



REQUEST FOR QUALIFICATIONS #21377

FOR

**DESIGN-BUILD SERVICES for RIDGE ROAD and EAST 49TH STREET PARKING
AREA IMPROVEMENT PROJECTS**

**FOR THE
CLEVELAND MUNICIPAL SCHOOL DISTRICT**

**DBA: CLEVELAND METROPOLITAN SCHOOL DISTRICT
BOARD OF EDUCATION, 1111 SUPERIOR AVENUE E, SUITE 1800
CLEVELAND, OHIO 44114**

**UNDER THE DIRECTION OF THE OPERATIONS DIVISION FOR THE BOARD OF EDUCATION OF THE
CLEVELAND METROPOLITAN SCHOOL DISTRICT CUYAHOGA COUNTY, OHIO**

Part I: NOTICE OF REQUEST FOR QUALIFICATIONS #21377

DESIGN-BUILD SERVICES for RIDGE ROAD and EAST 49TH STREET PARKING AREA IMPROVEMENT PROJECTS

Separate Sealed Request for Statement of Qualifications (SOQ) for the requirement set forth below will be received in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114, until **1:00 pm current local time on May 4, 2023**. Statements of Qualifications must be identified on the outside of the envelope by the following: "REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES: Ridge Road and East 49th Street Parking Area Improvement Projects." Responses to this SOQ **will not** be publicly opened.

All submissions must include **One (1) original, with blue ink signatures, two (2) copies (stapled only), and one (1) electronic format bid on a USB flash drive (make sure the document is accessible for printing).**

Statement of Qualifications (SOQ) may not exceed thirty (30) letter size (8.5" x 11") one-sided sheet count pages. A two-sided page counts as two pages. SOQ's that exceed (30) pages may not be reviewed or included in the score of the SOQ.

Please submit the requested number of Request for Qualifications and subsequent Request for Proposal to: Seletha Thompson, Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, Cleveland, Ohio 44114.

Please submit all questions regarding this RFQ in writing to Seletha Thompson at seletha.thompson@clevelandmetroschools.org with the project name included in the subject line (no phone calls please). Answers to any questions shall be in writing and shall be sent to all firms who are on record with the District as having requested and been furnished a copy of this RFQ. Any interpretation of questions, which in the opinion of the District or its representative require interpretation, will be issued by addenda via email and blind copied to all interested parties. **The deadline for questions is April 24, 2023 at 12:00 pm**. The name of the party submitting a question will not be included on the Q&A response email. It is therefore imperative that firms provide full and accurate contact information to the District.

Statements of Qualifications must be **received no later than 1:00 PM on May 4, 2023**.

A. Project Description

The Cleveland Metropolitan School District (hereafter the "District") under RFP #21377 is seeking service providers to provide professional expertise in the design and build of parking lot improvements for the Ridge Road and East 49th Street Bus Depots as outlined in this RFQ.

All aspects of this project and related issues will be implemented and operated consistent with the District's policies and procedures. This project will also be implemented using an open book format with a guaranteed maximum price (GMP). Additionally, all subcontracts will be awarded by the Design-Build Entity (DBE) using a competitive bid process. As such, the District will have access to all books, records, documents, and other data in the DBE's possession related to itself, its subcontractors and material providers pertaining to bidding, pricing or performance of the Agreement.

B. Scope of Services and Key Requirements

The Project will be constructed using the Design-Build project delivery method generally described below that is consistent with the criteria established by the Criteria Architect/Engineer and in accordance with the District's schedule requirements.

The Service Provider will be expected to perform the duties and specifically outlined in the Specifications for each site:

- **Topographic Survey**
- **Geotechnical Services**
- **Pre-Design/Installation Coordination**
- **Schematic Design and Design Development**
- **Stormwater Management**
- **Construction Administration, including specification writing, bidding and project oversight**

i. Preconstruction and Construction Phase Services

The DBE will provide pre-construction and construction phase services as more particularly detailed in the Design-Build Agreement as described herein. Preconstruction phase services may include, but are not limited to schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, and pre-project planning throughout the preconstruction and construction phases.

ii. Project Design-Build Services

The DBE shall implement the project pursuant to the construction documents and in accordance with the schedule requirements. The DBE shall hold all contracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations, and submitting monthly reports of these activities to the District. The District reserves the right to reject the DBE's selection of subcontractors and any supplemental terms to the subcontract form.

iii. Guaranteed Maximum Price

The DBE shall submit to the Criteria Architect/Engineer its proposed guaranteed maximum price (the GMP proposal). The DBE shall include Davis Bacon Act prevailing wage rates for all labor associated within the GMP. If required, the DBE, the District, and the Criteria Engineer/Architect shall meet to reconcile any questions, discrepancies or disagreements relating to the GMP proposal. The reconciliation shall be documented by revision to the GMP proposal. The DBE shall then submit to the District, for the District's approval, the DBE's final proposed GMP. Contingent upon the District's approval of the final proposed GMP, the parties will enter into an amendment to the Design-Build Agreement establishing the GMP. The final negotiated GMP shall not exceed the project budget established. If the proposed GMP exceeds such budget, then the District may require the DBE to re-perform the previously completed preconstruction services as necessary to reconcile the GMP with the project budget or terminate the agreement with the DBE and select an alternative delivery method for the project.

iv. Open Book Pricing Method

The parties will engage in an "open book" pricing method in which the District shall have access to all books, records, documents, contracts, subcontracts, purchase orders and other data in the DBE's possession related to itself, its subcontractors, and material suppliers pertaining to bidding, pricing, or performance of the Design-Build Agreement. The DBE shall select subcontractors based on proposals submitted by prequalified subcontractors in accordance with criteria approved by the District. The DBE shall hold all contracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, and submitting monthly reports of these activities to the District.

v. Design-Build Entity

The DBE shall be selected using best value criteria in which award is given using a combination of pricing, performance, and qualification-based considerations. The contract will be written using the OFCC K-12 School Design-Build Agreement Form and GMP Amendment form.

