

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Construction Inspection for Jeffersonville Road Project

18-021-CW

913-27

906-46

913-50

925-49

913-95



MACON-BIBB COUNTY

ISSUE DATE: November 03, 2017

DUE DATE: Thursday, December 07, 2017

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 4 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **December 07, 2017**, for Construction Inspection for Jeffersonville Road Project for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, December 07, 2017, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located in Suite 308 of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

1. "18-021-CW Construction Inspection for Jeffersonville Road Project"

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

F. Project Description

Statement of Work Construction Inspection

PI Numbers 351090 Widening/Reconstruction Jeffersonville Rd from SR19/Emery Highway to Walnut Creek

342080 and 351095 Widening and Bridge Replacement Jeffersonville Rd from Walnut Creek to Recreation Rd and Millerfield to Bristol Rd., Jeffersonville Rd at Walnut Creek

Estimated Start Date: February/March 2018

General Scope of Work: This scope of work is for construction management and construction inspection and coordination of GDOT materials testing for the referenced projects. The consultant shall staff the project as needed to ensure proper oversight of construction activities during all phases of the contract.

The consultant shall be responsible for day to day activities of construction management and construction inspection for this local let project. These responsibilities include documentation and inspection of construction activities, computing acceptable work quantities, preparation of daily diaries and inspection reports and coordination with the Macon-Bibb County project manager. The consultant inspection shall follow the principles outlined in the GDOT Construction Manual adapted to a local let circumstance. Inspection activities and documentation shall be satisfactory to satisfy federal and state requirements for project oversight.

Material testing will be conducted by GDOT personnel, except where indicated otherwise. The consultant shall ensure that GDOT material testers are notified in a timely manner to be able to take material samples or perform material tests as specified in the contract.

Work Duration: The work period is expected to cover the construction period, currently expected to be 30 months plus sufficient preconstruction activities and post construction activities as may be required to lead the preconstruction conference and provide all post construction certification and project close out documents.

Authorization to Proceed: Work shall not commence until written Notice to Proceed is received by the consultant.

Definitions:

Project Engineer: The Macon-Bibb engineer assigned to oversee the consultant's inspection services for the county. He is the consultant's primary point of contact with Macon-Bibb County who will both receive and provide information and administer the consultant's contract.

Consultant Billing: Provide monthly invoice formats suitable to Macon-Bibb County for all contract activities performed by the inspection consultant. Monthly billing should include the contract status. Provide weekly time, mileage, and expense reports for consultant personnel. Provide supporting documentation for all direct costs.

Project Standards: All inspection and documentation shall conform to the requirements of a local let project under the Georgia Department of Transportation Construction Manual.

Anticipated requirements include, but are not limited to, the following.

- Be prequalified in Area Class 8.01, Construction Supervision.
- Become knowledgeable of project requirements, including drawings, specifications, and other contract documents.
- Prepare and lead the preconstruction conference. Notify attendees of the time and place of the meeting at least ten days before the meeting.
- Review the contractor prepared critical path schedule and recommend approval or modification.
- Keep one full size set of plans in the field office, along with copies of other contract documents.
- Resolve conflicts that arise during the progress of the project. These include conflicts from the plans, contract, contractor, utilities, traffic issues, or property owners.
- Ensure that all materials incorporated into the work have proper testing certification and documentation. Work closely with representatives from the Office of Materials and Research to schedule needed inspections and testing of project materials.
- Maintain the materials checklist (MC-1 or similar). Ensure that materials incorporated into the work comply with the “Buy America” requirements.
- Maintain a project record filing system, including project correspondence, inspection reports, materials documentation, DBE information and training hours.
- Maintain an accurate and up to date project diary.
- Evaluate and recommend approval or disapproval of requests for time extension.
- Take minimum bi-monthly video recordings of the project. Provide monthly video recording of traffic control and signage. Document by photo or video, accidents and traffic control in the area of the accident. Document natural disasters impacting project completion or damage to completed work.
- Submit monthly reports of project progress to GDOT.
- This project will likely have little day to day federal oversight. However, documentation shall be prepared to enable FHWA to audit the project at a later date.
- Provide the references specified on pages 4-7 and 4-8 of the Construction Manual in the field office.
- Provide a fire proof cabinet for critical records, as specified by the Construction Manual.
- Prepare Materials Certificate Checklists.
- Provide as-built plans. Red-line a full size plan set as specified in the Construction Manual.
- At least one inspector shall have a Georgia Soil and Water Conservation Commission Level II certification on site at all times while land disturbing activities are taking place and prior to final stabilization.
- Submit Contract modification information to GDOT.
- Submit monthly contractor invoices to GDOT.
- Submit final project closeout paperwork to GDOT.
- Inspect and monitor any force account work.
- Review and approve contractor submitted payroll information.
- Perform labor interviews.

