REQUEST FOR PROPOSAL

INTERCEPTOR INSPECTION AND EVALUATION CONTRACT - 2
(IIEC-2)

WBS NO.CIP.CL.C.1305

May 2012

This Request for Proposal (RFP) is made available to interested consulting firms for sewer inspection and condition assessment services for the IIEC-2 project. The District considers this project a Category 3, and this category will factor into the scope and negotiation with the successful consultant.

The RFP is organized as follows:

SECTION 1.0 SUBMISSION OF PROPOSALS
SECTION 2.0 INTRODUCTION
SECTION 3.0 DESCRIPTION OF PROJECT AND SERVICES
SECTION 4.0 PROPOSAL CONTENT AND FORMAT
SECTION 5.0 PROJECT SCHEDULE
SECTION 6.0 EVALUATION AND SELECTION PROCESS
EXHIBIT B SCOPE OF SERVICES

Various supporting and informational documents are referenced throughout this RFP. Unless otherwise noted, these documents are available on the District’s web site www.neorsd.org within the Consultant and Contractor Resource Page. Any future addenda related to this project will be posted to the NEORSD website under the “Bids and Proposals” section.

Additional information related to this RFP is provided through a designated ftp Sharefile site. This site can be accessed at https://neorsd.sharefile.com/i/i4ddcf303737416bb.
1.0 SUBMISSION OF PROPOSALS

Proposals for providing these services will be accepted until the close of business (4:30 P.M.) on Tuesday, June 19, 2012.

Proposals are to be delivered to the following name and address:

    Julius Ciaccia, Executive Director
    Northeast Ohio Regional Sewer District
    3900 Euclid Avenue
    Cleveland, OH  44115-2504

    Attn: Kellie Rotunno, Director of Engineering and Construction

Late submittals will not be considered. Proposals not meeting the requirements of this RFP may be deemed non-responsive at the sole discretion of the District.

A mandatory pre-proposal meeting for consultants considering submitting as a prime will be held at the NEORSD Environmental and Maintenance Services Center, 4747 East 49th Street, Cuyahoga Hts, at 10:00 AM. on Thursday, May 24, 2012. Questions regarding this RFP shall be directed to Ms. Alison Schreiber at the pre-proposal meeting or at other times by calling (216) 881-6600, ext. 6437 or e-mailing to schreiber@neorsd.org.
2.0 INTRODUCTION

2.1 PROJECT BACKGROUND

The Northeast Ohio Regional Sewer District (NEORSD) owns and maintains a large network of interceptors. The interceptor networks are subdivided into the Southerly District, Easterly District, and Westerly District based on the wastewater treatment plant to which they are tributary. The information available on the interceptors has been entered into a GIS database, and asset identification numbers have been assigned to each manhole and pipe reach.

The NEORSD is currently administering a separate contract to locate and confirm manholes and sewer connectivity and update the GIS database to ensure the interceptors are represented consistently and accurately. With this accurate GIS information in place and an ongoing asset management program, the NEORSD will pursue the current sewer condition assessments and rehabilitation recommendations of these interceptors. Under this contract, the selected consultant team will inspect primarily the Westerly District network of interceptors along with some isolated pockets of critical and potentially deteriorated sewers in the Southerly and Easterly Districts that lack recent inspection information.

As part of the information provided under this contract the consultants will receive the latest NEORSD GIS Collection System Infrastructure data, which will include any validations and revisions under the ISM project through the end of May. Consultants can use this GIS database as a guide to the locations, lengths, and depths of the project manholes and interceptors. This information will also contain the Pipe, Manhole, Video, and Photo naming standards to be used so that standardized inspection information can be linked in GIS for future reference. Previous inspection information, record drawings of the Westerly District Interceptors, and maps showing sewer segments included in this contact are also included at the secured ShareFile site link listed on page 1 of this RFP.

The main deliverable for this project will be a report that summarizes the inspection information and condition assessment gathered under this contract, recommendations for repairs by priority, an estimate of probable cost associated with each repair, and the full documentation of the inspection including DVDs. This information will provide the basis for future capital planning in the collection system and at the Westerly WWTP. A supplemental deliverable will be a report that documents alternative contract delivery methods.
2.2 AVAILABLE INFORMATION

Consultants may request to examine documents not already provided as an exhibit to this RFP. If the request is approved, the documents will be uploaded to the designated ftp Sharefile site, or if that is not possible, will be made available at the District’s Administrative Office for examination. Requests should be directed to the Project Manager, Alison Schreiber, by calling 216-881-6600 Ext. 6437 or e-mailing to schreibera@neorsd.org.