C. Design-Builder Request for Qualifications:

Each DBE is asked to submit a Statement of Qualifications that will be evaluated by the District, in consultation with the Criteria Architect/Engineer, based on the firm's qualifications. Qualifications include the following criteria:

I. Firm Background (Maximum 20 Points)

Provide general information on the responding firm including: name, business address, telephone number, officers of the firm, and contact person(s) for this project. Provide the year the DBE's firm was established, former firm name(s), and relationships with professional organizations, if applicable. If the DBE is a separate legal entity from a manufacturer, for example a distributorship or manufacturer's representative or engineering firm, specify the legal business classification of the responding firm, if any. Please list any business relationships and/or trade alliances associated with any HVAC or other industry entities.

II. Team Experience (Maximum 30 Points)

Provide a project organizational chart that identifies the employees of the DBE's firm that would work on the project. Specify the team members that will actually be on the project by their name, job title, roles, and training. Provide a one-page resume including education, experience, and any other pertinent information for each member of the DBE's project team. Provide the names of (i) at least one (1) full-time Mechanical Engineer and one electrical engineer on the team. A minimum 10 years of Design Build experience is required.

III. Past Performance (Maximum 30 Points)

Provide four (4) ORC 153 design-build references performed in K-12 over the last five (5) years that have similar size, scope, and complexity, indicating the DBE's recent experience with these types of projects. Each reference shall describe the services provided, scope of work, project cost, and benefits provided to the District. Provide the reference's name, address, current telephone number, and contact person for each reference. Provide a brief description of the projects, such as the type of facility, scope of work, duration of project, and key personnel involved with the project.

References should be for projects where the DBE was the prime contractor. Indicate whether the firm intends to self-perform any work on the project and plans for subjecting these services to competitive bid.

IV. Project Administration (Maximum 20 Points)

Provide evidence of financial responsibility including the capability to provide a surety bond in the in accordance with Ohio Administrative Code Chapter 153:1-4-02, including a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.

Provide a demonstrated track record of performance of in-house estimating on projects comparable to the project. Provide a demonstrated track record of performance of managing projects to the original schedule.

D. Selection

I. Short List

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, CMSD will select a short list of up to three firms that it considers to be the most qualified. Do not submit a fee proposal with the SOQ response.

II. Request for Proposal

The short-listed firm(s) will be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with CMSD containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

III. Pre-Qualification Meeting

A Pre-Qualification Meeting/Walk-Thru will be held **on April 20, 2023 at 10:00 AM beginning at the East 49th Street Bus Depot, located at 4177 East 49th Street, Cleveland, OH 44105**, followed by the **Ridge Road Bus Depot located at 3832 Ridge**

Road, Cleveland, OH 44144. The purpose of the pre-qualification meeting is to permit firms an opportunity to ask CMSD questions and help the firms prepare their responses to the RFQ.

IV. Schedule/Project Timeline**

The District may hold discussions with individual firms to further explore their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the project. After evaluating the Statements of Qualifications, the District will select a firm or firms that it considers to be the most qualified to perform the design-build services for the project.

Step	Date
RFQ Posted	April 17, 2023
Pre-Qualification/Site Walk-thru Meeting	April 20, 2023
All final questions from suppliers to the District	April 24, 2023
Answers to suppliers from the District and all addenda issued (if necessary)	April 27, 2023
RFQ Responses Due	May 4, 2023
Supplier(s) selection	May 2023
Contract Start	May 2023

**** Please note:** *Project Timeline can change at the discretion of the District*

V. Communication

Firms considering responding to this RFQ should do so as provided or herein. Communication with any member of the District's staff may be viewed negatively in the selection process.

VI. Cancellation and Rejection

The District reserves the right to cancel at any time for any reason this solicitation and to reject all proposals.

The District also reserves the right to change the schedule as described in Section V at their discretion.

The District shall have no liability to any proposer arising out of such cancellation or rejection. The District reserves the right to waive minor variations in the selection process.

Design-Build Selection Rating Form

CMSD Design-Build Facility Improvement Project

Project Name: CMSD Design-Build Facility Project for East 49th Street and Ridge Road Parking Area Improvements

Proposer Firm:

Qualification Criteria Category	Max Point Value	Response %	Score
<i>I. Company Background</i> a. Firm Profile b. Firm Proximity c. Firm History d. Firm Objectivity	20		
<i>II. Team Experience</i> a. Project Resumes b. Team Qualifications c. Architectural/ Engineering Staff d. Estimating capabilities	30		
<i>III. Past Performance</i> a. K-12 Project Experience b. Delivery Method Experience c. Project Role (Prime vs Sub) d. Project Self Performance	30		
<i>IV. Project Administration</i> a. Schedule Management b. Bonding Capability c. Insurance Coverage	20		

Proposal Submission & Format Requirements

i. Proposal Submission Requirements

- a. In order for the District to evaluate proposals fairly and completely, suppliers should follow the format set forth herein and provide all of the information requested. The District discourages overly lengthy proposals.

