

**REQUEST FOR PROPOSALS ("RFP") FOR
ENVIRONMENTAL & GEOTECHNICAL CONSULTING SERVICES**

May 13, 2016

Note—The deadline for submission of qualifications statements is Monday, May 23, 2016.

1. INTRODUCTION

Cleveland Heights-University Heights Public Library ("Owner") is requesting your firm to submit a proposal ("Proposal") to provide environmental and geotechnical consulting services for the renovation and expansion of the existing 10,560 square foot University Heights branch library located at 13866 Cedar Road, University Heights, Ohio (the "Project"). The scope of services includes: (a) the preparation of a Phase I Environmental Site Assessment ("Phase I ESA") in accordance with ASTM E1527-13; (b) an evaluation of asbestos- and lead-containing materials, including sampling and testing, and the preparation of a final report of findings and recommendations for further action; and (c) all sampling, analysis, recommendations and reporting necessary to obtain a complete subsurface report, conducting onsite soils and compaction analysis as necessary to support the design and engineering for the building additions and associated site work.

A description of the Project, an existing and proposed Site Plan, as well as a Site Survey, are included in **Exhibit A** attached hereto. Proposals in response to this Request for Proposals ("RFP") must be submitted on or before the date and time set forth in Section 5.A hereof. Failure to comply with any of the requirements of this RFP may result in the Proposal not being considered.

2. PROJECT DESCRIPTION

The Project consists of the renovation and expansion of the existing 10,560 square foot, one-story (with lower level) masonry building, constructed in 1953 for use as a library. Expansions of the ground floor and lower level are currently planned for all four elevations. The expansion to the south, on the site of the current parking lot, includes an area that was formerly occupied by three single-family residences that were demolished in 1972.

The Owner has acquired three single-family residences to the south of the existing facility. These two-story frame structures (with basements), which were likely constructed in the 1940s, will be demolished to allow for the expansion of the parking area.

The Project is currently in the Design Development phase, with site work and demolition of the residential buildings slated to commence in August, 2016. Due to the accelerated design schedule, time is of the essence in the completion of the proposed environmental and geotechnical services.

The Architect of Record is CBLH Design, Inc.; Regency Construction is providing Construction Manager-at-Risk services; and Project Management Consultants LLC is serving as Owner's Representative.

3. REQUESTED SUBMISSIONS

Firms are requested to submit the following information in response to this RFP:

A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.

B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm; (c) location of home office; and (d) general firm history. Provide a summary, on two pages or less, describing why your firm/team is the most qualified for the Project.

C. Bonding/Insurance. Provide evidence of capacity to provide bonding and 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.

D. Firm Experience. Provide relevant projects of similar nature for each of the scopes of work. Include: (a) brief description of the project and the services your firm provided for the project; (b) names of staff members involved and their responsibilities; and (c) name, title and telephone number of the client contact most familiar with your services on the project.

E. Personnel/Staffing. Provide a project organizational chart containing the names and titles of the proposed staff for the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

F. Quality Control. Provide a brief overview of the firm's quality control / quality assurance plan. Provide sample reports from actual recent projects, including sample field reports and formal submissions.

G. Scheduling. Provide a schedule for generating reports. For geotechnical testing, include timeframe to mobilize after notice to proceed, assuming one day for soil borings, time required to analyze borings, and development and issuance of the geotechnical report. Include any other pertinent activities to illustrate geotechnical report development.

H. Other Considerations. Provide evidence of firm's financial stability by submitting your firm's most recent financial statement. Identify the firm's litigation, mediation and arbitration history over the last five years.

4. COMPENSATION

Provide separate pricing for each of the three scopes of services identified in the Proposal:

A. Phase I Environmental Assessment. Provide a lump-sum fee to complete the Phase I ESA.

B. Evaluation of Asbestos- and Lead-Containing Materials. Provide a total estimated cost to perform the scope of work, including a list of duties and an hourly rate schedule for each task associated with the evaluation, sampling, analysis, and preparation of a report of findings with recommendations, and unit rates for sampling and testing. Evaluation and sampling should be conducted in the existing library to be renovated, as well as in the three residential structures that will be demolished.

