

September 20, 2013



## REQUEST FOR QUALIFICATIONS

**Geotechnical and Site Assessment Services  
RFQ CML 13-026**

For Columbus Metropolitan  
Library (the Library)

**Issued by:**  
Purchasing Division  
96 S. Grant Ave.  
Columbus, OH 43215

**Deadline for Submittal:**  
October 4, 2013  
No later than 1:00 PM EST



Wanda Dixon, Procurement Specialist  
 Procurement Division, Financial Services Department  
 Telephone: (614) 849-1034; FAX: (614) 849-1134  
[wdixon@columbuslibrary.org](mailto:wdixon@columbuslibrary.org)

## REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library is seeking sealed, signed, written submittals from qualified firms to provide **Geotechnical and Site Assessment Services** according to the requirements described in the Scope and other documents included with this Request For Qualifications (RFQ). The Proposal Identification Number is RFQ CML 13-026.

Sealed submittals will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 1:00 PM on Friday, October 4, 2013**. Any proposals arriving after 1:00 PM will be marked late and will receive no consideration for selection to provide the specified equipment, supplies and/or services.

Any questions or clarifications regarding this RFQ should be sent to [purchasing@columbuslibrary.org](mailto:purchasing@columbuslibrary.org). All questions should be submitted no later than Thursday, September 26, 2013.

The vendor declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed.

The vendor certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Vendor Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.**

**Purpose**

The Columbus Metropolitan Library (the Library) is seeking proposals from qualified firms, required to have a presence in the State of Ohio, to provide Geotechnical and Site Assessment Services in connection with the Library's 2020 Vision Plan building program.

Services are required for up to 9 library locations, which are part of the 2020 Vision Plan (Phase 1) building program.

**Renovations and expansions may include:**

Main Library, 96 South Grant, Columbus

Northern Lights, 4093 Cleveland Avenue, Columbus

Hilliard, location to be determined

Marion Franklin, location to be determined

**New Construction may include:**

Shepard, East 5th Avenue at Nelson, Columbus

Parsons, west side of Parsons between Deshler and Stewart, Columbus

MLK, location to be determined, Columbus

Dublin, location to be determined

Northside, 1423 North High Street, Columbus

The goals of the new facilities to be constructed through Vision 2020 are:

- To increase the space available to the public and create safe, sustainable, vibrant places that support community oriented, user-centered programs, technologies and services, providing direct access to the Library's extensive resources, current technology and exceptional staff. Additionally, there will be emphasis on comfortable seating, quiet reading spaces, children's and teen spaces, public meeting spaces, conference rooms, and tutoring rooms; all integrated into facilities that can be easily configured or reconfigured to adapt to community needs.
- To integrate technology and automation thereby providing customers and staff opportunity to utilize the latest digital advancements to serve their information needs as well as increased opportunities to deliver and participate in personalized customer service.
- To address the changing dynamics of the library service model, such as the growing influence of e-books, social media, cell phones and other devices as they pertain to customer behavior and expectations.

It is anticipated that a single firm will be selected for the 2020 Vision Plan Phase 1 projects.

**Background**

The Columbus Metropolitan Library is a county district library organized and existing under Chapter 3375 of the Ohio Revised Code and is a political subdivision of the State of Ohio.

The Library is an award-winning, forward-thinking organization that serves a population of 850,000 residents. The Library's vision is to create a **thriving community where wisdom prevails** with a purpose to **INSPIRE** reading, **SHARE** resources and **CONNECT** people.

The Library has twenty-one (21) locations throughout Franklin County plus an Operations Center and Outreach Services, serving a diverse population with varying needs, ranging from preschoolers to senior citizens.

### **General Project Description**

The projects will generally be reinforced concrete slab on grade construction with a mix of metal and structural steel framing, storefront glazing, membrane low slope roofing. With the exception of Main and possibly Northside, most projects will be one floor in height. The branch library footprints will range from 10,000 sf to 42,500 sf (excluding Main and Northside).

The new construction will typically be located on sites cleared of previous construction.

### **Statement on Sustainable Design**

The Library is committed to pursuing environmentally sustainable and energy efficient design in all new construction projects. Achieving certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design ("LEED") program will allow the Library to track, measure, and publicly demonstrate the value of green building design. Planning for the life-cycle cost of our facilities, projected utility costs, long-term operational costs, maintenance requirements and worker productivity are critical to the Library's financial health.

### **Project Delivery Method**

The Owner is employing a CM at Risk project delivery methodology for their projects. The Construction Manager (CM) will prepare multiple bid packages based on construction documents prepared by several different design firms. The Owner's Representative (Pizzuti Solutions) is overseeing, coordinating, and managing the delivery of the entire project on behalf of the Owner. As part of the project efforts, a formal LEED certification will be sought through the USGBC, with a minimum "Gold" certification level. A third party commissioning agent will be performing facility commissioning as part of the LEED certification requirements.

The geotechnical and Site assessment firm shall have no contractual relationship to or be otherwise affiliated in any way with the Owner's Representative, Construction Manager, or the Design Professional on this project.