All proposals shall include all proposal format requirements found below. All information requested in the District-related forms must be filled in legibly and completely with blue ink signatures, or the proposal may be considered non-responsive. **Proposal Name: Design Build of Ridge Road and East 49th Street Bus Depots Parking Area Improvements and #21377 must be on the outside of the envelope of submittals including shipping labels.**

- a. All submissions must include **one (1) original with blue signatures, one (1) copy, and one (1) electronic proposal on a USB Flash Drive.** Suppliers not complying with this requirement will be notified that they have twenty-four (24) hours in which to comply with this requirement or their proposal may be disqualified. This applies to **copies only.** All materials submitted are as is.
- b. Responses are due at the Cashier's Office of the C Cleveland Metropolitan School District, 1111 Superior Ave E. Cleveland, Ohio 44114 on or before **1:00 pm** current local time on, **May 4, 2023. Mailing of Proposals is encouraged. However, hand deliveries will be accepted from 12:00 pm to 1:00 pm on May 4, 2023.**
- c. All written questions shall be directed to the Purchasing Division via email to: seletha.thompson@clevelandmetroschools.org. Written questions will be accepted via email until **12:00 pm on April 24, 2023.** Under no circumstances should any firm interested in providing the services identified in the RFQ, their designees, or anyone affiliated with their firm, contact any other District employee or official during the RFQ process, in an attempt to lobby or influence the selection of a service provider pursuant to this RFQ.
- d. The District reserves the right to reject any and all proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional proposals. Each Proposer is liable for all proposal errors or omissions. A proposer shall not be permitted to alter or amend any proposal documents after the Proposal deadline time and date detailed in the RFP unless such is formally requested, in writing, by the District.
- e. Proposals must remain open and valid for ninety (90) days from the due date, unless the time for awarding the contract is extended by mutual consent of the District and service provider. Service providers may withdraw their proposals any time before proposal opening date by providing written notice to the Purchasing Department before the time and date set for the proposal opening.

Proposal Format Requirements

Proposal responses are to be divided into sections as follows:

- i. **Transmittal Cover Letter:** Prepare a letter transmitting the proposal on business letterhead. The letter should identify the business name, primary mailing address, phone number, and business web address along with the name, phone number and email address of the key contact person. The letter must have the signature of a person with authority to legally obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for ninety (90) days.
- ii. **General Information Section**

1. **Executive Summary:** Information about the firm's history, structure, organizational metrics, and qualifications for fulfilling CMSD's requirements
2. **Business Health:** Information about the firm's financial structure and viability, particularly as it relates to fulfilling a multiple year agreement
3. **Experience and Expertise:** Information about the firm's current and previous contracts, particularly those with organizations similar to CMSD.
4. **General Narratives:** About at least three customers using services similar to those being proposed for CMSD.
5. **Management Support Services:** Information about staff, project, issue, performance, quality, and risk management methodology.
6. **Security:** Information about the firm's policies, practices, and standards for maintaining the confidentiality and integrity of customer's data, intellectual property, and trade secrets
7. **Risks:** Firm's evaluation of the greatest challenges and risks associated with the particular services and suggestions for mitigating risk.
8. **Dispute Resolution:** information about the service provider's standard dispute resolution methodologies.

iii. **Completed District-Related Forms** set forth in Appendix A of this RFQ.

F. Proposal Constraints

- i. The service provider must comply with all laws, rules and regulations dictated by the Board of Education of the Cleveland Metropolitan School District, City of Cleveland, the State of Ohio and the United States Federal Government.
- ii. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance "Super Circular", 2 CFR 200 (UGG), as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, the District implemented the new federal guidelines for all procurement processes. regarding procurement utilized with federal grants immediately.
- iii. The District will only accept proposals that cover all of the major components requested in the RFP.
- iv. Service provider shall not include Ohio Sales Tax in the price quoted. The District will provide tax exempt certificate to the successful Proposer(s).
- v. Service provider's personnel and subcontractors on the District site will be required to meet security requirements. Service provider agrees to successfully complete background checks on all of its employees, agents and subcontractors, if necessary, who provide services on site under this scope of work. Each person on site must wear an identification badge that clearly identifies and makes visible the person's name and company.
- vi. The successful Service provider and their subcontractor(s), including organizations having personnel, equipment and vehicles on District property, shall provide evidence of insurance as follows:

a.	Commercial General Liability	Including limited contractual liability \$2,000,000.00 Limit of Liability (Per occurrence)
b.	Automobile Liability	Including non-owned and hired \$2,000,000.00 Limit of Liability (Per occurrence)
c.	Worker's Compensation	Worker's compensation and employer's insurance to full extent required by applicable law
- vii. This requirement must be fulfilled by the successful service provider by providing the District with a current Certificate of Insurance (standard ACORD form), showing the Board of Education of the

Cleveland Municipal School District as an additional insured (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement. The certificates of insurance shall contain a provision that the policy or policies shall not be canceled without thirty (30) days' prior written notice to the District.

- viii.** The required insurance must be provided by a company licensed by the State of Ohio and be financially acceptable to the District.
- ix.** In submitting a proposal, service providers agree, unless specifically authorized in writing by an authorized representative of the District on a case by case basis, that it shall have no right to use, and shall not use, the name of Cleveland Metropolitan School District, its officials or employees, in any advertising, publicity, promotion, nor to express or imply any endorsement of service provider's services.
- x.** The District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program is set forth at <https://bit.ly/3wvVApK>. Forms related to this program are set forth in Appendix A. Service providers submitting a proposal must complete the appropriate forms and submit same with their proposal.

G. All District Related Forms

There are a number of REQUIRED forms in Appendix A of the RFQ that must be completed and submitted with the proposal response. These forms include:

- a.** Addendum Acknowledgement
- b.** Certificate of Debarment
- c.** Conflict of Interest
- d.** Proposer Qualification Form
- e.** Non-Collusion Affidavit
- f.** DBE Forms – A, B, C, D, E F, G & H
- g.** EOA Contractual Declaration Forms
- h.** References

Appendix A: District Related Forms

Addendum Acknowledgement Form for RFQ #21377

Having read and examined the Request for Proposal Documents, including the specifications, prepared by the Cleveland Metropolitan School District for the above-referenced Project, and the following Addenda:

Addendum Number	Date of Receipt
_____	_____
_____	_____
_____	_____
_____	_____

Proposer:_____

The undersigned Service provider proposes to perform all work for the applicable contract, in accordance with the contract document for the proposed sums.

