

NOTICE OF INTENT TO EMPLOY A CONSTRUCTION MANAGER

The Lorain County Board of Commissioners intends to retain the services of a Construction Manager for the Lorain County Passenger Rail Platform project. Services will include Bid Documents through construction and closeout. The CM will work under the direction of the County Administration. All interested parties are invited to submit proposals for consideration on or before Friday, February 23, 2018. The full Request for Proposals, including detailed project goals, challenges, scope of services and submittal requirements can be found at: www.loraincounty.us

PROJECT DESCRIPTION:

The Lorain County Transportation and Community Center, located at the former New York Central Terminal (NYCT) at 40 East Avenue in Elyria, currently has three tracks, two mainline tracks and a siding located on the north. New passenger platforms will be constructed on both the north and south sides of the existing Norfolk Southern (NS) mainline rails to provide access to Amtrak for passenger railroad service. Access to these platforms will be through a standalone building with elevators to a pedestrian bridge. The contract duration for the construction managers' services for this project are projected to be approximately 2 years. Firms are advised that coordination and cooperation between various stakeholders, architects, engineers and contractors will be required for integration of the connection to the existing rails and newly constructed passenger platform. Of utmost concerns will be the approval of Norfolk Southern and Amtrak.

SCOPE OF SERVICES:

1. Manage, oversee and monitor the contractors and the construction throughout the course of the work until the project is fully complete and closed out.
2. Review the entire set of construction documents for completeness and constructability.
3. Review the A/E's estimate. Prepare a reconciliation estimate, if needed
4. Manage and coordinate the construction of this project
5. Hold weekly construction meetings that would include the contractors, the owner and the architect. Prepare agendas and minutes from each meeting and distribute to all parties.
6. Manage the construction schedule, coordinating at all times with the contractor.
7. Assist the Owner in communicating and coordinating with NorfolkSouthern (NS) Railroad and Amtrak throughout the course of the work to ensure that all parties understand the schedule and are coordinating their efforts as required.
8. Prepare a monthly report for the owner outlining the status, budget and schedule of the project.
9. Secure and maintain a CM project trailer on site throughout the course of construction. This trailer shall have full power, internet, HVAC, lighting and other amenities as needed to function like a working office. It shall be large enough to house the CM's staff and hold the weekly meetings.
10. Receive all RFI's from the contractors. Review each one and determine if it needs to be sent to the Architect for a formal response. If it does, submit the RFI to the Architect. Upon receipt of the response, distribute it to the contractor and all pertinent parties.
11. Receive all submittals and shop drawings from the contractor. Review and stamp each one. If the submittal or shop drawing is incorrect or incomplete, reject it first and send it back to the contractor for revisions. Upon review and stamping, send the submittal or shop drawing to the Architect for review. Upon receipt of the Architect's response, distribute it to the contractor and all pertinent parties.

12. Monitor the overall quality of the work and shall notify the contractors immediately of any defective elements.
13. Assist the owner in documenting, analyzing, negotiating and working towards the resolution of any claims or change orders that may arise on the project.
14. Work with the contractors to determine the point of substantial completion of the work.
15. Schedule and coordinate a punch list effort with the architect to ensure that the work is complete to the standards of the contract documents.
16. Coordinate all of the close-out efforts required to complete all documentation needed to close out all of the contracts for the completed work.

QUALIFICATIONS REQUIRED FOR PROJECT

1. Demonstrated ability to meet Lorain County's project vision, scope, budget and schedule based on performance on similar projects;
2. Previous experience compatible with the proposed project;
3. Relevant past work of firm's proposed consultants;
4. Qualifications and experience of individuals to be directly involved with the project;
5. Proposed previous experience when working with its proposed consultants;
6. Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using such schedules and other technology as program management tools;
7. Experience, performance and capabilities of developing cost estimates;
8. Approach to and success of using proper dispute resolution procedures to avoid claims;
9. Proximity of firm to the project site; and
10. Resources and capacity to meet the needs of the project.

Interested applicants must respond to the RFQ available online at www.loraincounty.us or you can obtain a copy at the office of the Lorain County Board of Commissioners; Purchasing Department; Lorain County Administration Building; Fourth Floor; 226 Middle Avenue, Elyria, Ohio, 44035 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

The Board of Commissioners reserves the right to reject any and all bids and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. Any interpretation, correction or modification to the specifications desired shall be submitted in writing to the County Administrator and must be received at least seven (7) days prior to the due date.

By the Order of:

Lorain County Board of Commissioners

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