WEB ADVERTISEMENT/RFQ TEMPLATE

Enhanced Modified Process

POINT PARK UNIVERSITY
ALLEGHENY COUNTY, PA

REQUEST FOR CONSTRUCTION INSPECTION SERVICES STATEMENT OF INTEREST

The Procurement and Business Services Department of Point Park University will receive Statements of Interest with a current SF 330 form for Construction Inspection services until **3:00 p.m., on March 26 2010**, for the following:

CONSTRUCTION INSPECTION SERVICES and CONTRACT ADMINISTRATION

FOR

WOOD STREET CORRIDOR PROJECT
LOCATED IN DOWNTOWN PITTSBURGH

RFQ Number RSR-0512-2010
MPMS No. 86893

Project Scope and Deliverables

Services Requested: Construction Inspection and Contract Administration for Wood Street Corridor Project

Estimated Construction Value: $3,500,000

Services: Point Park University will retain an engineering firm to provide supplementary construction inspection services of approximately two inspectors and as-needed contract administrator and support staff for the Wood Street Corridor Project. Construction Inspection Services will include, but not be limited to, daily construction inspection to ensure compliance with contract documents, generating daily logs and tracking item quantities using PennDOT’s
CDS NextGen and ECMS contract management systems, generation of periodic and final contractor pay estimates, monitoring MPT, inspection of materials, monitoring concrete, and compaction testing. **Contract Administration Services will include, but will not be limited to,** review of the contractor’s initial construction schedule and periodic schedule updates; monitoring the project construction schedule drafting correspondence; tracking and responding to contractor submissions including shop drawings, correspondence, and RFI’s; reviewing and providing recommendations on design and/or construction change requests; negotiation of change orders; generation and distribution of monthly summary reports; conducting of regular progress and special meetings; and supporting the University in its construction management functions. Point Park University will provide construction management including managing the CI and construction contracts, approving all changes to the schedule, approving change orders, approving payments estimates, resolving disputes, and negotiating claims.

**Project Description:** The Wood Street Corridor project includes demolition of existing construction, milling and repaving of the asphalt road, concrete sidewalks, crosswalks, street lighting, pedestrian lighting, traffic signaling, sidewalk vaults, and landscaping. Anticipated Notice to Proceed is April, 2010, and anticipated construction completion is December, 2011.

**Selection Criteria:** The University will establish an order of ranking for a minimum of three (3) firms for the purpose of negotiating an agreement based on the University’s evaluation of the Statements of Interest received in response to this solicitation. The final ranking will be established directly from the statements of interest. Technical proposals will not be requested prior to the establishment of the final ranking.

The following factors, listed in order of importance, will be considered by the University during the evaluation of the business partners submitting Statements of Interest:

<table>
<thead>
<tr>
<th>Criteria Description</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Review of inspector’s resumes/certifications and inspector’s ability to fulfill project requirements; experience in, but not limited to, maintenance and protection of traffic, concrete sidewalks, asphalt paving, drainage and road construction.</td>
<td>35%</td>
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<tr>
<td>Firm’s experience and ability to deliver projects in the construction phase</td>
<td>30%</td>
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<td>How will team assure the Department that they will provide a quality construction project? Evaluation will include review of the firms QC plan for the construction inspection approach to minimize future maintenance of the project</td>
<td>20%</td>
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<td>How will the team pursue project delivery in relation to developing and/or meeting construction project schedule(s)?</td>
<td>15%</td>
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**Staff Classification:** The qualifications and experience required of the firm’s inspectors will be established by the Department, and the qualifications of the firm’s proposed employees will be reviewed and approved by PennDOT.

It is anticipated that a supplementary construction inspection staff for this assignment will consist of the following number of inspectors who meet the requirements for the inspection classifications detailed in the General Requirements and any additional requirements set forth in this advertisement. The classifications of TCIS and TCI with NextGen experience have been amended to identify multiple levels of compensation based on experience and training. Please refer to the General Requirements for the changes. For these two classifications, the submitting firm may propose either a TCIS-1 or 2 for each TCIS required, either a TCI-1, 2, or 3 for each TCI required. The maximum hourly rate for each of these sub-classifications is stated later in this advertisement. The Maximum Straight Time Hourly Payroll Rate shown in the following table is the maximum rate for the highest sub-classification.

<table>
<thead>
<tr>
<th>Staff Description</th>
<th>Inspectors</th>
<th>Resumes</th>
</tr>
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<tbody>
<tr>
<td>TCI (Transportation Construction Inspector)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TCIS (Transportation Construction Inspector Supervisor)</td>
<td>1</td>
<td>1</td>
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</table>

Maximum straight time payroll reimbursement per hour for subsequent calendar years, if applicable, will be established at the scope of work meeting.

In order to be capable of addressing any task associated with the contractor’s activities over the life of the project, Point Park University reserves the right to increase or decrease inspection staff on each part (or work order).

The number of inspectors and classifications listed above is solely for the selection process. This is an estimate based on available information at the time of the advertisement. Understandably, the number and classifications may vary depending on various factors. Adjustments can be made provided the staffing requested is within the standard scope of work.