****Failing to acknowledge a published Addendum may cause your response to be rejected***

Signature:_____ Date:_____

Certificate of Debarment



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

Certificate of Debarment Continued

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INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Conflict of Interest Form
Statement of Potential Conflicts of Interest

Service Provider Name:	Primary Contact:
Address 1:	Telephone #:
Address 2:	Fax #:
City:	Email:
State, Zip:	Website:

Cleveland Metropolitan School District (CMSD) adheres to Ohio Ethics Law and strictly follows the opinion of the Ohio Ethics Commission. As such, each service provider is requested to submit this statement declaring any potential conflicts of interest in doing business with the District. Please answer the following two questions providing all requested information.

1. Are any current Cleveland Metropolitan School District (CMSD) employees, Cleveland Board of Education members, or any of their immediate family members, also members of the service provider's board of directors, hold any officer position with the service provider, or own any shares of any stock issued by the service provider?

Yes_____ No_____

If **yes**, and if the CMSD employee, CMSD board member, or immediately family member is a member of the service provider's board of directors or holds an office with the service provider, please state the person's name and position with the service provider.

Name: _____

Position: _____

If **yes**, and if the CMSD employee, CMSD board member, or immediate family member owns share of any stock in the service provider organization or company, state the percentage of all outstanding company shares owned by the CMSD employee or board member.

_____ %

2. Are any current CMSD employees, CMSD board members, or any immediate family members also employees of the service provider?

Yes_____ No_____

If **yes**, please state the person's name and provide a description of their job duties for the provider:

Name: _____

Job Duties: _____

If **Yes**, please describe the contact that the service provider will have with the CMSD employee or CMSD board member in the course of providing services to the District:

CERTIFICATION

I do hereby certify that the foregoing statements are true and accurate, and that my signature below attests to the authenticity of my identity as the person actually signing this form. This document is not a contract. In order for a binding Agreement to exist, a signed Agreement will be required prior to any legally binding commitment by the District.

NOTARIZED STATEMENT

_____ being duly sworn and deposes says

That he/she is the _____ of
(title)

_____, and answers to all the
(organization)
foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this ____ day of _____, 20____

Notary Public: _____

My commission expires: _____

Proposer Qualifications Form

Proposer must answer all questions or attach a written explanation for each question.

PROPOSER NAME: _____

ADDRESS: _____

CITY; STATE: _____ ZIP: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: () _____ TOLL FREE: () _____

TAXPAYER IDENTIFICATION NUMBER: _____

1. What type of organization? (i.e. corporation, partnership, etc.)

2. How many years has your organization been in business?

3. How many years has your organization been in business under its current name?

4. List any other aliases your organization has utilized in the last two years and the form of Business

5. If you are currently a corporation, list the following:

a. State of incorporation

b. Date of incorporation

c. President's name

d. Secretary's name

e. Treasurer's name

f. Statutory agent's name

g. Name of shareholders, if less than 10

h. Principal place of doing business

6. If you are currently in a partnership, list the following:

a. Name and address of all general and limited partners.

b. Original name and date of organization's inception

7. If you are neither a corporation nor a partnership, please describe your organization and list principals.

8. Are you legally qualified to do business in the State of Ohio?

9. Are you legally qualified to do business in Cuyahoga County and licensed by the City of Cleveland?

10. Has your organization ever been (i) declared by a customer to be in default under a contract and/or (ii) sued by a customer for failure to completely a contract or properly perform services in a timely manner? If yes, please state where, when, and why.

11. Has your organization ever been cited by a local, county, state, or federal authority for violation of a regulation or statute or failing to timely complete a contract in accordance with specifications? If yes, please state date, agency, and final disposition.

12. Has your organization ever filed for bankruptcy? If yes, please state where, when and why?

13. On a separate sheet, list the major customers for whom your organization has provided this type of equipment or service in the past five years. Include owner's name and type of work performed.

14. Has your organization ever been sued by a supplier for failure to timely pay for materials or equipment provided? If yes, please provide details.

15. What is the dollar limit of your firm's General (CLS) Liability Insurance?

Name of insuring company: _____

Policy number: _____

16. What is the dollar limit of your firm's Automotive Liability Insurance?

Owned vehicles _____

Non-Owned vehicles_____

Name of insuring company_____

Policy number_____

17. List the name and address of every person having an interest in this RFP.

18. Has any federal, state or local government entity ever cited or taken any action against your organization or any of its principals for failure to pay or remit any taxes including but not limited to income, withholding, sales, franchise, or personal property taxes? If yes, please give name of agency, date and amount of taxes overdue and resolution of the issue.

19. Is your organization and its' principals current in payment of personal property taxes?

20. The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed, for debarment or suspension, declared ineligible, or voluntarily excluded from participation in this transaction by any State and/or Federal Department or Agency.

21. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this RFP.

Notarized Statement

_____being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all the
(organization)

foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public:_____

My commission expires: _____

Non-Collusion Affidavit

This Affidavit must be executed and shall accompany the proposal in order for the proposal to be considered.

NON-COLLUSION AFFIDAVIT State of Ohio, Cuyahoga County

_____, being first duly sworn, deposes and says that

he/she is _____ of _____

of the party making the foregoing proposal; that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal, or that such other person shall refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other proposer, to fix any overhead, profit or cost element of said proposal price, or of that of any proposer, or to secure any advantage against the Board of Education of the Cleveland Metropolitan School District, or any person or persons interested in the proposal; and that all statements contained in said proposal are true; and further that such proposer has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any Association or to any member or agent thereof.

