

JOHN O. MOORE  
Service Director



JEFF FUSCO  
Mayor

CHRIS D. LUDLE  
Deputy Director

DEPARTMENT OF PUBLIC SERVICE  
166 S. High St., Room 201  
Akron, OH 44308-1657

RECEIVED

JAN 06 2016

December 22, 2015

**Re: City of Akron  
Wastewater and Water Projects  
Letters of Interest**

Dear Consultant:

#### **Introduction**

The City of Akron is requesting "Letters of Interest" for professional engineering services for wastewater and water project design and construction management services. **Letters of Interest will be received until 4:00 p.m. local time, on February 4, 2016.**

The City of Akron will review all submitted Letters of Interest. Upon completion of this review, the City will develop a list of firms who may be called upon in the future to provide design and construction management services for wastewater and water related projects. Updated Letters of Interest may be submitted in the future to update previously submitted information if a firm so desires.

Letters of Interest are being requested in order to meet the Water Pollution Control Loan Fund (WPCLF) program requirements for the procurement of Architectural and Engineering Services resulting from the passage of the Water Resources Reform and Development Act of 2014 (WRRDA). New Letters of Interest will be requested annually.

#### **Specific Design and Construction Management Tasks**

Potential wastewater and water projects could include, but are not limited to: combined sewer overflow (CSO) tunnel, CSO storage basin, CSO sewer separation, sanitary sewer design and rehabilitation, wastewater treatment plant, water main design and rehabilitation, water treatment plant, pump station design and rehabilitation, river and wetland restoration, "green" streets, bioretention, and storm water best management practice projects.

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The individual project scopes could include the following:

- Design and Specifications
- Survey
- Utility Coordination/Relocation
- Environmental Site Assessments
- Historical and Cultural Impacts
- Permitting
- Cost Control/Value Engineering/Design/Constructability Reviews
- Cost Estimating
- Preliminary and Detailed Project Schedules
- QA/QC – Project Quality Assurance Plan
- Construction Bid Documents
- Services/Assistance During Bidding
- Real Time Control Systems
- Hydraulic Modeling
- Geotechnical Investigation
- Land Acquisition Documents
- Construction Management

### **Local Hiring and Diversity Goals**

In order to make our community stronger, benefit the local economy, and create jobs and employment opportunities for its residents, the City of Akron has instituted local hiring and diversity goals for all design, construction management, and professional service contracts.

The City's intended goal is that work on all new and amended contracts be completed by firms having 31% of the employees assigned to their Akron office residing full time within the corporate limits of the City of Akron. In addition, contracts shall provide that at least 15% of the total contract amount be performed by companies located within the corporate limits of the City of Akron that have been certified by the State of Ohio as Encouraged Diversity, Growth and Equity Enterprise (EDGE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), or Disadvantaged Business Enterprise (DBE). These requirements will not apply to state and federally funded projects, but will apply to all locally funded and loan funded projects. A professional workforce goal is also in place requiring at least 66% of all hours worked (including subconsultant work) on a particular project to be performed by employees paying City of Akron income tax.

In 2016 it is intended that 31% of your staff assigned to your Akron office resides within the corporate limits of the City of Akron.

- If 25-49 employees pay City of Akron income tax, then a 3% bonus credit will be applied to the 31% goal.
- If 50-74 employees pay City of Akron income tax, then a 6% bonus credit will be applied to the 31% goal.
- If 75+ employees pay City of Akron income tax, then a 10% maximum bonus credit will be applied to the 31% goal.

Future increases are outlined as follows:

- Starting January 1, 2017 32% of your office staff should reside full time within the corporate limits of the City of Akron.
- Starting January 1, 2018 35% of your office staff should reside full time within the corporate limits of the City of Akron.

### **Letters of Interest**

The Letters of Interest for the wastewater and water project design and construction management services must be limited to 40 pages, one-sided, 12 point font, including attachments. Firms may submit qualifications for design, construction management services, or both. Please indicate in the cover letter the work for which your firm wants to be considered.

The Letter of Interest submittal shall include the following information, at a minimum:

#### Firm Overview

- Brief overview of your firm, to include:
  - Primary and branch office locations (with addresses and phone numbers),
  - Years in business,
  - Total number of employees,
  - Primary point of contact (with address, phone number, and email address),
  - Description of five largest clients and the work performed for each.
- Level of local resources (Akron and State of Ohio) and location where the predominance of the work will be performed.
- Licenses, certifications and/or registrations for performance of requested professional services.

#### Experience

- Previous design and construction management experience for completed wastewater and water projects.
- Experience working within the Federal, State of Ohio, and local regulatory environments.

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- References for similar work, including contact name, telephone number, and email address of the person most familiar with the work your firm is claiming as part of their experience.
- Experience maintaining required schedule in a stipulated penalty environment. (Not a requirement for all projects.)
- Experience working within a program management team environment. (Not a requirement for all projects.)

#### Project Team

- Proposed Project Manager, Design Manager and other project staff, their relevant experience, location and availability. Limited to 10 pages.
- Proposed potential subconsultants, their area of expertise and intended use. (For review only. Not a commitment to use the proposed subconsultants.)

#### Local Hiring and Diversity Goals

Provide information on how you meet or propose to meet the Local Hiring and Diversity workforce goals. We realize that companies may not currently meet these workforce goals. If you do not currently meet these workforce goals, please explain your current status (which will be used as a baseline) along with how your firm plans to meet or exceed these workforce goals in the near future.

When submitting the requested information, please include the following:

- Firm name and address
- Total number of employees assigned to your Akron office
- Total number of employees in your Akron office paying City of Akron income tax
- Total number of employees assigned to your Akron office that reside in the City of Akron Corporation limits
- Services your firm performs that best meet these requirements

If your company is currently not located within the corporate limits of Akron, please provide information with respect to your current office location.

You will be required to submit employee information at the time of each invoice providing the above information. Each individual employee's name, address, office assignment and verification of withholding (or not withholding) of Akron income tax will be required for all employees billing time on the project.

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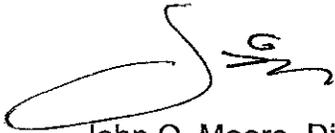
**Responses**

Firms interested in being considered for award of contract(s) to perform these services should send two hard copies and one electronic copy (pdf) of their Letter of Interest indicating their interest and qualifications to:

**Genny Hanna, P.E.  
Project Manager  
Akron Engineering Bureau  
166 South High Street, Room 701  
Akron, Ohio 44308**

If you have any questions or require any additional information, please feel free to contact Genny Hanna, Project Manager, at 330-375-2494 or [GHanna@akronohio.gov](mailto:GHanna@akronohio.gov).

Sincerely,



John O. Moore, Director  
Department of Public Service

JOM/GH/mm

c: J. Hewitt  
P. Gsellman  
M. DiFiore  
H. Ullinger  
B. Gresser  
J. Bronowski  
Environmental Division File