

**REQUEST FOR PROPOSALS FOR CONSTRUCTION MATERIAL ACQUISITION
SERVICES, MINK STREET, GREEN CHAPEL ROAD, AND CLOVER VALLEY ROADS
IN THE CITY OF NEW ALBANY, OHIO**

September 12, 2022

Note – The deadline for submission of Proposals is September 23, 2022, 4:00 p.m.

1. INTRODUCTION

Proposals for Construction Material Acquisition Services (CMAS) are being sought from qualified contractors for the upcoming Mink Street, Green Chapel Road, and Clover Valley Road reconstruction and widening projects, described herein (Project) within the City of New Albany (Owner). A combination of best value and qualifications methods will be utilized to select the successful CMAS Contractor. This Request for Proposals (RFP) sets out the required elements each entity (Offeror) must include in its proposal and the evaluation methodology to be utilized in determining best value. Offerors must fully comply with the requirements set forth herein. The Owner reserves the right to reject any proposal that does not do so and to waive any informalities and irregularities.

The Construction Material Acquisition Services Contractor must be an Ohio Department of Transportation (ODOT) pre-qualified contractor. Pre-qualification status must be in force at the time of proposal submission, at the time of contract award, and through the life of the contract.

The future projects consists of the following limits and scope.

Mink Street: Reconstruction and widening to five lanes from Worthington Road to Green Chapel Road. Work includes earthwork, storm sewers, 16" waterline, pavement, box culvert, lighting, signals, roundabouts, etc.

Green Chapel Road: Reconstruction and widening to five lanes from Mink Street to Clover Valley Road. Reconstruction and widening to three lanes from Clover Valley Road to US62. Widening of Clover Valley Road to three lanes from Miler Road to Green Chapel Road. Work includes earthwork, storm sewers, pavement, lighting, signals, roundabouts, etc.

Clover Valley Road: Reconstruction and widening to three lanes from Miller Road to Jug Street. Roadway extension from Jug Street to Mink Street. Widening of Jug St. to three lanes from Harrison Road to Clover Valley Road. Work includes earthwork, storm sewers, pavement, lighting, signals, 16" waterline, etc.

Each of these three separate construction projects is expected to be sold in January 2023 with work commencing in early March 2023. The intent of this Construction Material Acquisition Services is to obtain the materials with long lead times that will be needed for each project. The CMAS Contractor will not be precluded from pursuing the upcoming roadway construction contracts. The CMAS Contractor will be responsible to assist the City and their team (design and construction administration consultants) with the following functions:

- Assist in evaluating the project schedules utilizing a general knowledge of current material acquisition timelines
- Identify risks associated with the proposed construction sequencing, material lead times, and other issues or concerns
- Obtain current anticipated material acquisition timelines for various identified materials and communicate this information to the City's team
- Obtain quotes and delivery schedules for the various construction materials from multiple reputable sources
- Place orders for the construction materials as directed by the City's team
- Maintain detailed material acquisition/delivery schedules for each individual project and material
- Make payment to the material suppliers for various material acquired
- An additional cost will be paid to the CMAS Contractor to offload (as necessary) the material onto City or other property if delivery is required before construction commences. Compensation will be on a time and material basis (109.05 of the City's General Condition document).
- A separate cost may be requested from the CMAS Contractor for tree clearing within the construction limits of these projects and shall be completed prior to April 1, 2023. These clearing costs shall be submitted and paid in accordance with section 109.05 of the City's General Condition document.

The CMAS Contractor must self-perform 100% of the material acquisition work (advising, obtaining quotes, ordering, coordination, scheduling, offloading, etc). Tree clearing quotes and associated work may be completed via specialty sub-contractors.

These will be three independently let construction projects. Work will be phased and traffic maintained for a vast majority of the work. The construction timeframe for these projects is aggressive with a substantial amount of the roadway work to be completed in 2023. Key dates are as follows:

1. **Notice to Proceed** is anticipated to be around October 4, 2022.
2. 60% plans will be available around October 15, 2022. This will allow for material acquisition to commence.
3. Final construction plans are anticipated to be available by December 31, 2022.
4. Projects will be advertised and sold in January 2023.
5. Final construction completion dates are expected to be in July 2024.

2. THE CMAS DELIVERY METHOD

The one successful Offeror will be selected to provide CMAS for all three construction projects. The Owner will only be contracting for services described in this RFP. The cost of these services will be based on a percentage of the cost of the materials acquired in advance of the construction projects (not including offloading and tree clearing). This percentage is intended to cover the direct and indirect costs associated with managing advance material acquisition for the proposed projects. The successful Offeror will participate in the Project's development and implementation through the requirements set out in this RFP, and compensated for this effort via the bid markup percentage.