Affiant

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public in and for Cuyahoga County, Ohio

My commission expires: _____

Diversity Business Enterprise Forms
DBE Form A

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Type of Business (Product or Service): _____

Date of Proposed Contract Award: _____

Amount of Proposed Contract Award: _____

Diversity Business Enterprise Subcontractor(s): _____

Dollar Amount Subcontract Award: _____

Percent of Subcontract Award: _____

D.B.E. Participation: _____ \$ _____

F.B.E. Participation: _____ \$ _____

Name of EEO Officer: _____

(Signature of owner, partner, or authorized officer)

Name: _____ Dated: _____
(printed)

Title: _____

DO NOT COMPLETE BELOW THIS LINE

___ Compliant ___ Compliance Pending ___ Non-Compliant

Compliance Date: _____

(signature, DBE Department)

(date)

DBE Form B
NOTICE OF REQUIREMENT TO ENSURE
DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY

Note: All eligible proposers for award of the contract should comply with the Requirements, Terms, and Conditions of this Notice.

The undersigned proposer hereby agrees that the goal it has established for DBE participation in this project through either subcontracting or entering into a joint Venture with DBEs in conformity with the Requirements, Terms and Conditions of this Notice is a goal of thirty (30%) percent for a construction/repair/ maintenance contract, twenty (20%) percent for a supply contract, and fifteen (15%) for a service contract of the total contract amount of this project. In no event will the absence of goals as stated above be deemed as compliance with the requirements, terms and conditions of this notice.

In addition, the undersigned will complete and attach hereto the DBE (Form C) Schedule for DBE participation, showing all DBE/FBE that will participate as subcontractors or joint ventures in this contract and a DBE (Form D), DBE Letter of Intent form for each DBE/FBE listed on the Schedule.

Proposer: _____

Date: _____

By: _____

Title: _____

Definition of DBE: A Diversity Business Enterprise (DBE)

"Small Diversity business concern" means a small business concern that is a least (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has least (51) percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian Organization.

DBE Form C
SCHEDULE MBE/FBE PARTICIPATION

Project Name: _____

Name of Non-DBE Contractor: _____

Identification Number: _____

Location: _____

Name of Minority Contractor: _____

Address: _____

City, State, Zip: _____

Type of work to be performed and work hours involved:

Projected commencement and completion dates for work:

Agreed price in dollars or percentage:

The undersigned will enter into a formal agreement with DBE for work listed in this schedule conditioned upon execution for a contract with the Cleveland Municipal School District

TO BE RETURNED WITH THE PROPOSAL

Signature of Non-DBE Prime Contractor

Date: _____

DBE Form D
DBE LETTER OF INTENT

To: _____
Non-DBE Prime or General Proposer

Project: _____

NON-DBE PRIME OR GENERAL PROPOSER

The Undersigned intends to perform work in connection with the above-referenced project as (check one):

☐ an individual ☐ a corporation ☐ a partnership ☐ a joint venture

DBE status of the undersigned is confirmed in the Cleveland Municipal School District's DBE file of bona fide enterprises with a certification date of: _____

The Undersigned is prepared to perform the following described work in connection with the above referenced project. Specify in detail particular work items or parts thereof to be performed:

at the following price or percent of contract: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____

Projected Commencement Date _____

Projected Completion Date _____

_____ % (percent) of the dollar value of the subcontract will be sublet and/or awarded to NON-DBE contractor (s) and/or NON-FBE SUPPLIERS. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the Cleveland Municipal School District.

Date

Name of DBE Firm (where applicable)

Signature of DBE (where applicable)

Signature of MBE Firm

(TO BE RETURNED WITH RFP)

Name of FBE Firm

Signature of FBE Firm

DBE Form E
DBE Unavailability Certification

I, _____,
Name Title

Of _____, certify that on _____
Date

I contacted the following DBE to obtain a Proposal for work items to be performed on:

Board Project: _____

Minority Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

Female Contractor: _____

Work Items Sought: _____

Form of Proposal Sought: _____

To the best of my knowledge and belief said minority business enterprise was unavailable (exclusive of the unavailability due to lack of agreement on price) for work on this project or unable to prepare a proposal for the following reason (s):

Signature, Non-DBE prime Proposer Date

_____ was offered an opportunity to proposal on the above-referenced work on
_____ by _____
Date Non-DBE Prime Proposer

Signature, Non-DBE Prime Proposer

The above statement is a true and accurate account of why I did not submit a Proposal on this project.

Signature, Non-DBE prime Proposer

DBE Form F

Non-Minority Prime Affidavit For DBE

STATE OF }
COUNTY OF } SS.

AFFIDAVIT

The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each party in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual subcontract work and the payments thereof, and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the subcontract or those of each party relevant to the subcontract, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm: _____

Signature: _____

Name and Title: _____

Date: _____

STATE OF }
COUNTY OF } SS.

On this _____ day of _____ 20____, before me appeared _____

_____, to me personally known, who being duly sworn,

did execute the foregoing affidavit, and did state that they were properly authorized by _____

_____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public _____

Commission expires _____

DBE Form G

This form need not be completed if all join venture firms are diversity business enterprises

1. Name of Joint Venture: _____
2. Address of Joint Venture: _____
3. Phone Number of Joint Venture: _____
4. Identify the firms which comprise this joint venture. (The DBE partner must complete DBE Form A or have current DBE Certification)

- a. Describe the roll of the DBE firm in the joint venture: _____

- b. Describe briefly the experience and business qualifications of each non-DBE Joint Venture: _____

5. Nature of Joint Venture's Business: _____

6. Provide a copy of the Joint Venture Agreement.

7. What is the percentage of DBE Ownership? DBE _____% FBE _____%

8. Ownership of Joint Venture: (This need not be completed if described in the Joint Venture agreement provided in response to question 6).