2.3 RESTRICTIONS ON USE OF PROPRIETARY SOFTWARE

The consultant is expected to enhance the District’s flexibility to accomplish follow-up studies or design related efforts as well as other District projects. Software utilized by the consultant in accomplishing the scope of services must support this expectation, and at the District’s request must be provided for its use. Use of proprietary software which cannot be turned over to the District at the end of this project is not allowed.

2.4 EVALUATION OF CONSULTANT PERFORMANCE AFTER SELECTION

The District will evaluate the performance of consultants on its projects, in the interest of improving project designs, ongoing consultant performance, and future project selections. The Consultant Project Performance Evaluation form that the District will use is located on the District’s web site, www.neorsd.org, within the Consultant and Contractor Resource Page.
3.0 DESCRIPTION OF PROJECT AND SERVICES

3.1 DESCRIPTION OF PROJECT

The IIEC-2 project shall consist of a detailed internal closed circuit television (CCTV) inspection, condition assessment, evaluation, and rehabilitation recommendations. With consultant input, the NEORSD will assign the interceptor sewer segments and the associated manholes to be evaluated. Based on the results of this project, a future design and construction rehabilitation project will be implemented to restore these facilities to the required level of service and prolong the useful life of the assets.

The selected consultant shall work with the NEORSD to prepare and plan the inspection and evaluation based on the available information provided by the NEORSD. The consultant team shall follow the NASSCO’s Pipeline and Manhole Assessment and Certification Programs (PACP and MACP). The consultant shall be aware that these sewers contain active flows, and work plans shall allow for downtime due to wet weather periods that will not allow inspections.

The inspection areas in this contract are comprised mainly of the Westerly District Interceptors and select CSO outfall pipes, as well as other sewer segments having unreliable condition data, or known problems, such as grit build-up at bends, under highways, or behind hydrobrakes. The Westerly District has the oldest inspection data (performed in 1997) of the three interceptor networks. Additionally, sand and grit accumulate at the Westerly WWTP headworks, and the District wishes to identify any suspected sources of grit and any deteriorating pipe segments contributing to or causing the grit build-up. The inspection process under this contract shall pay special attention to sand/grit levels in sewer segments as well as possible inflow sources.

The consultant shall utilize the PACP and MACP condition grades to organize the sewer facilities by category into a final evaluation and recommendation report. Documents for the recently televised Westerly Low Level Interceptor (WLLI) sewer will be provided to the selected consultant for review and incorporation of the WLLI segments into the final report. The manholes on this interceptor were not inspected; and therefore, the manhole inspection shall be performed under this contract. The final report should include a summary of the inspection procedures used, mapping of the system showing condition/defect locations, recommended repair methods, construction cost estimates to a class 4 level, suggested prioritization of repairs, and organization of potential project packages, as well as other information that would be useful to the future rehabilitation contract. The consultant will be expected to provide regular progress reports in meetings and provide draft recommendations for the NEORSD to review prior to completing final documents. Exhibit B provides a more comprehensive discussion of the scope of work.

The consultant team will also be asked to prepare and facilitate a workshop for alternative contract delivery methods to implement the final design and construction of the sewer rehabilitation identified in this project. The consultant team shall review various models of delivery such as design build, indefinite delivery/indefinite quantity types of contracts and other delivery methods that the consultant may propose in the workshop. A separate report shall be
developed following the workshop under this contract Task 5 to document final recommendations that could be implemented in the future. This task is anticipated to be less than 5% of the total engineering fee (excluding other direct costs).

It is anticipated that a specific allowance for cleaning of sewers that cannot be viewed under current conditions, or require additional investigation to complete will be negotiated with the selected consultant.

The consultant team shall also be aware of all the standard NEORSD project management reporting and documentation items and shall transfer the inspection and project records to the NEORSD upon completion of the project.

The interceptors and sewer segments that are included in the IIEC-2 project are shown in a power point file located in Exhibit A in the additional information provided on the ftp Sharefile web site, however included segments will be finalized during negotiations. The included map on the following page shows the general Westerly District Interceptor System, and general sewer lengths are described below;

**Westerly District Interceptor Systems**

- **Northwest System** – Approx. 46,000 LF
  - Northwest Interceptor

- **Walworth Run System** – Approx. 54,600 LF
  - Walworth Run – Diversion Sewer
  - Walworth Run – West 25th Branch
  - Walworth Run – West Branch
  - Westerly Low Level Interceptor – *CCTV provided for Majority of this Interceptor

- **Westerly System** – Approx. 30,100 LF
  - Westerly – Lake Avenue Branch
  - Westerly – Main Branch

- **Westerly District CSO pipes** – Approx. 30,000 LF

**Additional Inspection Packages outside of the Westerly District**

- Package #1 – Southerly Main Branch
  - Woodland Ave – 7,920 LF

- Package #2 – Southerly Low Level “D” Branch
  - Rockefeller Ave – 1,665 LF

- Package #3 – Big Creek Interceptor – Upstream of PS
  - Approximately 8,530 LF

- Package #4 – Easterly – East 12th Branch
  - Approximately 1,160 LF

- Package #5 – CSO – 073 (Giddings Brook)
  - Approximately 6,625 LF

- Package #6 – CSO – 036 Morgana Run
  - Approximately 2,894 LF
3.2 REQUESTED TASKS AND SERVICES

The District is requesting the following major tasks be performed to address the needs of this project.