### **Project Schedule**

This project will involve a number of bid package releases, occurring over the next three years. Construction activities have started on Driving Park and construction is planned to start at Whitehall in late September, 2013. The remaining projects will start design in the fall of 2013 through mid-2014 and will be bid and awarded in 2014 and throughout 2015. All projects are expected to be complete by the end of 2016.

Pre-design services are desired to be performed within 4 weeks after notice to proceed. Preliminary soil boring information is to be made available within this time frame and (6) copies of a final report and

recommendations within 8 weeks after notice to proceed. If requested by the Library, the optional design verification services are anticipated to take place at construction start (during excavation and foundation installation).

## **SCOPE OF SERVICES**

### **REQUIRED QUALIFICATIONS**

*Geotechnical and site assessment services shall be provided by a firm with a minimum of five year's experience for the type of services to be performed. Geotechnical and site assessment services shall be in accordance with the latest standards and in accordance with the Ohio Building Code requirements. The geotechnical and site assessment firm must perform all necessary tests acting as the Owner's geotechnical and site assessment provider.*

Additionally, the geotechnical and site assessment firm must be certified as follows;

National Institute for Certification in Engineering Technologies (NICET)-  
Technicians certified in: Construction Materials Testing/Asphalt  
Construction Materials Testing/Soils  
Construction Materials Testing/Concrete

American Concrete Institute (ACI) –  
Technicians certified as: ACI Concrete Field Testing Technician

Laboratory Accreditation:

Certification of Accreditations from the American Association of State Highway and Transportation Officials (AASHTO) R-18 for Soil, Portland Cement Concrete, and Aggregates.

### **REQUIRED SERVICES:**

Geotechnical and site assessment services for this project will generally include, but are not limited to: soil borings and analysis located based on input provided by the design team, backfill compaction, foundation/footer bearing and installation, performance of Environmental Site Assessments, both phase I and II.

### **QUALIFICATIONS SUBMITTAL REQUIREMENTS**

This Request for Qualifications is intended to present the opportunity to demonstrate your ability to perform the tasks required and to present the innovative techniques, processes, methods and approach that your firm will bring to meet the program goal. Qualifications should be as brief as possible, but shall provide sufficient information to allow the Owner to evaluate the Consultant's approach, experience, staff and ability to perform the required work.

Please include the following information in the submission:

#### **Letter of Introduction:**

Clearly indicate the single contact, mailing address, telephone and facsimile numbers. Indicate the specific nature and relationship of any formal association or joint venture of the Proposer/ Respondent. Have the proposal signed by an officer of your firm with the authority to commit the firm.

**Executive Summary:**

Provide a summary which highlights your firm's Qualifications and approach for providing the required services.

**Project Approach:**

Describe your proposed approach to managing the project(s). Describe your experiences in determining the appropriate number of soil borings.

**Firm Profile:**

- a. Identification of the proposed **Firm** including address, telephone number and the date firm(s) and/or joint venture or association was formed. Include business structure (such as corporation, partnership, etc.).
- b. Areas of specialization of the firm.
- c. Size of firm and number of local employees.

**Relevant Experience:**

- a. List of project experience of a similar scale for which geotechnical and site assessment was provided.

**Team Information:**

- a. **Organization Chart:** Provide an organization chart for the specific team to be assigned to this project. Give a brief description of the roles of the personnel on the team.
- b. **Experience:** Provide resumes of the Firm team showing relevant experience, education and level of commitment to this project and a schedule showing names and positions for all testing personnel, including administrative, managerial, field, laboratory technicians, and all related personnel.

**References:**

List three (3) references for services performed on similar projects in the last seven (7) years using staff proposed for this project team. Show names of organizations, and the names and phone numbers of persons who can be contacted regarding the projects. Persons to be contacted in regards to references should be those who are most familiar with the work of the individual(s) proposed for this project.

**Fee Proposal:**

Upon selection/ notification of the firm to provide geotechnical and site assessment services, provide CML with a fee proposal (separated out by project) to accomplish the work of each project, broken down as follows:

1. basic services per the Scope of Work found within this RFQ and as defined by requests from the Architect-of-Record,
2. additional optional services.

All fee amounts must include all associated costs including any required meetings, progress reports, and direct reimbursable costs (if any). Also provide an hourly rate for each team member for work that may exceed the Scope of Work. The selected firm must also provide a full/comprehensive unit rate list for all services offered by the geotechnical testing and assessment services firm.