- Conduct the Closing Conference and perform the final inspection.
- Perform the inspection of punch list items.

Labor, Materials, Vehicles, and Equipment

The consultant shall furnish all personnel, materials, equipment, and transportation required to perform the work. Consult personnel shall have appropriate vehicles (equipped with flashing amber beacon), cellular phones, computers and miscellaneous equipment and supplies (printers, calculators, manuals, office supplies, safety equipment, etc.) required to perform the work.

Personal protective equipment shall be in accordance with GDOT standards. The consultant staff shall include personnel experienced at effectively monitoring and managing progress schedules and construction delays.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of Macon-Bibb County. The inspection consultant must be thoroughly familiar with GDOT specifications, manuals, and documentation requirements.

Materials Testing

Materials testing shall be performed by GDOT. The inspector will work with the construction contractor to ensure that timely notification to GDOT is made of inspection requirements.

G. Qualifications

Solicitation of Consultant Inspection Services for the GDOT funded local let project to Widen Jeffersonville Rd from Emery Highway to Recreation Rd and Millerfield Rd to Bristol Rd, and Bridge Replacement over Walnut Creek in Macon-Bibb County Georgia.

This contract will perform construction inspection services for this contract anticipated to cost approximately \$17 M and have a construction performance period of 30 months. The scope of the project is developed in more detail in the attached statement of work.

Title: Project Number STP00-3223-00(004)/PI 351090 Widening Reconstruction-Jeffersonville Rd from SR19/Emery Hwy. to Walnut Creek

Project Number STP00-3223-00(002)/PI 342080 Widening-Jeffersonville Rd from Walnut Creek to Recreation Rd and Millerfield to Bristol Rd

Project Number BRMLB-3223-00(006)/PI 351095 Bridge Replacement, Jeffersonville Rd @ Walnut Creek

Estimated Cost:

Construction	\$17.3 M
Construction Start:	Approximately Feb/March 2018
Construction Completion:	Approximately August/September 2021

The general scope of the project is to inspect the construction of the project under contract to Macon-Bibb County. Macon-Bibb County may elect to negotiate with the firm selected to perform other construction inspection in the future.

For further information on the project requirements, please contact David Fortson, dfortson@maconbibb.us.

The consultant must be prequalified by the Georgia Department of Transportation in the following area.

Number	Area Class
8.01	Construction Supervision

Applicants should submit documents indicating their key personnel and capabilities, firm experience, ability to meet the schedule, past performance, in-house expertise, familiarity with GDOT/FHWA standards, disadvantaged business enterprise approach and commitment, and any local presence. The local government may select the firm based on the documents submitted or it may elect to conduct telephone interviews or request some of the firms to make personal presentations to local officials. Negotiations on the consulting fee will be conducted with the firm selected.

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". None responsive submissions will not be reviewed for potential award.

Macon-Bibb County reserves the right to negotiate with the selected firm in the future for Engineering Designs, Drawings, and Related services; Right of Way acquisitions, and utility relocations.

I. Submittal Format

Submissions must be limited to a total of forty (40) pages and must be organized in a manner to display the required information in a well-organized manner.

J. SCORING (total possible number of points = 100)

Evaluation factors and their weight are as follows:

Factor	Points
Technical Approach (Project understanding Innovative concepts or alternatives, quality control procedures)	16
Work Experience	15
Specialized Expertise	15
Professional Licensure	2
Staff Capabilities	15
Workload Capacity	12
Past Performance	15
Qualified and Certified DBE including subconsultants	10

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines.

K. Award Basis

The local government may select the firm based on the documents submitted or it may elect to conduct telephone interviews or request the firms to make personal presentations to local officials. If interviews or presentations are required, a minimum of three firms will be asked to do this. Negotiations on the consulting fee will be conducted with the firm selected.

The contract awarded will be a project specific type. Price proposals will not be required until after the most qualified firm has been selected and only from that firm.

All consultants must comply with Federal EEO requirements. The consultants will also be held to ADA and Civil Rights language for the employing local government.

Negotiations will be conducted with the respondent with the highest number of points. If negotiations are not successful with the top firm, negotiations may be conducted with the firm with the second highest number of points, and on down the line until a successful contract has been awarded.