The maximum straight time hourly payroll rate is the maximum straight time hourly rate paid to an employee in a specific PennDOT Payroll classification. The University reserves the right to negotiate hourly payroll rates of individuals based on knowledge, experience, and education up to the payroll classification maximum hourly payroll rate.

The maximum straight time hourly payroll rate for each specific PennDOT Payroll Classification for calendar year 2010 is as follows:

1. Transportation Construction Inspection Supervisor: TCIS-2 $28.69, TCIS-1 $27.44
2. Transportation Construction Inspector: TCI-3 $25.15, TCI-2 $24.06, TCI-1 $22.98
Work Task: The firm selected may be required to attend a pre-construction conference with the University and the construction contractor for this project. Under the supervision and direction of the University, the selected firm will be required to keep records and document the construction work, prepare current and final estimates for payment to the construction contractor, assist the University in obtaining compliance with the labor standards safety and accident prevention and equal opportunity provisions of the contract item. The selected firm may also be required to perform other duties as needed.

Firms applying must have qualified personnel capable of climbing into sidewalk vaults during rehabilitation and construction.

Requirements: Please include the name and phone number of the Statement of Interest contact person in your submission.

The statement of interest, at a minimum, should indicate how the selected firm will accomplish the tasks outlined and provide the services as detailed. The anticipated duration of the agreement is two years.

The goal for Disadvantage Business Enterprise (DBE) participation shall be 10% of the total agreement cost. Cost included in a DBE firm’s price proposal as direct cost of work and services by others shall not count as DBE participation in this agreement. Additional information concerning DBE participation in this agreement is contained in the General Requirements and Information Section referenced below.

Additional information regarding this Agreement/Advertisement and Statement of Interest requirements are contained in the General Requirements document.

The selected firm will be required to comply to PennDOT’s *SCOPE OF WORK FOR MUNICIPAL PROJECTS CONSULTANT CONSTRUCTION INSPECTION* (Current Version).

Instructions for Prospective Firms/General Requirements:

All candidates must be a current registered Business Partner with PennDOT.

The Statements of Interest will be reviewed first for eligibility and completeness. Those found eligible will then be evaluated and rated in accordance with the selection criteria. The Statement of Interest should specifically address each of the above criteria.

The University may reject any Statements of Interest if the submitting firm is found to be ineligible or the submission incomplete and may waive any irregularity in the submission of Statements of Interest.

All official communications should be directed in writing to John Krajnak, Procurement and Business Services, at jkranjak@pointpark.edu. Any verbal communications will be considered unofficial and non-binding on the University.
Written questions and requests for clarification must be received no late that the date as set forth in below. The University shall respond to written questions and requests for clarification in writing, and shall post them on the University website.

Firms interested in performing any of the above services are invited to submit five (5) copies of a Statement of Interest and current SF 330 form to: John Krajnak, Senior Buyer, Procurement and Business Services, 201 Wood Street, Pittsburgh, PA 15222. All Statements of Interest will be kept on file for a period of one year. The Statement of Interest and required forms must be received at the above address by 3:00 PM on March 26, 2010. Procurement and Business Services will receive Statements of Interest with accompanying SF 330 until the day and hour stated above. The University will not consider any Statement of Interest received after the set day and hour and will return it to the addressee unopened. The firm is responsible for ensuring that the University receives its Statement of Interest by the set day and hour.

Statement of Interest documents shall comply with the following unless otherwise specified in the advertisement.

1) Limited to a maximum of three (3) pages (8 ½” x 11”) typed using 12 font size or larger. These three pages do not include organizational charts or resumes, which should also be submitted.

2) Identify the Agreement project manager who will coordinate inspectors’ assignments.

3) Include full disclosure of any potential conflict of interest by the prime or sub consultant based on Engineering Involvement Restrictions Guidelines as established in PennDOT’s letter to all Consulting Engineers, issued May 2, 2005. If there are no potential conflicts, you shall include the following statement: “I have reviewed the letter to all Consulting Engineers of May 2, 2005 and determined that there are no potential conflicts of interest for anyone on this Agreement team.”

4) Include full disclosure of any potential conflict with the State Adverse Interest of State Advisor or Consultant Statute by the prime or any sub consultant. If there is no adverse interest, you shall include the following statement: “I have reviewed the State Adverse Interest Statute and determined that there is no adverse interest for anyone on this Agreement team.”

An organizational chart is required to be submitted as part of the Statement of Interest.

Resume documents shall comply with the following unless otherwise specified in the advertisement:

1) Resumes must include the Number and expiration date of all licenses, certificates, and registrations included on the resume.

2) The maximum number of resumes included with your Statement of Interest shall be as stated in this advertisement. Resumes for TA and TA-1 positions are not required.

By including an individual’s resume in a Statement of Interest for this Agreement, the prime consultant or sub-consultant proposing to use the individual is certifying that they have the individual’s approval to use
his or her name in this Statement of Interest and that the prime consultant or sub-consultant have on file a valid copy of all licenses, certificates, or registrations included on the resume.