- a. Profit and loss sharing: _____

- b. Capital contributions, including equipment: _____

- c. Other applicable ownership interest: _____

9. Control of and participation in this contract. Identify by name, race, and "firm" those individuals and their titles who are responsible for day-to-day management and policy decision making, including, but not limited to, those prime responsibility form:

a. Financial decisions: _____

b. Management decisions, such as:

i. Estimating: _____

ii. Marketing and Sales: _____

iii. Hiring and firing of management personnel: _____

iv. Purchasing of major items or supplies: _____

c. Supervision of field operations: _____

Note: If after complete the DBE Form B and before the completion of the joint venture's work on any contract awarded, there is any significant change in the information submitted, the joint venture must inform the Cleveland Municipal School District, either directly or through the non-DBE prime subcontractor if the joint service provider is a subcontractor.

DBE Form H

Non-Minority Prime Affidavit (Joint Venture)

STATE OF OHIO

CUYAHOGA COUNTY

AFFIDAVIT

The undersigned swear that the forgoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each joint venture in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual joint venture work and the payments thereof and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the joint venture or those of each party relevant to the joint venture, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm (Prime)

Name of Firm (DBE)

Signature

Signature

Name and Title

Name and Title

Date

Date

STATE OF _____] COUNTY OF _____]SS.

On this _____ day of _____ 20 __ , before me appeared _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that they were properly authorized by _____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public

Commission expires

EOA Contractual Declaration Forms

Information about the District's Affirmative Action Program can be found at <https://bit.ly/3wvVApK>.

Service Provider Contract Compliance Form

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Standard Metropolitan Statistical Area: _____

Recruitment Area: _____

Type of Business (product or service): _____

Name of EEO Officer: _____

Signature of Owner, Partner, or Authorized Officer: _____

Name (type or print): _____

Date: _____ Title: _____

Do not complete below this line

Status of Service provider:

___ Compliance ___ Conditional Compliance

___ Non-Compliance ___ Compliance Pending

Comments: _____

Date: _____ Signature: _____

Compliance Declaration

The following must be filled out completely:

It is the policy of _____ that equal employment opportunity be afforded to all qualified persons without regard to race, religion, color, sex, national origin, age, or handicap.

In support of this policy, _____ will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or handicap.

_____ will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, sex, national origin, age, or handicap. Such action will include, but not be limited to:

Recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

The undersigned company states that they are of current applicable requirement pertaining to Fair Labor Standards and Non-Discriminatory Practices of Federal, State, and Local Governments.

The undersigned further acknowledges that if the contract is awarded to the undersigned, that the undersigned will comply with all Fair Labor Standard Practice.

(Name of Company)

(Signature of Company Official)

Date: _____

STATE OF ()
COUNTY OF ()SS.

BEFORE ME, a Notary Public in and for said County and State personally appeared the above-named Company _____ by _____

It's _____, who acknowledged that they knowingly signed the aforesaid instrument, and that the same is their free act and deed duly authorized and the free act and deed of said company.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed seal at _____, this _____ day of _____, 20____.

day of _____, 20__.

Employee Data Form

Please note this data may be obtained by visual survey or post-employment record. Neither visual surveys nor post-employment records are prohibited by any federal, state or local law. All specified data is required to be filled in by District policy. Descriptions of the job categories below can be found at <https://bit.ly/3wvVApK>

	All EMPLOYEES			MALES					FEMALES				
Job Categories	TOALS MALES & FEMALES	MALES	FEMALES	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	INDIGENOUS OR ALSKAN NATIVE	HISPANIC	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDE	INDIGENOUS OR ALSKAN NATIVE	HISPANIC
OFFICIALS, MGRS & SUPERVISORS													
PROFESSIONALS													
TECHNICIANS													
SALES WORKERS													
OFFICE/CLERICAL													
CRAFTWORKERS (SKILLED)													
OPERATIONS (SEMI-SKILLED)													
LABORERS (UNSKILLED)													
SERVICE WORKERS													
APPRENTICES													
TOTAL													

Additional information (optional):

Describe any other actions taken which show that all employees are recruited, hired, or trained or promoted without regard to their race, religion, color, sex, handicap, age or national origin. Use second sheet if additional space is needed:

The undersigned certifies that they are legally authorized by the proposer to make the statements and representations contained in this report, and that they have red all of the foregoing statements and representations which are true and correct to the best of their knowledge and belief.

FIRM OR CORPORATE NAME: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

References

Include below three references of equal or larger size to this current RFP project. Public sector experience is preferred, but not required. Please attach relevant supporting documentation, such as project plans, scope of work.