C. Preparation of a Geotechnical Report. Provide a total estimated cost to perform the scope of work, including a list of duties and an hourly rate schedule for each task associated with the sampling, analysis, recommendations and reporting necessary to obtain a complete subsurface report, including conducting onsite soils and compaction analysis as necessary to support the design and engineering for the building additions and associated site work. Pricing should anticipate five (5) boring locations: (1) at the northeast corner of the proposed addition, (1) at the southeast corner, (1) at the southwest corner, (1) in the existing parking lot at the location of the houses that were previously demolished, and (1) for the typical site. Boring work must be scheduled with the Owner to minimize impact of the facility during hours of operation.

D. Reimbursables. Provide a list of reimbursable items and costs associated with each scope of services.

5. INSTRUCTIONS FOR SUBMISSIONS

A. Response Deadline. Proposals shall be sent electronically to the addresses in Section 5.B. by **12:00 p.m. EDT on Monday, May 23, 2016**. Responses received after this date and time will not be considered.

B. Submission. One electronic copy (under 10MB) of the Proposal is to be submitted to Nancy Levin, Director, Heights Libraries, at nlevin@heightslibrary.org

One electronic copy (under 10MB) of the Proposal shall also be sent to Eric Gonczy at eric.gonczy@aboutPMC.com

C. Questions; Inquiries. Questions regarding interpretation of the content of this RFP must be directed to:

Eric Gonczy, Owner's Representative
Project Management Consultants LLC
E-mail: eric.gonczy@aboutPMC.com
Phone: (216) 566-5792
Fax: (216) 566-5800

D. Communications. Firms considering responding to this RFP are strictly prohibited from communicating with any member of the Owner's staff and consultants, as all questions must be directed to the person identified in Section 5.C.

E. Public Records. All documents submitted to the Owner in response to this RFP are public records and will be available for inspection in accordance with Ohio Revised Code

Section 149.43 at the conclusion of the selection process. Insurance certificates and policies shall remain confidential, except under proper order of a court.

F. Cancellation; Rejection. The Owner reserves the right to accept or reject any or all proposals and cancel at any time for any reason this RFP, any portion of this RFP or any phase of the Project. The Owner shall have no liability to any firm arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

G. Costs. The Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the proposals.

H. Amendments to RFP. At its discretion, the Owner may amend this RFP at any time prior to the deadline for receipt of proposals, and distribute the amendments to all firms who are on record with the Owner as having been furnished a copy of this RFP.