Task 1. Project Planning
Task 2. Field Inspections
Task 3. Condition Assessment
Task 4. Final Evaluations and Rehabilitation Recommendations
Task 5. Alternative Contract Delivery Methods
Task 6. Allowances
   - General Allowance
   - Specific Allowance 1 – Cleaning and investigation (As necessary)

The activities associated with performing the tasks above are described in further detail in Exhibit B. The consultant should base the Technical Approach section of the proposal on the described tasks and the description of the project and services in this RFP.

Negotiation of the Scope of Services with the successful consultant will begin with the Exhibit B Scope of Services. The successful consultant will work with the District to revise and refine the Scope of Services to meet the District’s needs for the project.

3.3 PROJECT UNDERSTANDING

Proposals will be evaluated in part on the consultant’s understanding of key issues, challenges, and technologies that may determine the success of the project. The consultant may present information in the proposal related to concepts that significantly enhance the operation, maintenance, functionality and/or life cycle of related components of the District’s existing infrastructure.
4.0 PROPOSAL CONTENT AND FORMAT

Each consultant shall submit one original and seven (7) copies of the proposal, as well as an electronic version, in .pdf format with bookmarks, on either a CD or USB drive. The font size on all submitted materials shall be equivalent to Times New Roman 12 pt or larger.

Proposals shall be no more than 30 printed pages, with hard copies printed on sheets of double-sided recycled paper. All pages will be counted (i.e., each side of a sheet will count as a unique page, so one double-sided sheet will be counted as two pages) unless indicated otherwise in this RFP. Sheets that are 11”x17” shall be counted as two pages per side, or four pages if double sided. The following information shall be included in the proposal:

4.1 EXECUTIVE SUMMARY

Include a concise synopsis of the proposal focused on how the consultant will address the District’s key issues with its approach and team.

4.2 PROJECT DELIVERY

The District is looking for consultants that will provide excellent service and deliver quality projects for the District. The District expects this quality service to extend through the entire duration of the Project. In this section of the proposal present the capabilities, skills, and experience of your project manager as well as how you have served the District on prior projects. These factors will be strongly considered in selecting the successful consultant for this Project.

4.2.1 Proposed Project Manager

The District expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the District and project team. Describe the proposed project manager’s experience on similar projects, experience on other District projects, and skills and results supporting the ability to serve the District. The project manager is considered the most important key team member and will be committed for the Project’s duration. Any change in project manager, or any other key team member, will require prior approval by the District.

The consultant’s proposed project manager must be experienced in projects of the magnitude and complexity of the project. It is expected that the consultant’s proposed project manager will manage the team from its local Cleveland office and be available for frequent personal interaction with the District. The project manager must meet the following requirements:

- Must be a registered professional engineer in the State of Ohio throughout the contract duration.
- Must have had a key role in projects of similar or complementary nature.
- Must have managed projects of a similar or greater complexity and/or size.
4.2.2 Performance on District Projects

Summarize your team’s experience on District projects. List the District staff that you worked with and would be most familiar with your work. Your prior performance on District projects is an important consideration in the selection process. The successful consultant’s performance will be formally evaluated on this project for use in subsequent procurements.

Consultants that do not have prior experience working for the District will receive a neutral rating for this evaluation criterion.

4.3 QUALIFICATIONS

Because of the critical nature of the work described within this RFP, the District seeks services from highly experienced and qualified teams. The teams must be able to staff this project with qualified individuals, experienced in the key technical disciplines needed, who shall remain committed to this work from inception through completion. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members, including subconsultants.

4.3.1 Experience of Key Team Members on Similar Projects

Include brief resumés of key staff members (excluding the proposed project manager, who should be addressed as noted in section 4.2.1) and/or subconsultants proposed to work on the project. The information should be focused on experience on similar and/or complementary projects. The information for these projects shall include, at a minimum, the following: project description, key staff member’s role, client, client contact information, construction cost (if applicable), and year completed. The roles proposed for each subconsultant and their qualifications in that area shall also be identified in the proposal.