3. BASIC SCOPE OF SERVICES

Throughout the material acquisition period, which will extended into the actual construction period, the CMAS Contractor shall provide the Owner with material acquisition services and represent the Owner's interests in completing the tasks in a timely manner.

Preconstruction Services: The CMAS will not include engineering and design related services as defined in 23CFR172.3.

After award of the CMAS Contract, the Contractor becomes a member of the project development team and will perform the services noted at the direction of the Owner or its representative. In addition to the functions noted under the Introduction section, The CMAS Contractor shall:

1. Develop a risk register for the Project to identify, assess, mitigate, and monitor material acquisition risks, its risk level, costs, schedule impact, and responsible party.
2. Help determine what construction materials need to be purchased during the preconstruction phase due to long lead times. The CMAS Contractor will acquire these materials (i.e. pipe, signal poles, waterline, light poles, controller, culverts, etc.) on behalf of the Owner, as directed by the City or its representative. Reimbursement will be made to the CMAS Contractor based upon the actual material invoice value plus bid markup percentage basis, and are in addition to the costs for clearing and offloading. The City will pay the contractor's actual invoice cost, including any applicable taxes and actual freight charges, for material they are directed to acquire. The City will pay an additional bid percent markup on these costs to compensate the CMAS Contractor for the time and costs associated with acquiring the material.

The Contractor's clearing subcontractor and material suppliers must be procured using a competitive and transparent process approved by the City or their representative. Materials are to have a transferable warranty (if applicable) and provided defect free. The CMAS Contractor and City will not accept any materials delivered with defects.

The estimated value of the materials to be acquired via this CMAS contract is \$13,000,000.00.

4. FORMAT AND CONTENT OF PROPOSAL

A. Proposal Format

To ensure a timely and consistent review, the format of the Proposal must adhere to the following requirements.

The following table lists the maximum number of pages that may be used by an Offeror in its Proposal. Proposal content should be organized by sections corresponding to the Sections indicated below.

Proposal Section	Content	Maximum Pages
1	Introduction	1
2	Project Understanding and Approach	12
3	Organization, Firm Experience, and Key Personnel	
4	Capabilities and Experience	
5	Addenda	TBD
Fee	Fee Proposal (Percent Markup)	Exhibit 2
	Total (Not including Section 5 or Fee)	13

A page shall be 8.5" x 11". Font shall be a 12 point commonly used, highly legible font. Margins shall be at least 1" all around. Provide page numbering within the required 1" bottom margin in the following format:

Offeror name | Page x of xx

Project identifiers may be within the header or footer in so far as to not attempt to expound upon the Proposal information.

If dividers are used and contain any information related to the Offeror's qualifications, they will be counted towards the maximum number of pages. All PDF pages shall all be 8-1/2" x 11", no oversized tab pages permitted. Submissions exceeding the page limitations may be rejected. Submissions failing to follow the section format instructions outlined above may be rejected or may result in a reduced rating.

Section headings as well as graphics, tables and figures which include text to describe the graphics, tables, and figures may use a smaller font size and/or different fonts but shall remain legible. The abuse and excessive use of text as graphics to unreasonably expand the content of the Proposal, as determined by the Owner or it's representative, may be grounds for rejection of the Proposal or may reduce potential ratings.

B. Proposal Content

Proposals shall contain all information as detailed in this Section.

Section 1 – Introduction

The introduction shall contain the following information:

- A. The Introduction page shall be on the Offeror's letterhead and identify the Offeror's full legal name and address. The Offeror is defined as the contractor responsible for advanced material acquisition for the Projects and will serve as the legal entity who will execute the Contract with the Owner. The Introduction shall be signed by an authorized representative of Offeror's organization. Scanned or electronic signatures are acceptable for the electronic copy.
- B. Identify the name, title, address, phone numbers, and e-mail address of the individual who will serve as the Point of Contact for the Offeror.
- C. A statement identifying and verifying the commitment of the Key Personnel necessary to meet the Owner's expectations.

Section 2 – Task Understanding and Approach

Describe the Offeror's task understanding and anticipated approach to the scope of work; specifically addressing the following:

A. *General Approach*

Outline the methods for accomplishing the proposed tasks. Describe what, when, where, how, and in what sequence the tasks will be completed. Address how your particular geographic familiarity, experience, and capabilities of your firm and Support Staff might specifically contribute to the proposed work.

Examples of risk mitigation and consideration of what other advanced material acquisition services should be used. How will your team interact with the Owner and their consultants? Consider how the task may be carried out. What services or interactions are required from/with the Owner or their representative? Identify any distinct and substantive qualifications for undertaking the proposed contract.