Reference #1:

Company Name: _____

Contact Person: _____

Phone Number(Mobile): _____ Email Address:_____

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

Reference #2:

Company Name: _____

Contact Person: _____

Phone Number(Mobile): _____ Email Address:_____

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

Reference #3:

Company Name: _____

Contact Person: _____

Phone Number(Mobile): _____ Email Address:_____

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

Service Provider Checklist

To assist service providers in the preparation of their proposals to ensure compliance with all document requirements

- ☐ Cover Page
- ☐ Transmittal Cover Letter, signed
- ☐ Table of Contents
- ☐ General Information Section
 - ☐ Executive Summary
 - ☐ Business Health
 - ☐ Experience and expertise
 - ☐ General Narratives
 - ☐ Management Support Services
 - ☐ Security
 - ☐ Risks
 - ☐ Dispute Resolution
- ☐ Pricing (N/A)
 - ☐ Signatory
- ☐ District Related Forms
 - ☐ Addendum Acknowledgement, checked: <https://www.clevelandmetroschools.org/purchasing> for any addendums
 - ☐ Certificate of Debarment
 - ☐ Conflict of Interest
 - ☐ Proposer Qualification Form
 - ☐ Non-Collusion Affidavit
 - ☐ DBE Forms- A, B, C, D, E, F, G, & H, for more information: <https://bit.ly/3wvVApK>
 - ☐ EOA Contractual Declaration Forms 1 &2, for more information: <https://bit.ly/3wvVApK>
 - ☐ Employment Data Form
 - ☐ References

Copies

- ☐ Original, marked
- ☐ Copies (1), marked
- ☐ USB Flashdrive

Scope of Work

Ridge Road Bus Depot



Cleveland Metropolitan School District
1111 Superior Avenue East, Suite 1800
Cleveland, OH 44114

RE Ridge Road Bus Depot
3840 Ridge Road
Cleveland, OH 44144

Parking Area Improvements

Design Build Services Request

Consultant:

The outline professional Scope of Services (SOS) for the above mentioned project is as follows:

Scope of Services

Assignment 1.0

Topographic Survey

The following services must be included in the fee:

- 1.1 Limits of Survey:
 - Project site area including all storm sewers, streets etc.
- 1.2 Data Collected:
 - All existing utilities (overhead and underground), as marked by OUPS
 - All streets pavement, driveways, buildings, hard surfaces, etc.
 - All landscape areas, trees, bushes, etc.
 - Contour elevations for the area
 - All other important topographic features that might impact construction
- 1.3 This information should be collected and provided in an AutoCAD format for district archiving

Assignment 2.0

Geotechnical Services

The following services must be included in the fee:

- 2.1 Determined number of soil borings in the parking area(s)
 - 20 min. strategically located and agreed upon by the District
 - Pavement cores and those 6'-0" deep
- 2.2 Laboratory soil analysis and geotechnical report based upon soil borings
- 2.3 Recommendations for construction

Assignment 3.0

Meetings with CMSD Facilities Team

The following services must be included in the fee:

- 3.1 Through the course of the project, engineering team must meet CMSD Facilities Staff etc. to review / modify / discuss the project
- 3.2 CMSD shall determine the number and location of such meetings

Assignment 4.0

Pre-Design/Installation Coordination of Local Requirements

The following services must be included in the fee:

- 4.1 Coordination with the following Local Authority Having Jurisdiction (AHJ):
 - Local Soil & Water Conservation District to discuss water quality/SWP3



Scope of Services (con.)

Assignment 4.0 Pre-Design/Installation Coordination of Local Requirements (con.)

The following services must be included in the fee:

- 4.1 Coordination with the following Local Authority Having Jurisdiction (con):
 - Local Water Department to discuss water for domestic and fire needs
 - Local Sanitary Sewer Department to discuss sanitary sewer issues
 - Local Storm Sewer Department to discuss storm water management issues
 - Local Engineering Department to discuss traffic/access/zoning/site review
 - 4.2 Coordination with Utility Companies to verify service impact, if any
- The results of these meetings will have a significant impact on the design and approval process for the project.

Assignment 5.0 Meetings with Authority Having Jurisdiction (AHJ) to Expedite Approvals

The following services must be included in the fee:

- 5.1 Design Review, Negotiations, Coordination, Delivery of Documents, and Meetings with AHJ's to expedite approval process
- 5.2 Discussion items may include stormwater, utilities, traffic, SWP3, neighbor issues, etc.
- 5.3 Attendance of ALL Planning, Zoning, Council Meetings, etc.

Assignment 6.0 Schematic Design (30%) and Design Development (70%)

The following services must be included in the fee:

- 6.1 Site Design/Site Improvement Plan (SIP):
 - Develop site plan parking, drives, building footprint, etc. to meet client needs
 - Verify traffic movement for buses, cars, trucks, garbage etc.
 - Prepare pavement design for light, medium, and heavy duty traffic areas, curbs, sidewalks, and combination curb/walk areas
 - Designate landscape, open space, and stormwater management areas
 - Verify Zoning Setbacks, etc.
- 6.2 Grading Design:
 - Set grading within parking lots, driveways, and open areas
 - Set location and proper sizing/grading details for stormwater management
 - Prepare earthwork calculations
- 6.3 Storm Sewer System Design:
 - The storm sewer collection system design and construction plans will be prepared and submitted for local approval
- 6.4 30% SD Set. (1) Page Turn Meeting with CMSD to review plans
- 6.5 70% DD Set. (1) Page Turn Meeting with CMSD to review plans

Assignment 7.0 Stormwater Management Report / Quantity Control Calculations

The following services must be included in the fee:

- 7.1 Full storm water detention/retention calculations will be prepared to handle all surface runoff from the entire site and route it through our storm water facilities
- 7.2 All items will be contained within a master Storm Water Management Report for submittal to the appropriate AHJ

Assignment 8.0 SWP3 Plan and Water Quality Calculations

The following services must be included in the fee:

- 8.1 Prepare a complete Master SWP3 Plan showing all erosion control,



Scope of Services (con.)

Assignment 8.0 SWP3 Plan and Water Quality Calculations (con.)

- 8.1 (con.) measures, sediment basins, and special requirements of the local Soil & Water Conservation District. This plan shall cover construction of the entire site and will be basis of the Notice of Intent (NOI) submittal to the EPA.
- 8.2 Full water quality calculations and Best Management Practices (BMP) design will be implemented throughout the project. This shall include both construction and post-construction BMPs.
- 8.3 All items shall be contained within the master Storm Water Management Report for submittal to the appropriate AHJ.