Key consultant staff include but are not limited to field inspection coordinator, condition assessment supervisor, and other key staff on the top or mid levels of the proposed organization chart. Your ability to identify and highlight key staff in the proposal will be considered when evaluating your understanding of the project.

In addition, the proposal should include a description of three (3) of the most recent projects/programs/efforts that included similar scope for the prime consultant and relevant subconsultants. The following information shall be included for each project:

- Project title
- Firm name and role
- Proposed team members involved
- Project description
- Client name
- Client contact (address, phone, e-mail)
- Year completed
- Total consultant fee($)
4.3.2 Key Team Members’ Availability

It is expected that the consultant will honor its proposed project staffing and all proposed key individuals shall be assigned to the project. Substitutions will not be allowed for the convenience of the consultant. In the event a proposed individual becomes unavailable the firm must propose, in advance and in writing, a substitution. The District reserves the right to accept or reject any and all proposed substitutions.

In order to demonstrate the availability of key staff proposed for the project, including and in particular the proposed project manager, the consultant must include a summary similar to the following table in the proposal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Firm</th>
<th>Project Delivery Period</th>
<th>Other Current and Projected Commitments</th>
<th>Total Availability</th>
<th>Commitment to Project</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Design PM</td>
<td>ABC</td>
<td>1/1/12-1/1/13</td>
<td>Columbus WWTP Upgrade – 15%</td>
<td>60%</td>
<td>50%</td>
<td>Given current Project understanding, estimate need for 50% PM commitment for Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact: Joe Smith, 123.456.7899 or <a href="mailto:smithj@gmail.com">smithj@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office Mgr – 25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact: Ellen Ott, 345.678.9123 or <a href="mailto:eott@ABC.com">eott@ABC.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3.3 Business Opportunity Program Participation

The proposal should include a summary of the proposed MBE/WBE and SBE participation, along with the percentage commitment to each category. The summary should include the roles and responsibilities of all proposed subconsultants with respect to each task. Submittals will be evaluated on both the percentage and quality of participation by Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and/or Small Business Enterprise (SBE).

The project’s goal for Business Opportunity participation is 25% total, which can include any combination of SBE, MBE, and/or WBE firms. The percentage shall be calculated upon the entire project including allowances. The proposal shall also include the following information:
• Statement of the overall percentage of MBE/WBE/SBE involvement; and

• Principal contact information for each MBE/WBE/SBE firm.

The MBE/WBE/SBE firms proposed as part of this project team shall be certified with the District at the time of proposal. Questions regarding the District’s MBE/WBE/SBE program shall be addressed to Ms. Tiffany Jordan, the District’s Contract Compliance Manager, at (216) 881-6600, Ext. 6640. A copy of the District’s MBE/WBE and SBE policies are available on the District’s web site www.neorsd.org.

4.4 TECHNICAL APPROACH

The consultant team’s technical approach to the project is a very important component of the selection. In the proposal, the consultant is requested to demonstrate their project understanding, present the critical issues and provide a description of the inspection/evaluation sequence to meet the District’s objectives.

4.4.1 Project Understanding

The consultant should demonstrate concisely its understanding of the project in this section of the proposal. Key activities and approaches that improve the chances of successful project completion should be presented, along with key issues and challenges and how they will be addressed. The consultant should include a preliminary schedule demonstrating steps the team feels will be necessary to successfully deliver the Project.

A task and hour summary similar to the following table should be completed for the project as organized and described in Sections 3.0 and 4.0 of this RFP and Exhibit B. The table should reflect the projected effort necessary to complete the top-level tasks (e.g., Project Planning, Inspection, Condition Assessment, Evaluation and Rehabilitation Recommendations, and Alternative Contract Delivery Methods). The form will serve as an indicator of the consultant’s understanding of relative effort between tasks and for the project as a whole. The total of the hours for all tasks shall reflect the estimate of the consultant’s total labor effort needed to perform the entire project as outlined in the RFP. Other direct costs such as the CCTV effort and other non-labor billed activities under these various tasks are not to be included in the table below.
Example: Task and Hour Summary

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Name</th>
<th>Prime Labor Hours</th>
<th>Majority Sub Labor Hours</th>
<th>Minority Sub Labor Hours</th>
<th>Projected Total Labor Hours</th>
<th>Firms Involved</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Planning</td>
<td>80</td>
<td>20</td>
<td></td>
<td>100</td>
<td>ABD, Good</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Field Investigation</td>
<td>125</td>
<td>90</td>
<td>35</td>
<td>250</td>
<td>ABD, Good, Franklin, Best</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Condition Assessment</td>
<td>40</td>
<td>10</td>
<td></td>
<td>50</td>
<td>ABD, Good</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Evaluation and Rehab.</td>
<td>150</td>
<td>100</td>
<td></td>
<td>250</td>
<td>ABD, Best</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Alt. Contract Delivery methods</td>
<td>40</td>
<td>20</td>
<td>10</td>
<td>70</td>
<td>ABD, Good</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Allowances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allowances are potential additions to the base scope, and will only be utilized as authorized by the District.</td>
</tr>
</tbody>
</table>

| TOTAL | 435 | 140 | 145 | 720 | 1440 | Contract Total |

The District reserves the right to request additional task and hour information to clarify the consultant’s project understanding. A prompt response of one (1) working day shall be adhered to in these requests.