B. Risk Management

Explain how you will identify risks. Discuss how your risk management strategy will support the team to bring the project costs down and/or deliver the scope tasks and materials on schedule or faster.

C. Innovation

The Offeror may have some innovative ideas that could increase the likelihood for success. Discuss your innovations as they relate to the CMAS tasks.

Section 3 – Organization, Firm Experience, And Key Personnel

The Offeror should provide sufficient information to enable the Owner to understand and evaluate the Offeror's Organization and proposed Key Personnel.

The Offeror shall provide an organizational chart showing the "chain of command" of the anticipated major roles proposed for the Offeror's organization regarding the CMAS tasks and shall include Key Personnel roles. The Organizational Chart should demonstrate that all key elements needed for success will be adequately addressed throughout the task's duration. Identify the Offeror's Key Personnel and demonstrate the abilities of the required Key Personnel through resumes.

Key Personnel must provide confidence to the Owner that the risks will be effectively managed through personal competence, accountability, and relevant experience.

For Key Personnel, provide the following information in Resumes:

- A. Professional registrations, education and other components of qualifications applicable to the role.
- B. Specific previous projects and experiences, similar in nature to the proposed tasks, for which the individual may have performed a similar function. Give specific information on how those experiences relate to meeting the requirements of this RFP and the Key Personnel's Duties.
- C. Any unique qualifications which will provide value to this contract and/or help ensure the requirements will be met. Provide factual information which will provide confidence to the Owner that risks will be effectively managed through personal competence and accountability.
- D. A statement indicating that the individual is currently employed by a member of the Offeror at the time of the Proposal submittal.

Note: Resumes for individuals shall be on distinct and separate pages.

Section 4 - Capabilities and Experience

Provide specific information related to past project experience.

Past Projects:

Demonstrate recent (last 10 years) relevant specific experience of the Offeror through Past Project Summaries by providing narrative descriptions of three (3) most relevant projects of similar scope and size completed (or substantially completed) by the Offeror. Past Project Summaries shall be distinctly delineated by page or section breaks. Past Project Summaries may not exceed 6 pages total. Each Past Project Summary must include the following information:

- A. Name of the project and location.
- B. Dates of construction.
- C. The original scheduled completion deadlines and the actual completion dates. Provide explanation for projects not meeting the completion date.
- D. Size of the final project (in dollars), Offeror's original & final contract (in dollars), and the final amount of the contract the Offeror self-performed (in dollars).
- E. A brief narrative describing the project, including the description of the work or services provided in sufficient detail to demonstrate the Offeror's role on the project.
- F. Identification of key personnel and their roles in the relevant recent projects.
- G. Provide a description of any projects or assignments that your firm (local office) has not completed or been replaced on in the past five (5) years.

The Past Project Summaries should demonstrate experiences in the following areas:

- A. Proposed Offeror's Team members and/or Key Personnel working together as an integrated team, if applicable, and how those experiences will ensure successful completion of this CMAS task.
- B. Ability to work collaboratively with an owner or their representative to solve complex project problems resulting in satisfactory outcomes for all parties involved.
- C. Any notable project challenges and subsequent mitigation efforts by the Offeror to overcome those project challenges. Demonstrate how the challenges and mitigation efforts may relate to this CMAS task.

In addition, the Offeror may include letters of support from any applicable material suppliers.

Please note if your firm (local office) is currently involved in ANY pending legal actions (including without limit mediation, arbitration, and litigation) directly or indirectly, and your role in the action.

Section 5 – Addenda

If necessary, receipt of Addenda issued prior to submission of the Proposal shall be acknowledged by inserting a copy of the signed cover sheet of the Addenda in the Proposal. Section 5 will not count toward the maximum page count.

Section 6 – Contract Documents

Included with this RFP is a copy of the New Albany General Conditions – see exhibit 1. The contract between the City and the successful CMAS Contractor will include these general conditions, even though many of the general conditions do not specifically apply to this contract. In the case of a conflicting requirement, the provisions within the RFP take precedence over the general conditions.

Section 7 – Fee Proposal

Offeror shall include its fee proposal (percent markup on the cost of material acquired) utilizing the fee proposal form attached. All information requested on the fee proposal form shall be provided.

Offeror's proposal for material acquisition markup percentage for the three future roadway construction projects shall be based on the following assumptions, for the purpose of evaluating each Offeror's proposal:

- A. Estimated construction cost of the Mink Street project is \$35 million.
- B. Estimated construction cost of the Green Chapel Road project is \$40 million.
- C. Estimated construction cost of the Clover Valley Road project is \$19 million.
- D. Total estimated cost of advanced material acquisition is \$13 million.

Failure to meet all Proposal requirements may render a Proposal Statement non-responsive.

