

ORDINANCE NO. 87-14

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUESTS FOR QUALIFICATIONS (RFQ'S) FROM QUALIFIED PROFESSIONALS FOR DESIGN-BUILD SERVICES FOR THE CHAMPION CREEK STREAMBANK AND RIPARIAN RESTORATION, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed to solicit Requests for Qualifications (RFQ's) for qualified professionals for design-build services for the restoration of approximately 2000 linear feet of the Champion Creek.
- SEC. 2:** That a copy of the RFQ is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to keep the project moving forward in a timely manner for the benefit to the community; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: May 27, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: May 28, 2014

SIGNED: Dennis Hanwell
Mayor

Effective date – May 28, 2014



May 27, 2014

CITY OF MEDINA, OHIO
COMMUNITY DEVELOPMENT DEPARTMENT

Informational Packet

Qualification Statements For
Creek Restoration Design-Build Services

for

CITY OF MEDINA CHAMPION CREEK STREAMBANK RIPARIAN
RESTORATION

DENNIS HANWELL - MAYOR

JOHN M. COYNE, III - PRESIDENT OF COUNCIL

COUNCIL MEMBERS

BRIAN D. HILBERG

WILLIAM LAMB

JAMES A. SHIELDS

MARK E. KOLESAR

PAUL ROSE

DENNIE R. SIMPSON

ADMINISTRATION

GREG HUBER, LAW DIRECTOR

KEITH DIRHAM, FINANCE DIRECTOR

SERAFINO PICCOLI, SERVICE DIRECTOR

PATRICK PATTON, CITY ENGINEER

JONAHTAN MENDEL, COMMUNITY DEVELOPMENT DIRECTOR

RESPONSE DUE DATE: June 13, 2014

PROJECT DEFINITION

The City of Medina (City) is seeking qualified professionals for design-build services for the implementation of a stream restoration project. This includes, but is not limited to detailed design, site preparation/demolition earthwork, erosion control, stormwater, stream channel restoration and landscaping. The City desires to have a single consultant perform the design and construction of the restoration.

The City was awarded a FFY 2013 Seciton 319(h) Nonpoint Source Program Grant from the Ohio EPA for stream restoration located along 2000 linear feet of the Champion Creek which runs through the southern edge of the downtown. The project consists of restoring natural stream morphology, reclaiming floodplain, naturally stabilizing stream and stream banks, eradicating invasive species, and permanently protecting the riparian corridor. The current conditions have reduced aquatic and adjacent terrestrial habitat quality, increased sediment load, exacerbated downstream flooding, and eroded stream banks threatening adjacent properties and the completion of this project will increase aquatic life, reduce sediment load, reduce flooding and strength adjoining streambank. The Consultant's budget for the requested services shall not exceed \$270,000 per the grant agreement and all tasks must be managed within this budget. This project is must be completed by July 2015.

PROJECT DESCRIPTION

The City is in need of technical assistance to implement the stream restoration project. The Consultant will be responsible for assessment, design, permitting, construction and construction oversight. City of Medina will be responsible for all reporting based upon recommendations from the Consultant, site inspections and compliance with all other applicable grant requirements.

SCOPE OF SERVICES AND RESPONSIBILITIES

Responsibilities of the Consultant will include:

1. A detailed plans and specifications for stream restoration
2. All necessary local, State or Federal permits and/or agency consultations.
3. Site preparation and demolition and earthwork
4. Erosion control
5. Protect stormwater outfalls
6. Stream channel restoration
7. Landscaping

Responsibilities of the City will include:

1. Perform all public outreach efforts
2. Provide grant administration
3. Inspection and contract oversight

QUALIFICATION STATEMENT REQUIREMENTS

Three (3) copies of the Qualification Statement shall be submitted and include the following information:

- A. General Instructions for Preparing and Submitting a Qualification Statement
 1. Provide the information requested in the Qualification Statement Content (see section B, below) in a letter signed by an officer of the firm. The responses shall be presented in the same order as listed in Section B.
 2. While the total length (in pages) of the Statement of Qualifications will not be limited, as outlined in Section B, the length of certain sections of the responses will be limited. Submitters are reminded that the content of the Statement should be limited to the

information specifically requested herein. Responding consultants will be permitted to attach and submit brochures or other pre-printed informational/marketing materials at the end of the Statement of Qualifications as they see fit; please understand that while those materials are permitted and will undergo a cursory review by the City, those additional materials will not be considered to be part of the Qualification Statement.

3. Please adhere to the following requirements in preparing and binding Qualification Statement:
 - a. Please use a minimum font size of 11-point and maintain margins of 1" on all four sides of the page. All text shall be black type to facilitate machine copying.
 - b. Each page of the Qualification Statement shall be numbered.
 - c. Use 8" x 11" bond paper only, no glossy paper.
4. Qualification Statements must be received no later than 4:30 P.M. local time on Wednesday, October 10, 2012. Responses received after that time on the specified due date will not be considered.

