



CITY OF AVON

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May 15, 2013

Reference: Mills Road Transmission Line
Request for Proposal
City of Avon
Avon Job # AV-007-03/10
Avon Fund # _____

We are pleased to send to you a Request for Proposal for Engineering and Surveying Services pertaining to the above referenced project. Please submit a "cost not to exceed" bid for each task assigned under the scope of services and detailed within this Request for Proposal; any design alternates will have a separate cost associated with them. The project costs for each task will include all labor, materials, equipment, and appurtenances needed to fully complete the design of the project and to sell the project. Please note that any task may be non-performed at the discretion of the City of Avon without the increase of cost to any other task. Any costs incidental to the project need to be placed within Tasks 1 or 2. Sealed proposals are due at the City of Avon Utility Building by noon on Friday, June 7, 2013.

Purpose and Objective

The City of Avon requires construction plans, specifications and supporting documentation sufficient to bid, award and construct a new 16" Water Feed Main from the Avon Lake Municipal Utility ETL#2 at Avon's PRV #9 through a proposed easement in the Camelot Subdivision off Case Road to 750' east of the Mills Road / S.R. 83 intersection, approximately 9,000 LF. See accompanied plan sheet for overall proposed layout.

Documents Enclosed with RFP

- Overall City plan indicating proposed transmission line route
- City benchmarks
- Preliminary site view of the Elevated Storage Tank site on Mills Road / S.R. 83 intersection

Scope of Services

The complete project Scope of Services to be provided shall include the following:

Task I – Topographic Survey

Complete the necessary field survey and base mapping as required to document existing topographic features. The work generally includes, but is not limited to, the following:

- Research of existing as-built records
- Locate and reference existing monumentation.
- Establish horizontal and vertical control.
- Provide a field survey noting all existing natural and constructed features including utilities within the project limits. **There will be a sheet in the plan set showing existing conditions. As soon as this is complete, this will be submitted to the City of Avon to determine if any non-City utilities will need moved.**
- Field locate all existing utilities in the project area as identified by the respective utility owners, this includes contacting OUPS during initial stage of design.
- Provide a topographic base map showing above ground features, including utilities and contours.
- Provide survey of existing right-of-way
- If using a GPS unit, a minimum of six satellites must be used at all times.
- Used the enclosed City of Avon benchmarks as control points

Task I-A – Easement Documents

Complete the necessary field survey and base mapping as required to document existing topographic features. The work generally includes, but is not limited to, the following:

- Create an overall easement map for the project area that will allow easy discussions of the easement procurement among City Staff.
- Create individual easement maps that will allow the City of Avon to procure the necessary land.
- Create the easement documents necessary for the installation of the improvements discussed in the Scope of Work.
- Deliver the required easement documents to the City of Avon.
- Assist City Staff in meeting with property owners to explain easements and project if necessary.

Task II-Construction Documents

Design the proposed improvements to meet all current City of Avon Design Criteria, along with any other governmental agency whose permits are needed for final construction. Provide design engineering services as required to prepare construction plans and contract documents along with any supporting documentation necessary to enable the City of Avon to bid the work, award a contract, to a selected contractor and to perform the work. The work generally includes, but is not limited to, the following:

1. Prepare Construction Plans (See section 1244 of the City of Avon codified ordinances and the City of Avon Construction Standards for more details):
 - a. Title Sheet
 - b. General Notes, Typical Section

- c. Existing conditions Sheet(s)
 - d. Overall proposed layout sheet (scale no greater than 1"=100')
 - e. SWPPP Sheet
 - f. Plan and Profiles (Scale 1"=20')
 - g. Construction Details
2. There will be construction drawing submittals of the following:
 - a. Existing conditions drawing
 - b. 50% completion – General layout only – (3 copies)
 - c. 75% completion – plans and profiles and SWPPP plan (3 copies)
 - d. 95% completion – Complete document (including bid documents) (3 copies)
 - e. Final submission (10 copies)
 - f. There will be a one week review period for the City following each submission.
 3. The design engineer for this project will need to coordinate with the Elevated Water Tank design consultant throughout the project. This cost will be part of overall payment for task II. Assume four 2-hour meetings along with any miscellaneous email / phone conversations needed to ensure complete coordination between the two projects.
 4. Construction Specifications as noted on plans by making reference to City of Avon and Ohio Department of Transportation (ODOT) Construction and Material Specifications or have project specific specifications contained within the contract document.
 5. City of Avon will forward "front-end" legal documents of the contract documentations for the consultant to modify for this project.
 6. All pages that will need to be submitted with the bid must be on colored paper to stand out during the bid process.
 7. Prepare Bidding Documents necessary for the City of Avon to advertise, authorize and bid the work.
 8. Prepare an Engineer's Construction Cost Estimate. When performing the cost estimate, please include a bid amount for construction staking.
 9. Respond to information requests due to design/drawing clarification throughout construction.
 10. If there is a sub-consultant being utilized, please break-out their costs and scope.
 11. Work with private utility companies to ensure approvals. Any work that will need CEI assistance must be designed and submitted to CEI as soon as possible; appropriate time for their approval is important.