Provide a fee for the following services:

1. **Geotechnical Investigation (Soils Report):** Investigation sites are defined as described in this request. Assume soil borings totals per site plans provided by the Architect-of-Record for the new building and parking areas. (See site plan provided by the Architect-of-Record for suggested boring locations). The fee proposal should include recommendations for the foundation and floor slab design as well as pavement design.
  - a. The soils engineer should contact the Owner and applicable utility companies for locations of all underground structures, utilities, and equipment so as to avoid damage to the existing facilities.
  - b. The soils engineer shall be responsible for determining the final location, quantity, and depth of borings required in order to obtain adequate data for their engineering analysis and recommendations based on information provided by the Architect-of-Record. Boring depths should be estimated based on typical depths used for borings in this area and the described type of construction, unless noted otherwise. Boring locations shown on the site plans provided by the Architect-of-Record are approximate, and shall be adjusted by this consultant as required to miss existing features. Provide unit pricing for lineal foot variances from these estimated depths.
  - c. The subsurface investigation report should include all information necessary for design of foundations and placement of fill, if necessary. The report should contain, at a minimum, the following information;
    - i. Recommendations for selection of type and design of foundations.
    - ii. Bearing capacity of the recommended foundations.
    - iii. Recommended bearing elevations, if applicable, including local minimum frost depths.
    - iv. Prediction of settlement of recommended foundations.
    - v. Recommendations for subsurface drainage systems for the completed structure, if necessary.
    - vi. Provisions to be taken against construction difficulties, if any.
    - vii. Any other aspects of soil conditions at the site, which may affect the design or selection of one alternative over another.
    - viii. Lateral load recommendation for the design of below grade walls.
    - ix. Recommendation for side slopes of open excavations to maintain stability, when applicable.
    - x. Side friction capacity for uplift resistance of foundations, when applicable.
    - xi. Site Class Definition, per (Ohio projects) OBC Table 1615.1.

Your proposal should include all costs needed to complete this work, including any temporary removal and replacement of pavement, spoils, permits, etc. and restoration of investigated areas to their current condition. Break out your fee by area, with a line item fee for each area.

2. **Design verification:** Although no design conclusions can be made at this time, building construction will generally be a single level concrete slab on grade with a structural steel frame.

Provide a separate fee for optional construction phase foundation verification services. These services are intended to verify compliance of construction operations with the recommendations of the geotechnical investigation and recommendations report.

3. **Phase I ESA:** Conduct a Phase I ESA Environmental Site Assessment and provide a report to the Owner on findings. Provide Phase I ESA study per current requirements of ASTM Standard No. E-1527 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process".
4. **Phase II ESA:** If warranted by findings of the Phase I Environmental Site Assessment, conduct a Phase II Environmental Site Assessment and provide a report to the Owner on findings. Provide Phase II ESA study per current requirements of ASTM Standard No. E-1903 "Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process"

### **Proposal Instructions**

Proposals are to be prepared in such a way as to provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of this RFQ and provide sufficient information to fully establish the firm's ability to perform all of the actions, activities and functions described in this RFQ.

Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content and should minimize extraneous marketing materials.

Costs for developing proposals are entirely the responsibility of the firm and shall not be chargeable to the Library.

### **Proposal Submission Requirements**

All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number (RFQ CML 13-026) and title of the RFQ (Geotechnical and Site Assessment Services) clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library  
**Attn: Wanda Dixon, Procurement Specialist**  
96 South Grant Avenue  
Columbus, OH 43215

Proposals may also be delivered in person to the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215. Proposals submitted via e-mail will not be considered.

Any proposals arriving after 1:00 PM EST on Friday, October 4, 2013 will be marked late and will receive no consideration for selection to provide the requested services. The Library will return, unopened, any proposals that are received after the deadline.

One (1) original, completed and signed in blue ink, and six (6) copies are required. An electronic file of the proposal must also be submitted in .pdf format on a flash drive.

### **Proposal Questions**

Any questions or clarifications regarding this RFQ should be sent to [purchasing@columbuslibrary.org](mailto:purchasing@columbuslibrary.org) and reference the Proposal Identification Number (RFQ CML 13-026) and title of the RFQ (Geotechnical and Site Assessment Services). All questions should be submitted no later than Thursday, September 26, 2013.

Answers to all questions will be documented and posted on the “Doing Business with the Library” page of the Library’s website at [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business). Answers will be posted no later than Tuesday, October 1, 2013.

### **Selection Process**

The Library’s selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et seq.

At the conclusion of evaluation of proposals, the selection team will rank the firms on the basis of qualifications and begin contract negotiations with the firm or firms ranked most qualified for the options being considered at this time. If the Library is unable to reach an acceptable price for services with the top-ranked firm(s), the Library will terminate negotiations and move on to the next ranked firm.

Upon successful negotiations, the firm will be presented to the Library’s Board of Trustees for approval of the selection and authorization to enter into an agreement for services with the firm(s) if required.

The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

### **Evaluation Criteria**

The Owner will review all qualifications submittals and select the Firm most qualified to provide the requested services. The selection and ranking shall be based on the following criteria:

1. Previous work experience and performance in performing similar projects.
2. Education and relevant experience of proposed professional personnel and staffing plan
3. Written response to the RFQ.
4. Overall qualifications of firm and assigned staff, including supplementary explanations, descriptions and documents.
5. References
6. Willingness to execute CML’s Standard Consulting Agreement

### **Projected Timeline**

The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the “Doing Business with the Library” page of the Library’s website [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business).

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	September 20, 2013
Inquiry Period Ends	September 26, 2013
Final Response to Vendor Questions	October 1, 2013
Proposal Due Date	October 4, 2013
Evaluation and Selection of Short-Listed Firms	October 4-24, 2013
Board Approval	TBD