4.4.2 Critical Issues

The consultant should include a preliminary list of critical project issues in this section of the proposal. The list of critical issues should reflect the consultant’s understanding of the greatest issues and challenges facing the project and how they will be addressed.

4.4.3 Inspection and Evaluation Sequencing

Another important aspect of the consultant’s understanding of the project is the projected sequencing of inspection and evaluation. In this section of the proposal the consultant should present their recommendation for sequencing the data collection, evaluation, and reporting efforts related to the District’s project objectives, while also addressing the critical issues, and meeting the schedule. The consultant should discuss the rationale for the proposed sequencing, as well as include sufficient information regarding the anticipated field crew size, include all subcontractors, necessary to met the schedule.
4.5 STATEMENTS (Not included in the Page Count)

The consultant shall include the following statements in the proposal as an appendix.

“By virtue of submitting this proposal, I certify as a legal representative of the prime firm that I have reviewed the District’s current Standard Agreement for Professional Services available on the District website at www.neorsd.org. Any requested exceptions to the standard agreement are stated below.”

“By virtue of submitting this proposal, I certify as a legal representative of the prime firm that I have examined background reports and data and agree to acquire the additional information needed to perform all aspects of the work as outlined in this RFP.”

“By virtue of submitting this proposal, I certify as a legal representative of the prime firm that neither the firms on the team nor the key personnel presented have known personal or organizational conflicts of interest associated with this project and/or the District, or that any known potential conflicts of interest have been communicated in written form to the District prior to the submittal of this proposal, and that information may be considered by the District in evaluating the team’s suitability for this project.”

4.6 NEORSD REQUIRED FORMS (Not Included in the Page Count)

The consultant shall also provide in this appendix a completed and signed copy of the District’s Declaration of no assistance to a Terrorist Organization.

Pages in this appendix are not included toward the total page count.

4.7 DETAILED RESUMES (Not Included in the Page Count)

Detailed resumes for key team members may be included as an appendix. Pages in this appendix are not included toward the total page count.
5.0 PROJECT SCHEDULE

The selected consultant shall adhere to the following schedule:

- Begin work immediately upon authorization to proceed.

- If selected, and following notice to proceed, consultant shall prepare and submit a detailed draft baseline schedule as required in the Standard Agreement and conforming to the requirements of the District’s Schedule Guidance Document as available on the District’s web site www.neorsd.org.

- For purposes of the proposal, a preliminary schedule showing general tasks and anticipated dates shall be included in the proposal’s Technical Approach section. The preliminary schedule may be submitted in tabular or Gantt chart format within the proposal.

- For use in preparing the preliminary schedule for the proposal, assume the NTP for the project will be October 1, 2012:

The District’s current schedule expectations, pending negotiation of the detailed scope of services and review of the consultant’s detailed draft baseline schedule following NTP, are as follows.

<table>
<thead>
<tr>
<th>Task/Sub-task</th>
<th>Months after Consultant NTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning/Inspections/Condition Assessment Complete</td>
<td>11</td>
</tr>
<tr>
<td>Draft Evaluation and Recommendation Report</td>
<td>13</td>
</tr>
<tr>
<td>Alternative Contract Delivery Methods Workshop</td>
<td>13</td>
</tr>
<tr>
<td>Final Evaluation and Recommendation Report</td>
<td>15</td>
</tr>
<tr>
<td>Final Alternative Methods of Delivery Report</td>
<td>15</td>
</tr>
</tbody>
</table>
6.0 EVALUATION AND SELECTION PROCESS

Once all proposals have been received, the consultant selection will follow these steps.

1. The written proposals will be evaluated and scored by a District Selection Committee utilizing the following criteria:

   **Delivery (30% of Total Score)**
   - Proposed Project Manager – 15%
   - Performance on District projects – 15%

   **Qualifications (20% of Total Score)**
   - Experience of key team members on similar projects 10%
   - Key team members’ availability – 5%
   - Business Opportunity Program Participation– 5%

   **Technical Approach (30% of Total Score)**
   - Project understanding – 10%
   - Critical issues – 10%
   - Inspection and Evaluation sequencing– 10%

2. Upon completion of the scoring and ranking of the written submittals, the District may make a selection based on evaluation of the preceding categories. Alternately the District may, at its sole discretion, select up to three (3) of the top ranked firms to deliver a presentation and provide further clarification of their capabilities, experience, and approach. The District may prepare and submit a list of questions to each of the short-listed firms prior to their interview, or may instead provide the questions by asking them during the interview.