Task III-Bidding Assistance

Provide bidding assistance as required to allow the City of Avon to bid the project and award a contract to the selected Contractor. The work includes, but is not limited to, the following:

1. Provide (1) hard copy of final & (1) electronic PDF that can be used for reproduction purposes of complete bidding documents.

2. Attend Contractors Pre-Bid Conference.

- Work with staff to create pre-bid conference agenda that details, but not limited to, the following
 - Creation of pre-bid agenda
 - Detailed project description
 - Bid date and time
 - Estimated contract completion time
 - Possible problem areas or areas of concern

3. Provide the City with answers to Contractors questions.

4. Review shop drawing submittals as given by the contractor / manufacturer during the initial construction phase of the project.

Task IV-Governmental Agency Submittal and Coordination

Coordinate with governmental regulating agencies to secure the required approvals and permits for the work. This work to include the following:

1. Submit the plans and applications to any agency whose approval is needed for the completion of the project.

Task V-Geotechnical Engineering Services (Subcontract)

Subcontract for pre-design sub-surface geotechnical investigation report in project area. The geotechnical engineering firm must be approved by the City of Avon. Testing will be an allowance item that will be paid for based on testing companies invoice. The invoice must be submitted with a pay request by the consulting design engineer, not the geotechnical engineering firm. A core will be performed of the existing streets and right of way area to be used in the design of the improvements. Road design will be either per City of Avon standard or as existing, whichever is more stringent. Other borings will be performed as necessary to ensure adequate information for the potential contractors to adequately bid the project accurately. The allowance for this item will be \$5,000.00

Task VI - As-Built Drawings

The engineering consulting firm will work with the prime contractor to develop a set of as-built drawings at the end of the project. All items will be shown on plan and profile. These will be developed and given to the City of Avon in AutoCad 2010 (or compatible) with layering standards as set by the City of Avon, along with a pdf copy. This will include, but not be limited to, the following (See section 1244 of the City of Avon Codified ordinances along with the City of Avon construction standards for more details – both must be complied with):

- 1) Road centerline elevations every 25 feet
- 2) Intersection centerline elevation
- 3) Final location of any new structure (give coordinates)

- 4) General info on new structures
 - a. Size
 - b. Type
 - c. All invert elevations
 - d. Bottom elevation
 - e. General angle incoming to structure
 - f. Manufacturer
 - g. Material
- 5) General info on pipe
 - a. Size
 - b. Material
 - c. Slope
- 6) Locations of all utilities and loop detectors

Clarifications and Exceptions

1. Permit fees and government agency review fees, if applicable, are to be paid by the City of Avon.
2. All drawings to be developed and prepared in AutoCAD 2010 (or compatible with AutoCAD 2010) with layering standards as set by the City of Avon.
3. Construction Plans will not be in ODOT style format.
4. Submit an Hourly Rate Schedule for authorized additions to the Scope of Services.
5. All coordination activities with other agencies / companies are inherent to the cost of the project.
6. At any point in the design of the project, the consulting engineer feels that a change in scope is necessary due to a new request by the City of Avon, a scope change request with the adjusted cost to the contract will be submitted to the City of Avon within 48 hours of the request or forfeit any possible additional compensation.
7. If at any point during the design of the project, the consulting engineer feels that the City of Avon is restricting the progress of the project to a point where additional compensation is necessary, the consulting engineer will submit in writing what is necessary for the progress of the project to continue. The City of Avon has five days to respond with the needed information without additional compensation being given.
8. If at any point during the design of the project, the consulting engineer feels that the timeline of the project needs to be extended, a request will be given in writing to the City of Avon as soon as this is known. If the project will be delayed, at no fault of the City of Avon, but at fault of the consulting engineer, the City of Avon can request the hiring of a new consulting engineer whose services will be paid for by the existing consulting engineer to finish the project.

9. For each work day beyond the set completion date that is agreed upon by the City and the design engineering consultant (or the final completion date if an extension is granted), a fine of \$250 per day may be assessed by the City.

Project Schedule

Please submit a design schedule with the proposal and days to complete. The days to complete will be calendar days from the time of a signed proposal between the City of Avon and the design engineering consultant. Also submit the numbers of days after the project is complete in which the as-built drawings will be finished.

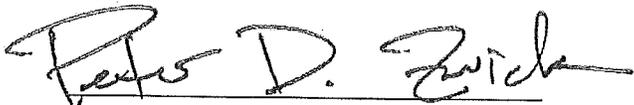
Cost Proposal

Task I:	\$ 30,000
Task Ia:	\$ 25,000
Task II:	\$ 33,500
Task III:	\$ 2,500
Task IV:	\$ 2,000
Task V:	\$ 5,000
Task VI:	\$ 2,000
Total:	\$ 100,000
Task VI Hours:	20 hrs.

Authorization:

Date to Proceed: _____

Completion Date: _____



Authorized Representative
 Peter D. Zwick, President
 Zwick Associates, Inc.

 Company

 Mayor, City of Avon

 City of Avon
 Company

June 7, 2013

 Date

 Date