B. Qualification Statement Content

1. Provide a brief introduction to your firm and the services that you provide. Within that introduction, include the number of years the firm has been in business.
2. A list of the firm's previous recent experience with this type of project.
3. List significant sub-consultants; and the percentage of work to be performed by the prime consultant and each sub-consultant.
4. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Include summary of staff members experience with projects similar to the project type your firm is pursuing.
5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to your present workload, and the availability of the assigned staff.
6. Provide a brief description of your Project Approach. Within the Project Approach address your firm's technical approach, understanding of the project, quality assurance policy, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's cost containment practices including measures that will minimize the overall cost of the project.
7. Provide a list of three (3) references who can attest to the firm's performance on similar type projects. Include accurate contact name, address and telephone number for each reference listed (please note, if desired and applicable, the same reference can be provided for different project types).
8. List the location of the office from which the project manager will be based.
9. Provide any additional information (not to exceed one page) concerning the firm, the firm's qualifications, experience and ability with respect to the projects that are being pursued.

SELECTION PROCESS

A qualifications base selection process will be administered by the City of Medina. Consultants will be evaluated based upon a review of the Statement of Qualifications and our discussions with references. The City will evaluate each firm's qualifications based upon the following:

1. Firm's number of years in business (5%)
2. Firm's technical ability, background and experience on similar projects (25%)
3. Experience and ability of the project manager and the project team (10%)
4. Availability to meet schedule with respect to firms current work load (15%)

5. Understanding of the project and technical alternatives, creativity, problem solving ability (15%)
6. Evaluation of References provided to the City for work on projects of similar size and scope (20%)
7. Firm-proximity to jobsite (10%)

After review of the Qualification Statement, the City may decide to invite a selected number of firms to an interview at the City of Medina. The consultant will be selected based on the Qualification Statement and, if necessary, the interview. If an interview process is used for any of the project types, an evaluation and score for the interview will be factored with the qualification statement review to determine the most qualified firm.

Cost for services will be negotiated with the consultant determined to be most qualified by the City of Medina. The City will initiate a scope of services meeting with the most qualified firm to facilitate communication and develop a specific scope of work for each task. The City will attempt to negotiate an acceptable fee for the work with the most qualified firm. The fee and the agreement will be placed before the City Council of the City of Medina for approval. If the firm and the City are unable to reach an agreement, the City will then negotiate for these services with the second most qualified firm, and continue negotiating with qualified firms until an agreement is reached. The City of Medina reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process.

SCOPE OF SERVICES

A specific scope of service for each project will be developed jointly by the City and the selected consultant upon completion of the selection process. In general, the City will expect the selected consultant to perform and complete all work efforts necessary to prepare construction plans and construct the stream and riparian restoration.

PRELIMINARY SCHEDULE

Qualification Statement Advertising Period: May 28, 2014 – June 13, 2014

Proposals due: June 13, 2014

Review Period: June 16, 2014 – June 20, 2014

Anticipated Award Date: June 30, 2014

Anticipated Authorization to Proceed: July 21, 2014

COMMUNICATION RESTRICTIONS

Please note the following policy concerning communication with the City of Medina during the programmatic announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections, while the City will answer and reply to any written or verbal question or inquiry from consultants regarding the projects and/or the selections process, outside of the consultant interview (if an interview has been determined to be necessary) the City will not meet directly with any of the interested firms to discuss the selection process.

QUALIFICATION STATEMENT SUBMITTAL

The proposals shall be returned no later than 4:30 pm on Friday, June 13, 2014 to:

Jonathan Mendel
Community Development Department
City of Medina, Ohio
132 North Elmwood Avenue
Medina, Ohio 44256

QUESTIONS, CLARIFICATIONS and INQUIRIES

Consultants should direct any questions, clarifications and inquires regarding the project and or the selection process to Jonathan Mendel either at the above address, or by phone at (330) 722-9023, or by email at jmendel@medinaoh.org.

APPENDIX A
CITY OF MEDINA
STATEMENT OF QUALIFICATIONS REVIEW FORM

	CRITERIA	RATING (1-5, see below)	WEIGHT	SCORE
1	Firm number of years in business (5%)		1	
2	Firm's technical ability, background and experience on similar projects (25%)		5	
3	Experience and ability of the project manager and the project team (10%)		2	
4	Availability to meet schedule with respect to firms current work load (15%)		3	
5	Understanding of the project and technical alternatives, creativity, problem solving ability (15%)		3	
6	Reference evaluation (20%) (Past performance of the firm and the project manager pertaining to quality of design, errors and omissions, technical innovation, meeting schedules, controlling costs, communication with the City as well as affected stakeholders, etc.)		4	
7	Proximity to Sight (10%)		2	
			TOTAL SCORE: (100 maximum)	

Rating Scale: 1= Poor; 2= Fair; 3= Good; 4= Excellent; 5= Superior

"Firm number of years in business" will be rates as follows: 5=30+ years; 4=20 to 29 years; 3=10 to 19 years; 2=5 to 9 years; 1=0 to 4 years

"Proximity to Sight" will be rated based upon the office that the designated project manager is located, as follows: 5=Medina County; 4=50 mile radius; 3=100 mile radius; 2=Ohio; 1= none of the above