5. EVALUATION PROCESS

A. Evaluation Team

Offerors' Proposals will be evaluated by an Evaluation Team comprised of City representatives and others they deem appropriate. The evaluation will be based upon the Selection Criteria set forth in this RFP.

The Evaluation Team will comparatively rate and rank the submitted Proposals from Offerors. The rankings and ratings will be based on the information provided by the Offeror within the Proposal, independent investigation of any information, prior experiences with the Offeror by the Owner, existing public information, and evaluation information obtained from the owners of previous projects. The Owner or their representative may call the Offeror for clarification of statements in their Proposal.

B. Selection Criteria

Offeror's qualifications will be evaluated based on the following criteria:

Topic	Evaluation Criteria	Scoring
Project Task Understanding and Risk Approach	How well does the Offeror demonstrate an understanding of the tasks and key risks associated with the CMAS requirements. What is the approach to mitigate the risks?	10%
Organization, Firm Experience, and Key Personnel	How well does the Offeror demonstrate its abilities, demonstrate an effective organization, and demonstrate experience on similar projects? How well do the Offeror's Key Personnel qualifications and experience relate to the requirements of this CMAS task?	20%
Offeror's Percent Markup	Percent markup on materials acquired as submitted in Exhibit 2	70%
Total		100%

The ratings are not intended to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the evaluator's best attempt to quantify each Proposer's ability to provide the services sought, and to meet the specific requirements of this RFP, for comparison purposes.

The proposals will be reviewed by the evaluation team who will award between 1 and 10 points in each category identified above. Summaries of all staff evaluations will be combined and the Proposals will be scored.

The Percent Markups will be ranked in order of highest to lowest. The lowest markup will be assigned a ranking value of ten, the second lowest will be assigned a ranking value of nine, etcetera up to the highest markup.

The rankings for each firm will be weighted by the percentages noted above. The sum of the three weighted values will be used to determine the overall ranking of the best submittal for award.

C. Selection Schedule

The Owner’s anticipated schedule for selection of the CMAS Contractor is as follows:

Task	Date
RFP Posted	9/12/2022
RFP Due	9/23/2022
Review of Proposals	9/26/2022 - 9/30/2022
CMAS Contractor Contract Awarded	10/4/2022

6. INSTRUCTIONS FOR SUBMISSIONS

A. Response Deadline

Proposals in response to this RFP must be received via an email titled "Proposal for Construction Material Acquisition Services" and electronically delivered as denoted in Section 4.B. by 4:00 p.m. **September 23, 2022**. Responses received after this date and time will not be considered.

B. Submission

One electronic copy (pdf under 10MB) of the proposal must be sent via email to bhupp@primeeng.com

C. Questions; Inquiries due by 12:00 PM EST on September 20, 2022.

Questions regarding interpretation of the content of this RFP must be directed to:

Brian Hupp, PE, MEM
Prime Construction Management and Survey
bhupp@primeeng.com
(740) 815-4037

D. Communications

Firms considering responding to this RFP are strictly prohibited from communicating with any member of the City’s staff, EMH&T, and Prime Construction Management and Survey, as all questions must be directed to the person identified in Section 4.C. above.

E. Cancellation; Rejection

The Owner reserves the right to accept or reject any or all proposals and cancel, withdraw, postpone, modify, revise or extend the RFP process in whole or in part at any time for any reason, any portion of this RFP or any phase of the Project. The Owner shall have no liability to any firm arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations or informalities or irregularities in the selection process.

F. Costs

The Owner assumes no responsibility for costs incurred in the preparation, presentation, or submission of the qualification statements.

G. Confidentiality

Because of the confidential nature of the evaluation and to preserve the propriety of each Offeror's SOQ, it is the City's intention, subject to applicable law, not to consider a request for disclosure until after Award. Submitted SOQ's, any clarification requests made by the City, any clarifications provided by an Offeror, and rating information shall be held confidential until after Award of the CMAS project. Offerors are on notice that once a Contract is executed, some or all of the information submitted in the SOQ may lose its protection under the applicable Ohio law.

H. Requirement to Keep Team Intact Post Award

If extraordinary circumstances require a proposed change to a named Key Personnel or other individuals/firms identified in response to this proposal, it must be submitted in writing to the City. The City (or designee), at its sole discretion, will determine whether to authorize a change. The City shall be cognizant of the circumstance and the stage of the Work when considering the requested change.

I. Amendments to RFP

This RFP may be amended or supplemented at any time prior to the deadline for receipt of Proposals. Amendments or supplements will be distributed to all firms who are on record as having requested and been furnished a copy of this RFP.

J. Attachments to this RFP

Exhibit 1 - New Albany General Conditions

Exhibit 2 - Fee Proposal Form