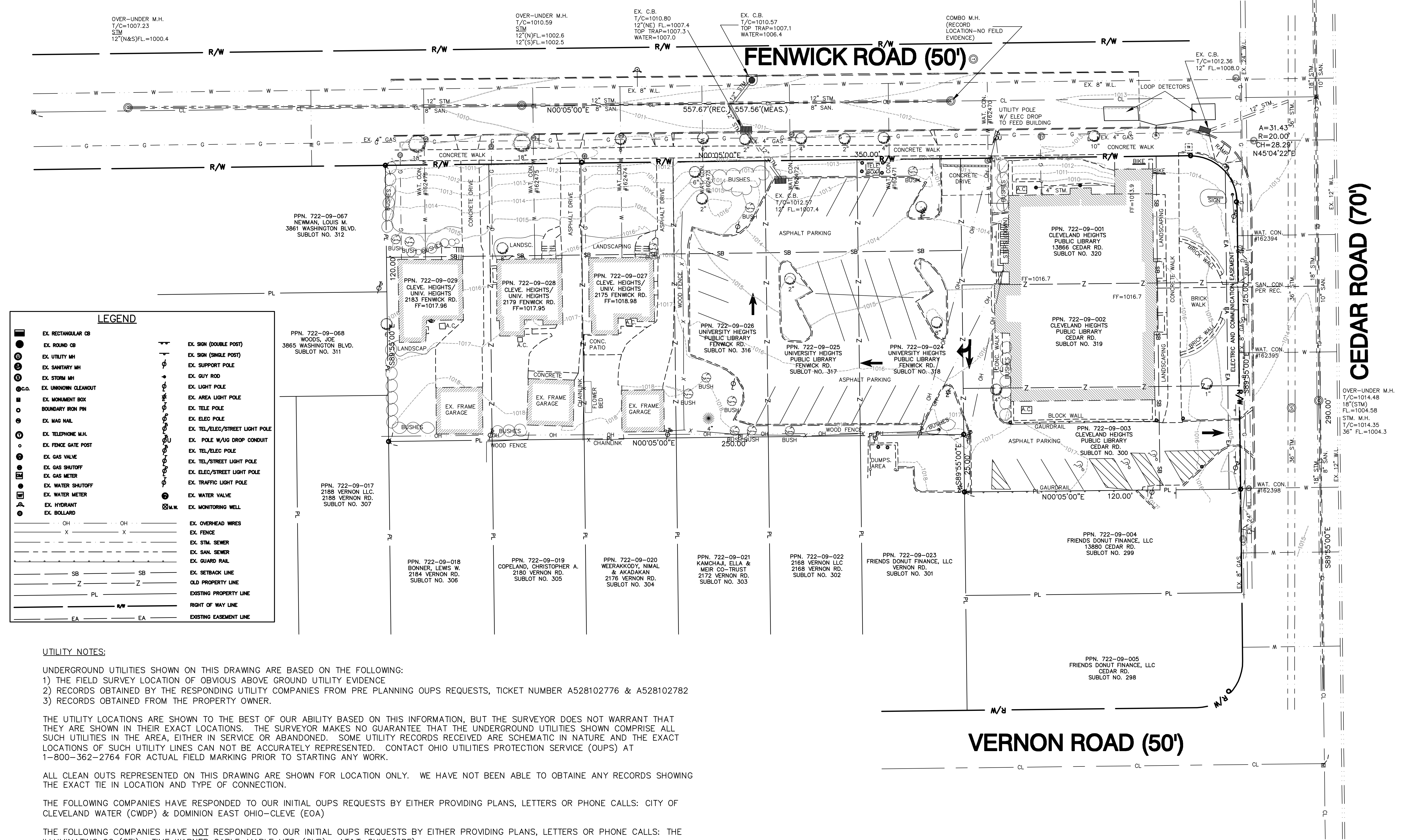
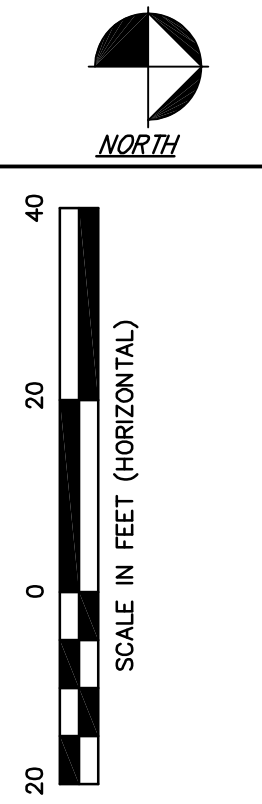
Exhibit A

Description of the Project

The Project consists of the renovation of the existing 10,560 square foot building located at the southeast corner of the intersection of Cedar Road and Fenwick Road in University Heights, as well as a 10,700 square foot expansion of the main and lower levels of the building, and related site improvements. Improvements include the addition of an elevator, new restrooms on the lower and main levels, additional meeting rooms and reading space, as well as upgrades to the HVAC system and electrical and data infrastructure. Site improvements include the expansion of the parking lot, relocation of existing driveways to improve vehicular flow, and enhanced landscaping.

UNIVERSITY HEIGHTS LIBRARY

EXISTING SITE PLAN



| LEGEND | |
|--------|---------------------------------|
| | EX. RECTANGULAR CB |
| | EX. ROUND CB |
| | EX. UTILITY MH |
| | EX. SANITARY MH |
| | EX. STORM MH |
| | EX. UNKNOWN CLEANOUT |
| | EX. MONUMENT BOX |
| | BOUNDARY IRON PIN |
| | EX. MAG NAIL |
| | EX. TELEPHONE M.H. |
| | EX. FENCE GATE POST |
| | EX. GAS VALVE |
| | EX. GAS SHUTOFF |
| | EX. GAS METER |
| | EX. WATER SHUTOFF |
| | EX. WATER METER |
| | EX. HYDRANT |
| | EX. BOLLARD |
| | EX. SIGN (DOUBLE POST) |
| | EX. SIGN (SINGLE POST) |
| | EX. SUPPORT POLE |
| | EX. GUY ROD |
| | EX. LIGHT POLE |
| | EX. AREA LIGHT POLE |
| | EX. TELE POLE |
| | EX. ELEC POLE |
| | EX. TEL./ELEC/STREET LIGHT POLE |
| | EX. POLE W/UG DROP CONDUIT |
| | EX. TEL./ELEC POLE |
| | EX. TEL./STREET LIGHT POLE |
| | EX. ELEC/STREET LIGHT POLE |
| | EX. TRAFFIC LIGHT POLE |
| | EX. WATER VALVE |
| | EX. MONITORING WELL |
| | EX. OVERHEAD WIRES |
| | EX. FENCE |
| | EX. STM. SEWER |
| | EX. SAN. SEWER |
| | EX. GUARD RAIL |
| | EX. SETBACK LINE |
| | OLD PROPERTY LINE |
| | EXISTING PROPERTY LINE |
| | RIGHT OF WAY LINE |
| | EXISTING EASEMENT LINE |