Assignment 9.0 Construction Documents (100%)

The following services must be included in the fee:

- 9.1 Construction Documents responsibilities shall reflect, but not be limited to, the following:
 - C1.00 Title Sheet
 - C1.10 Existing Site Survey & Demo Plan
 - C1.20 Site Layout Plan
 - C1.30 Site Utility Plan
 - C1.40 Site Grading Plan
 - C1.50 Site Work Standard Details & Pavement Sections
 - C1.51 Storm Sewer Construction Details & Specifications
- 9.2 Design, preparation, and submittal of the following items to the AHJ, as applicable:
 - Cover letter describing the proposed project
 - Application forms and review fees, as applicable (to be paid by CMSD)
 - Complete construction documents, including notes, details & specifications

Assignment 10.0 Permitting

The following services must be included in the fee:

- 10.1 Determine ALL AHJ and provide CMSD with names and contact information
- 10.2 Confirm submittal requirements with the Township of Cuyahoga Heights
- 10.3 Execute ALL submissions of applications and fees for ALL approvals
- 10.4 Attend ALL requisite meetings with AHJs

Assignment 11.0 Bidding

The following services must be included in the fee:

- 11.1 Assist with Bidding Services throughout the construction process
- 11.2 Review CMSD issued Invitation To Bid documentation
- 11.3 Attend On-Site Pre-Bid conference
- 11.4 Review and respond to all Request For Information (RFI) from Bidders
- 11.5 Recommend selection of contract award



Scope of Services (con.)

Assignment 12.0 Construction Administration

The following services must be included in the fee:

- 12.1 Review and respond to all Request For Information (RFI) from Bidders
- 12.2 Review and confirm Shop Drawing compliance
- 12.3 Prepare detailed Quality Assurance and Quality Control Reports
Number of days to prepare for reports TBD (15 max.)- weekly
-Installation Process
 - a. Storm Sewer
 - b. Storm Water BMP
 - c. Subgrade proof rolling
 - d. Curb
 - e. Aggregate Base
 - f. Pavement
- 12.4 Material sampling and testing by others (CMSD)

Assignment 13.0 Services Beyond SOS & Reimbursable Allowance

The following services must be included in the fee:

- 12.1 Upon issuance of detailed back-up documentation CMSD shall consider the validity of all allowance requests

- Assignment 14.0** Submit to City for permit, pay permitting fee and continue into Construction.
Obtain all inspections and final City approvals.

Scope of Work

East 49th Street Bus Depot



Cleveland Metropolitan School District
1111 Superior Avenue East, Suite 1800
Cleveland, OH 44114

RE East 49th Street Bus Depot
4177 East 49th Street
Newburgh Heights, OH 44105

Parking Area Improvements

Design Build Services Request

Consultant:

The outline professional Scope of Services (SOS) for the above mentioned project is as follows:

Scope of Services

Assignment 1.0

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- 1.2 Data Collected:
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 - All streets pavement, driveways, buildings, hard surfaces, etc.
 - All landscape areas, trees, bushes, etc.
 - Contour elevations for the area
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- 1.3 This information should be collected and provided in an AutoCAD format for district archiving

Assignment 2.0

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Scope of Services (con.)

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- 5.3 Attendance of ALL Planning, Zoning, Council Meetings, etc.

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The following services must be included in the fee:

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 - Develop site plan parking, drives, building footprint, etc. to meet client needs
 - Verify traffic movement for buses, cars, trucks, garbage etc.
 - Prepare pavement design for light, medium, and heavy duty traffic areas, curbs, sidewalks, and combination curb/walk areas
 - Designate landscape, open space, and stormwater management areas
 - Verify Zoning Setbacks, etc.
- 6.2 Grading Design:
 - Set grading within parking lots, driveways, and open areas
 - Set location and proper sizing/grading details for stormwater management
 - Prepare earthwork calculations
- 6.3 Storm Sewer System Design:
 - The storm sewer collection system design and construction plans will be prepared and submitted for local approval
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Scope of Services (con.)

Assignment 8.0 SWP3 Plan and Water Quality Calculations (con.)

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 - C1.50 Site Work Standard Details & Pavement Sections
 - C1.51 Storm Sewer Construction Details & Specifications
- 9.2 Design, preparation, and submittal of the following items to the AHJ, as applicable:
 - Cover letter describing the proposed project
 - Application forms and review fees, as applicable (to be paid by CMSD)
 - Complete construction documents, including notes, details & specifications

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- 11.1 Assist with Bidding Services throughout the construction process
- 11.2 Review CMSD issued Invitation To Bid documentation
- 11.3 Attend On-Site Pre-Bid conference
- 11.4 Review and respond to all Request For Information (RFI) from Bidders
- 11.5 Recommend selection of contract award



Scope of Services (con.)

Assignment 12.0 Construction Administration

The following services must be included in the fee:

- 12.1 Review and respond to all Request For Information (RFI) from Bidders
- 12.2 Review and confirm Shop Drawing compliance
- 12.3 Prepare detailed Quality Assurance and Quality Control Reports
Number of days to prepare for reports TBD (15 max.)- weekly
-Installation Process
 - a. Storm Sewer
 - b. Storm Water BMP
 - c. Subgrade proof rolling
 - d. Curb
 - e. Aggregate Base
 - f. Pavement
- 12.4 Material sampling and testing by others (CMSD)

Assignment 13.0 Services Beyond SOS & Reimbursable Allowance

The following services must be included in the fee:

- 12.1 Upon issuance of detailed back-up documentation CMSD shall consider the validity of all allowance requests

- Assignment 14.0** Submit to City for permit, pay permitting fee and continue into Construction.
Obtain all inspections and final City approvals.