   The District may allot up to 90 minutes for the presentation and interview, including a 30-minute question and answer period. Key project personnel will be expected to take the lead in presenting and answering questions regarding the project. Upon completion of the presentations, the District selection committee will score each firm according to the following criteria:

   **Presentation and Interview (20% of Total Score)**
   - Confirmation of technical approach/understanding – 10%
   - Confirmation of PM/team qualifications – 5%
   - Response to District Questions – 5%

3. If interviews are held, the scores for the Presentation and Interview will be combined with the scores from the evaluation of the written submittals to determine the overall score and corresponding ranking of the short-listed firms.
4. The District will enter into negotiations with the highest ranked firm to develop a final and mutually agreed-upon scope of services, using Exhibit B as a basis, and a corresponding price for the services to be performed. If the District cannot reach an agreement with the highest ranked firm, the District may initiate negotiations with the next highest ranked firm.

5. Upon reaching agreement on the scope and total not-to-exceed price for the project, the District’s project manager will make a recommendation to award to the District’s Consultant Review Committee (CRC) for review.

6. Upon approval by CRC, District Staff will report to the Board of Trustees and make a recommendation to enter into an agreement based on the outcome of the negotiations.

7. The selected consultant cannot commence work on any aspects of the project prior to Board approval and subsequent execution of the District’s standard Agreement.

END OF RFP
EXHIBIT B
SCOPE OF SERVICES

INTERCEPTOR INSPECTION AND EVALUATION CONTRACT - 2
(IIEC-2)

WBS NO. CIP.CL.C.1305

May 2012

The Scope of Services set forth herein defines the work to be performed by the CONSULTANT in completing the PROJECT. This document, in its current form, reflects the general scope of services on which the proposing teams should base their proposals. The final scope will be refined by agreement between the District and Consultant during negotiations.

SERVICES TO BE PERFORMED

Task 1. Project Planning
Task 2. Field Inspections
Task 3. Condition Assessment
Task 4. Final Evaluations and Rehabilitation Recommendations
Task 5. Alternative Contract Delivery Methods
Task 6. Allowances
   General Allowance
   Specific Allowance 1 – Cleaning (As necessary)

The Scope of Services for the PROJECT shall consist of the tasks outlined above. The CONSULTANT shall provide services necessary to develop and produce a Final Evaluation and Recommendations Report and an Alternative Contract Delivery Methods Report for the IIEC-2 Project.

The CONSULTANT shall communicate with the DISTRICT’s personnel to refine PROJECT needs and deliver the Scope of Services. The CONSULTANT shall carefully consider the input by the DISTRICT’s staff, however, based on the CONSULTANT’s own experience and ability, shall be solely responsible for providing complete, quality deliverables in accordance with the requirements of the Scope of Services. Documents referenced within the Scope of Services are available on the District website at www.neorsd.org under the consultant and contractor resource page.

The CONSULTANT shall incorporate the use of the DISTRICT’s SharePoint site electronic submissions and workflow processes for all Tasks of Work as directed by the DISTRICT. The CONSULTANT shall use the SharePoint site for, but not limited to, the following: electronic
upload of documents for reference and/or file, invoicing, schedules, budget transfers, inspection information (excluding videos), reports, etc. During the duration of the Contract the DISTRICT may modify and/or add workflow processes and SharePoint usage, and the CONSULTANT shall incorporate the modifications and additions into their work. Access to the SharePoint site and workflow processes and training will be provided by the DISTRICT.

CONSULTANT is required to have access to computer hardware and software that is compatible with the DISTRICT’s SharePoint system and capable of running automated process workflows, and supporting electronic signatures in Adobe Acrobat. Minimum system requirements include:

- Windows XP or Windows 7
- Microsoft Internet Explorer 32-bit version 7 or 8
- Microsoft Office 2007 or 2010
- Latest version of Adobe Acrobat (at a minimum Reader, Standard or Professional for editing)
- Broadband internet connection
- Open access to https://neorsdpmo.org

CONSULTANT shall verify current system requirements at start of contract and may need to adjust requirements during the contract period to accommodate upgrades or changes to the DISTRICT’s system. The DISTRICT’s system is configured to work with any open internet connection; however, specific firewall or security settings limiting internet content on the CONSULTANT’s system could impact performance. Often, adjustments to these settings or work around processes can be implemented to mitigate the issues.