By submitting a Statement of Interest for an Agreement that requests engineering services, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the Commonwealth of Pennsylvania. A firm not eligible to submit due to this requirement may submit a Statement of Interest as a part of a joint venture with an individual, firm or corporation that is permitted under State law to engage in the practice of engineering.

If a Joint Venture responds to the advertisement, the University will not accept separate Statements of Interest from the Joint Venture constituents. A firm will not be permitted to submit a Statement of Interest on more than one (1) Joint Venture for the same Agreement. A firm that responds to this advertisement as a prime may not be included as a designated sub-consultant to another firm that responds as a prime to this advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being designated a sub consultant to more than one (1) prime responding to this advertisement.

The goal for Disadvantaged Business Enterprise (DBE) participation shall be as stated in the advertisement. If a goal for DBE participation is established for this Agreement, firms expressing interest in this Agreement must agree to ensure that DBE firms, as defined in the Transportation Equity Act for the 21st Century (TEA-21) and currently “certified” by the Department of Transportation, shall have the opportunity to participate in any subcontracting or furnishing supplies or services approved under Form 442, Section 1.10(a). The TEA-21 requires firms owned and controlled by women (WBEs) be included as a presumptive group within the definition of Disadvantaged Business Enterprise (DBE) firms. Responding firms shall make good faith efforts to meet the DBE goal using DBE firms (as they are defined prior to the act, WBEs, or combinations thereof). Proposed DBE firms must be “certified” at the time of submission of the Statement of Interest. If the selected firm fails to meet the established DBE participation goal, it shall be required to demonstrate its good faith efforts to attain the goal.

“Certified” means a DBE certified by any of the following agencies: Allegheny County, Office of Minority, Women and Disadvantaged Business Enterprises; City of Pittsburgh; Pennsylvania Department of Transportation, Bureau of Equal Opportunity; or Port Authority of Allegheny County, Office of Equal Opportunity.

Firms submitting a Statement of Interest document that does not comply with the above requirements will not be considered for this assignment.

Small firms, Disadvantaged Business Enterprise (DBE) firms, and other firms who have not previously performed work for the University are encouraged to submit a Statement of Interest.

The assignment of this Agreement will be made to one of the firms who submitted an acceptable Statement of Interest in response to this advertisement. The assignment will be made based upon the University’s evaluation of the firm’s qualification and capabilities. The University reserves the right to
reject all Statements of Interest submitted, to cancel the solicitation request under this Notice, and/or re-advertise a Statement of Interest solicitation for this work and services.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 2
MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector Supervisor 1; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate subfield.

OR

Six (6) years of transportation construction inspection experience and a High School Diploma; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate field.

OR

Any equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate field.

Note: A Bachelor’s Degree in Civil Engineering may be substituted for three (3) years of experience, or an Associate Degree in Civil Engineering may be substituted for two (2) years of experience. An active Professional Engineer’s License may be substituted for four (4) years of experience and all NICET Levels.

TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 1
MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector Supervisor (2 or 3); must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate subfield.

OR

Five (5) years of transportation construction inspection experience and a High School Diploma; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate field.

OR

Any equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification in an appropriate field.
Six (6) years of Transportation Construction Inspection experience acceptable to the Department and a High School Diploma.

Note: A Bachelor’s Degree in Civil Engineering may be substituted for three (3) years of experience, or an Associate Degree in Civil Engineering may be substituted for two (2) years of experience. An active Professional Engineer’s License may be substituted for four (4) years of experience and all NICET Levels.

TRANSPORTATION CONSTRUCTION INSPECTOR 3
MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector 2; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate subfield.

OR

Four (4) years of transportation construction inspection experience; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate field

OR

Any equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate field

Note: A Bachelor’s Degree in Civil Engineering may be substituted for four (4) years of experience, or an Associate Degree in Civil Engineering may be substituted for two (2) years of experience. An active Professional Engineer’s License may be substituted for four (4) years of experience and all NICET Levels.

TRANSPORTATION CONSTRUCTION INSPECTOR 2
MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector 1; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate subfield.

OR

Four (4) years of transportation construction inspection experience; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate field

OR

Five (5) years of highway/building trades, construction, inspection, or design experience and High School Diploma
Any equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate field

OR

A Bachelor’s Degree in Civil Engineering or closely related field

Note: Associate Degree in Civil Engineering may be substituted for one (1) year of experience. An active Professional Engineer’s License may be substituted for four (4) years of experience.

TRANSPORTATION CONSTRUCTION INSPECTOR 1
MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Technical Assistant 2

OR

Two (2) years of transportation construction inspection experience and a High School Diploma

OR

Four (4) years of highway/building trades, construction, inspection, or design experience and High School Diploma

OR

Any equivalent combination of experience and/or training which provides the required knowledge, skills, and abilities; must have PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification in an appropriate field

Note: Associate Degree in Civil Engineering may be substituted for one (1) year of experience.