funded civil engineering/infrastructure as well as bulkhead installation, sewer and water infrastructure, and with experience in archaeologically sensitive sites. The selected OR/CM will be required to provide all services necessary and required for the inspection, management, coordination, and administration of a project, from commencement through substantial completion, final acceptance, and project close-out. The successful Owner’s Representative will be required to provide a full range of services. Anticipated services outlined below.

SCOPE OF SERVICES

1. Assist in evaluating construction bids; shall review bids, prepare analyses, and make recommendations to CCCPA for the award of a contract for the project to the lowest and most responsive bidder.
2. Assist in negotiations on the owner’s behalf for construction contracts
3. Provide oversight and coordination of the project on behalf of the Owner to
4. effectively balance costs, time, and quality.
5. Work with the Owner, Engineer, and Contractor; monitor construction costs, review invoices.
6. Prepare responses to Requests for Information (RFIs)
7. Assist Owner in processing needed approvals and responding to Requests for Information in a timely manner.
8. Manage OEC Coordination meetings
9. Field Inspections

10. Scheduling and managing all elements of the delivery process while protecting the best interests of the Owner.
11. Document and coordinate any Contractor requested change orders to project and all approved/denied requests for those changes
12. Provide administration of documents, correspondence, permitting and inspection results
13. Advise on resolution of claims and disputes
14. Facilitate monthly progress meetings, weekly project status meetings, and other on-site coordination conferences.
15. Evaluate the Contractor's suggestions for modifications to the Contract Documents and provide recommendations to the Construction Supervisor.
16. Assist with the final inspection by design staff.
17. Maintain a redline set of drawings to be used for preparation of the record drawings.
18. Verify that the various funding sources are being for the correct scope of work.
19. Assist the owner in documentation for the various funders in order to seek reimbursement.
20. MBE/FBE Compliance
21. Prevailing Wage Monitoring
22. Materials Management, Testing and Certification (inclusive of Buy America)

Written Questions

Written questions must be submitted via email to linda.sternheimer@portofcleveland.com by April 8th by 5:00 p.m. (EST). The Port will endeavor to answer all questions submitted in advance of the deadline by Tuesday April 12 5:00 p.m. The Port will not be responsible for any oral instructions or information.

Firms considering responding to this request are strictly prohibited from communicating with any member of the Port staff. All questions must be submitted in writing via email.

Requirements of the Statement of Qualifications

Firms interested in being considered for a contract to provide the requested services should reply with a Statement of Qualifications ("Statement").

The Statement shall be completed by each firm in such detail as to facilitate a complete and comprehensive analysis by the Owner. The Statement shall be organized to concisely provide the following information and documents. Note the submittal shall only reflect staff expected to manage or actively engage on the project.

The selected Owner's Representative shall not be permitted to bid on or perform any of the actual construction on the project, nor shall any construction firm controlled or partially owned by the Owner's Representative be allowed to bid on or perform work on the project. The

Owner's Representative shall be allowed to provide basic services for which specific reimbursement provisions are included in the general conditions to the Owner's Representative's contract with CCCPA. The actual construction work on the project shall be awarded through a competitive bid process.

Project Delivery: The CCCPA is a small organization that relies on critical relationships with outside consultants. We expect our consultants to provide a high level of service throughout the entire duration of the Project. In this section of the SOQ, please present the capabilities, skills, and experience of the designated project manager. The designated project manager will lead the consultant's team and be the CCCPA's single point of contact on this Project. The proposed project manager must be a registered professional engineer in the State of Ohio at the time of the contract award and maintain this designation throughout the contract. Changes to the project manager position must be approved by the CCCPA. Maritime infrastructure experience in the Great Lakes and along the ship channel portion of the Cuyahoga River familiarity with the operations and ship traffic is a plus and will be highly valued during review. It is expected that the project manager will make themselves available for frequent interaction and meetings with the CCCPA.

1. Consultant Information

1. Cover Letter

- Name, address and phone number of the offices where the personnel assigned to the Project will be based.
- Name, title, email address and phone number of the principal contact person.

2. Executive Summary: Include a brief summary of the project as understood by the consultant and a description of how the consultant will address the key issues through its approach and team.

3. Firm Overview

- Years of existence.
- Legal form of firm.
- Other persons, firms or corporations involved (if your firm is a partnership, name and address of each partner must be included). If your firm is a corporation, where incorporated and the names and titles of officers having authority to sign a proposal and contract on behalf of the corporation. (Include a copy of the corporate resolution or bylaw authorizing those officers' signatures on the proposal and contract.)
- Location of home office.
- General firm history and services provided.

- Resumes. Include brief resumes for the principals and that of each designer, engineer, project manager or key staff expected to work on the Project, including phone numbers and email addresses. Each resume should include a description of the duties and responsibilities of the individual's proposed Project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to the Project.
 - Insurance Certificate. Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance.
 - MBE/FBE Business Opportunity Program Participation: The Port has an overarching MBE/FBE business participation goal across all of our capital development and finance projects of 30% on qualifying work. The request should include a summary of the proposed anticipated MBE/WBE participation. The summary should include the roles and responsibility of the proposed sub-consultants. Please note that the Port does not have a Disadvantaged Business Opportunity program that reviews and designates MBE/FBE firms. We rely on cross honor designations established by local agencies that include but are not limited to the City of Cleveland, ODOT, NEORSD, or any other local agency that has similar vetting process. Please clearly identify the certifying government agency as part of this summary and reporting portion of the proposal.
2. Sub-Consultant Information. Provide a detailed list of all sub-consultants planned to be utilized for the Project. For each sub-consultant, provide company overview, resumes of staff expected to directly participate in the project, insurance certificate and diversity initiative.
 3. Project Experience. Relevant projects of similar nature completed by the prime consultant and sub-consultants. This information may be presented in a table format. Include:
 - Description of the project, and the services your firm provided for the project
 - Name, title and role of key personnel that worked on the project that will participate on the ITB project team
 - Project status and cost (estimated or as constructed)
 - Start and completion dates for the project
 - Name, title, email address and telephone number of the client contact most familiar with your services on the project
 - Project funding (e.g.Public, Private, State, Federal)
 4. Project Approach