All deliverables shall be submitted in both PDF and native file format. Submitted PDFs shall be created from the native file using the appropriate software. Scanned copies to create PDFs are not acceptable. In general, each deliverable shall be provided as one optimized PDF document less than 10 MB. The PDF document shall be indexed to match the table of contents or main sections of the document and provided as an unprotected or unsecured document. If the PDF document cannot be reduced to less than 10 MB, CONSULTANT shall develop an alternative submittal plan with the DISTRICT PM. Additional requirements are as follows:

- Reports, technical memoranda, or other narrative deliverables shall include all the native files to create tables, renderings, images and other exhibits. In general document formats shall be in MS Office format or as approved by the DISTRICTPM.

- PDFs for specifications shall be organized by volume and indexed where applicable; native files shall be provided in MS Word format.

- Report submittals shall be provided in both PDF and native file formats; PDF submittal shall include entire report where possible; if Adobe compressed file size exceeds 10 MB, submittal shall divided into 10 MB files or as directed by the DISTRICT Project Manager;
All submittals shall be provided to the DISTRICT PM electronically on CD or DVD (or other media as approved by DISTRICT PM). Media shall be labeled with NEORSD, project name, and project number.

Any deviations from the above standard will be rejected and the deliverable will be considered incomplete.

Project Objectives

The tasks and scope of services for the IIEC-2 Project shall include the following components:

1. **Task 1: Project Planning**

All Task 1 deliverables shall be submitted electronically as described above. Hard copies shall be provided in formats and quantities to be determined during negotiations.

1.1 Task 1A: Project Management Plan

Within 30 days of the Notice-to-Proceed the CONSULTANT shall provide a detailed Project Management Plan that includes critical processes and management activities that ensure compliance with the IIEC-2 Inspection, evaluation, schedule, and budget requirements. The Project Management Plan will include the following items:

- **Team integration** – discuss the project management team responsibilities, assigning of activities, and integration of the team to meet project objectives and program standards.

- **Budget and schedule management/progress reporting** – Budget/schedule management and progress reporting shall be managed per the cost-loaded project schedule. Schedule shall be developed and managed per the DISTRICT’s Schedule Guidance Document available on the DISTRICT’s web site.

- **QA/QC** – description of the IIEC-2 quality assurance and quality control systems recommended to manage quality related problems and include confirmation that CONSULTANT understands the DISTRICT’s technical review process of deliverables and is familiar with the DISTRICT’S QA/QC template available on the DISTRICT’s web site.

- **Business Opportunity Plan** – include the process description for analyzing subcontracting work opportunities for small businesses once the project elements are developed to a point where these work activities can be defined.

- **Cost estimates** – include the understanding of milestone cost estimating guidelines and identification of software systems and process to develop the estimates.
• **Critical Issues management** - include the CONSULTANT’s approach for identifying and developing mitigation measures for critical issues on IIEC-2. A preliminary critical issues list should be included in the PMP.

1.2 Task 1B: Evaluation of Existing Information

The CONSULTANT shall evaluate and consider the following existing information related to the Scope of Services for this PROJECT. The DISTRICT PM will make the information available to the CONSULTANT via CD, e-mail, web sites, hard copy, or other appropriate means for the information.

- Original Interceptor Record Drawings
- Previous Inspection Reports
- Asset Management Estimated Condition Data
- GIS Dataset

1.3 Task 1C: Inspection and Assessment Methods

CONSULTANT will identify the inspection method(s) suitable to perform the required work and allow the work to meet the DISTRICT’s total project budget and schedule needs. If more than one method is suitable, the methods will be presented as alternatives.

1.4 Task 1D: Permits and Easements Coordination

Identify permits required by public and private entities, including but not limited to the City of Cleveland, other municipalities, Ohio EPA, ODOT, and railroads.

1.5 Task 1E: Project Data Collection and Management

A Data Collection and Management Plan shall be included as a section of the Project management plan. The Data Collection and Management Plan shall include appropriate QA/QC processes and procedures, reference the DISTRICT’s Data and Deliverables Standards document, and be revised as necessary throughout the PROJECT. The plan should include the following sections:

- **Data Needs Assessment & Collection** – This section shall document the PROJECT data needs and collection processes and procedures.

- **Data Management Plan** – This section shall document the processes and procedures for managing, accessing, displaying and delivering project data gathered and created during this project, with consideration to and in conjunction with other District-wide information management system requirements.
• **Hardware/Software Information** – This section shall document **all** applicable computer hardware, software and related equipment to be purchased, developed and/or utilized on this project. Procurement shall be coordinated with the District’s IT and GIS Departments.

• **Project Metadata** – Metadata shall be developed for **all** applicable data collected or created during the PROJECT. The CONSULTANT shall coordinate with the District’s GIS Group regarding the development and creation of Project Metadata and adherence/applicability of the current District GIS Metadata Standards.

2. **Task 2: Field Inspection**

The Consultant shall utilize the preliminary Project planning to implement a field inspection process to provide the NEORSD with an accurate visual representation of the Project Interceptors. The Inspection shall be conducted according to the standards and guidelines of the NASSCO Pipeline and Manhole Assessment and Certification Program (PACP and MACP).

Data to be obtained shall include, but is not necessarily limited to, diameter, length, structural and hydraulic condition, material (i.e. brick, concrete, etc.), size changes, and active and inactive connections.

3. **Task 3: Condition Assessment**

The Consultant team shall analyze all inspection logs and videos for the assignment of defect codes and perform the required condition assessment during the field work, as well as organize the information and results in preparation for the final report.

4. **Task 4: Final Evaluation and Rehabilitation Recommendations**

The consultant team will review the condition assessment information and evaluate the repairs that would be necessary to return the sewer segment to an acceptable condition. The Recommendation shall be organized into a report that includes the following main topics:

- Inspected interceptor mapping and condition grades
- Criticality ratings and prioritization/suggested packaging of rehabilitation
- Recommended repair methods or, for pipes not requiring repairs, reinspection interval
- Construction cost estimates
- Special information related to the future repair contract.
5. Task 5: Alternative Contract Delivery Methods

The Consultant team shall prepare and facilitate a workshop for all interested NEORSD Personnel to discuss various delivery methods for the potential design and construction of the sewer rehabilitation identified on this inspection and evaluation project. The consultant shall review and present at the workshop various models of delivery such as design-build, indefinite quantity types of contracts, and other delivery methods that the consultant may suggest.

Following the workshop, the consultant shall prepare and submit an Alternative Contract Delivery Methods Report. Note that Task 5 is expected to comprise only about 5% of the engineering labor budget for this project, excluding other direct costs.

Additional Services (Allowances)

The DISTRICT may require additional services from the CONSULTANT for items not specifically included in the aforementioned Tasks. These services may consist of, but are not be limited to, additional investigative and/or other services. It is the DISTRICT’s intent to determine the appropriate price for Additional Services during negotiations with the selected CONSULTANT.

The funds associated with allowances may only be used following written authorization of the Director of Engineering and Construction or other DISTRICT designee.

The following Additional Services may be authorized as part of this PROJECT:

1. Specific Allowance: Sewer Cleaning

   Based on the condition of the existing sewers, cleaning may be required to properly inspect the segments as outlined in the project scope. If the consultant team encounters this issue, an ongoing summary shall be generated of the segments in need of cleaning, along with a quote for performing the cleaning and removal of materials. The District will authorize these areas as necessary to allow for the completion of the intended scope.

Project Management

Project management is a critical activity to be integrated with the execution of all tasks identified above. CONSULTANT shall utilize procedures related to cost estimating, scheduling, project documentation, critical issues management, QA/QC, and others as necessary to enhance budget, scope and time management for the PROJECT.
In order to ensure that this IIEC-2 PROJECT is successfully completed in a timely manner and to the satisfaction of the DISTRICT, project management items including but not limited to the following are included in the Scope of Services:

- Monthly Project Progress Summary: CONSULTANT shall comply with the DISTRICT’s most current Schedule Guidance Document. Invoices for the period covered in the report will not be paid until the monthly progress update is delivered to and approved by the DISTRICT.

- Monthly Invoicing: CONSULTANT shall comply with the DISTRICT’s most current invoice policies and invoice format.

- Project Meetings:

  The CONSULTANT’s Project Manager shall meet, in person, with select DISTRICT personnel monthly to review the progress of this PROJECT and to discuss any outstanding issues and potential problems. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted.

  The CONSULTANT shall prepare and deliver an agenda, updated schedule, revised action items log, and revised Critical Issues three (3) working days in advance of the meeting and shall prepare and deliver meeting minutes for review within three (3) working days of the meeting. CONSULTANT should anticipate a one half day meeting with one of the initial progress meetings to present and review the Critical Issues during Task 1. All draft submittals for monthly progress meetings shall be in Word or Excel format, and all final submittals shall be in PDF and delivered to the DISTRICT PM.

  It is also expected that the CONSULTANT’s and the DISTRICT’s PM will hold telephone discussions as frequently as needed.

  The CONSULTANT shall also make personnel available for meetings with other agencies and utilities to answer questions pertaining to design elements of the project. The DISTRICT will take the lead in organizing, planning and conducting any meetings with other agencies and utilities.