- Provide your project team's vision of how best to support the Port of Cleveland during the construction of the Irishtown Bend Stabilization and Rehabilitation Project.
- Identify any specific innovative solutions resulting in improved project delivery

5. Proposed Scope of Work

- Provide your project team's response to the Scope of Work provided in Section 2. Modifications to improve project efficiency are encouraged

6. Current Project Workload.

- The prime consultant and each sub-consultant shall demonstrate the capacity and ability to meet the proposed project schedule (6/2022-6/2024)
- Provide a general table listing each firm's present significant projects, including anticipated dates of completion, and any heavy workload considerations or deadlines
- List all projects previously performed for the Port Authority and the year performed, including all projects currently under contract with the Port, detailing status

7. In this section the Port also requests a detailed descriptions of three of the most recent projects/programs/efforts that include similar scopes of work for the prime consultant and relevant sub consultants. The following information should be included:

- Project Title
- Firm Name & Project Role
- Proposed Team Members Involved On Similar Project
- Project Description
- Client Name & Contact Information
- Year Completed
- Total Design Fee (\$)
- Change Orders (\$)
- Engineer's Estimate (\$)
- Construction Bid At Award (\$)
- Construction Cost At Completion (\$)

8. Project Team and Organization

- Describe the anticipated working relationship between the prime consultant and sub-consultants and the history of collaboration between firms on the team. Teams are expected to provide a single point of contact
- Describe each firm's role within the team and how specific personnel with relevant expertise will be utilized for the Project

9. Team's Benefit to Project

- Describe your team's reason for interest in this Project, anticipated value to the Project.

10. Financial Information (Prime Consultant Only)

- Identify any work that was awarded to you as a prior iteration of company that you failed to complete, explaining where, when and why
- Identify any contracts on which you have defaulted, explaining where, when and why
- Identify any significant claims, lawsuits, judgments or defaults pending against you, including, as applicable, the name of the lawsuit, jurisdiction, amount of possible judgment and any other pertinent details
- Provide the amount of credit available for this project
- Provide a bank reference.

11. References.

List three references, including the company name, address, contact person, email and telephone number. By providing the Statement of Qualifications, you authorize any person, firm or corporation to furnish any information requested by Cleveland-Cuyahoga County Port Authority in verification of the recitals comprising your Statement of Qualifications.

12. Submission

Two (2) hard copies and one (1) electronic copy (no more than 10MB, stored on a flash drive) of the Statement of Qualifications must be received Cleveland-Cuyahoga County Port Authority by 2:00 p.m. on Monday, April 18, 2022. Responses must be sent to:

Irishtown Bend Stabilization and Rehabilitation
Cleveland-Cuyahoga County Port Authority 1100 West 9th Street – Suite 300
Cleveland, Ohio 44113

Attn: Linda Sternheimer, Director, Urban Planning and Engagement

The CCCPA will review the submission and score each of the proposal based upon the following criteria:

Submitted SOQ will be evaluated and scored by a CCCPA review committee.

DELIVERY (20% Total Score)

Project Manager Qualifications	10%
Performance On CCCPA Projects	10%

QUALIFICATIONS (30% Total Score)

Team Member & Firm Experience	10%
Key Team Member Availability	10%
Business Opportunity Program Participation	10%

TECHNICAL APPROACH (30% Total Score)

Project Understanding & Confirmation	10%
Risk & Opportunity Identification	10%
Site Operations & Construction Oversight Approach	10%

Upon completion of the scoring and ranking of the submitted responses, the Port may make a selection based upon the above criteria or elect to perform follow up presentations/interviews with selected firms. This follow up interview/presentation will occur in the event there are firms that are scored/evaluated similarly as part of the initial scoring and evaluation process. If interviews are performed, the scores will be combined with the evaluations below to create a combined score.

Presentation & Interview (20%)

Project Team Project Approach/Technical Understanding	10%
PM & Project Team Qualifications	5%
Response Questions & Communications	5%

Cancellation/Rejection.

Cleveland-Cuyahoga County Port Authority reserves the right to cancel at any time for any reason this solicitation and to reject all Statements. Cleveland-Cuyahoga County Port Authority shall have no liability to any firm arising out of such cancellation or rejection. Cleveland-Cuyahoga County Port Authority assumes no responsibility for costs incurred in the preparation, presentation or submission of the Statements of Qualifications.

UNDER NO CIRCUMSTANCE WILL THE PORT AUTHORITY BE RESPONSIBLE FOR ANY COSTS INCURRED BY PROFESSIONAL DESIGN SERVICE FIRMS IN RESPONDING TO THIS STATEMENT OF QUALIFICATIONS REQUEST AND ANY SUBSEQUENT PHASES OF THIS EVALUATION AND NEGOTIATION PROCESS.