UTILITY NOTES:

UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE BASED ON THE FOLLOWING:
 1) THE FIELD SURVEY LOCATION OF OBVIOUS ABOVE GROUND UTILITY EVIDENCE
 2) RECORDS OBTAINED BY THE RESPONDING UTILITY COMPANIES FROM PRE PLANNING OUPS REQUESTS, TICKET NUMBER A528102776 & A528102782
 3) RECORDS OBTAINED FROM THE PROPERTY OWNER.

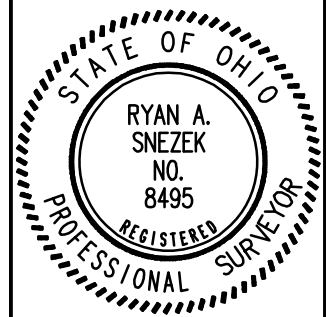
THE UTILITY LOCATIONS ARE SHOWN TO THE BEST OF OUR ABILITY BASED ON THIS INFORMATION, BUT THE SURVEYOR DOES NOT WARRANT THAT THEY ARE SHOWN IN THEIR EXACT LOCATIONS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. SOME UTILITY RECORDS RECEIVED ARE SCHEMATIC IN NATURE AND THE EXACT LOCATIONS OF SUCH UTILITY LINES CAN NOT BE ACCURATELY REPRESENTED. CONTACT OHIO UTILITIES PROTECTION SERVICE (OUPS) AT 1-800-362-2764 FOR ACTUAL FIELD MARKING PRIOR TO STARTING ANY WORK.

ALL CLEAN OUTS REPRESENTED ON THIS DRAWING ARE SHOWN FOR LOCATION ONLY. WE HAVE NOT BEEN ABLE TO OBTAIN ANY RECORDS SHOWING THE EXACT TIE IN LOCATION AND TYPE OF CONNECTION.

THE FOLLOWING COMPANIES HAVE RESPONDED TO OUR INITIAL OUPS REQUESTS BY EITHER PROVIDING PLANS, LETTERS OR PHONE CALLS: CITY OF CLEVELAND WATER (CWDP) & DOMINION EAST OHIO-CLEVE (EOA)

THE FOLLOWING COMPANIES HAVE NOT RESPONDED TO OUR INITIAL OUPS REQUESTS BY EITHER PROVIDING PLANS, LETTERS OR PHONE CALLS: THE ILLUMINATING CO (CEI), TIME WARNER CABLE-MAPLE HTS. (CVB), AT&T-OHIO (OBF).

IF WE ARE PROVIDED ADDITIONAL INFORMATION BY OTHER UTILITY COMPANIES AFTER THE DATE OF THIS SUBMITTAL, OUR OFFICE WILL SEND REVISIONS TO THE SURVEY.



| NO. | DATE | DESCRIPTION |
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| 1 | | |
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| 6 | | |

STEPHEN HOVANCSEK & ASSOCIATES, INC.
 CONSULTING ENGINEERS AND PLANNERS
 TWO MERIT DRIVE
 RICHMOND HEIGHTS, OHIO 44143
 PH: (216) 731-6255 FAX: (216) 731-4483

UNIVERSITY HEIGHTS, OHIO
UNIVERSITY HEIGHTS LIBRARY
 13866 CEDAR ROAD
 EXISTING SITE PLAN

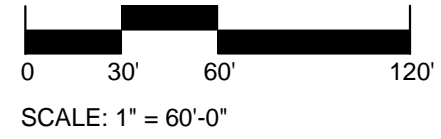
DATE: 10-20-15
 JOB No. 15-177



Architecture
Planning
Interior Design

UNIVERSITY HEIGHTS LIBRARY RENOVATION

SITE PLAN
11/11/15

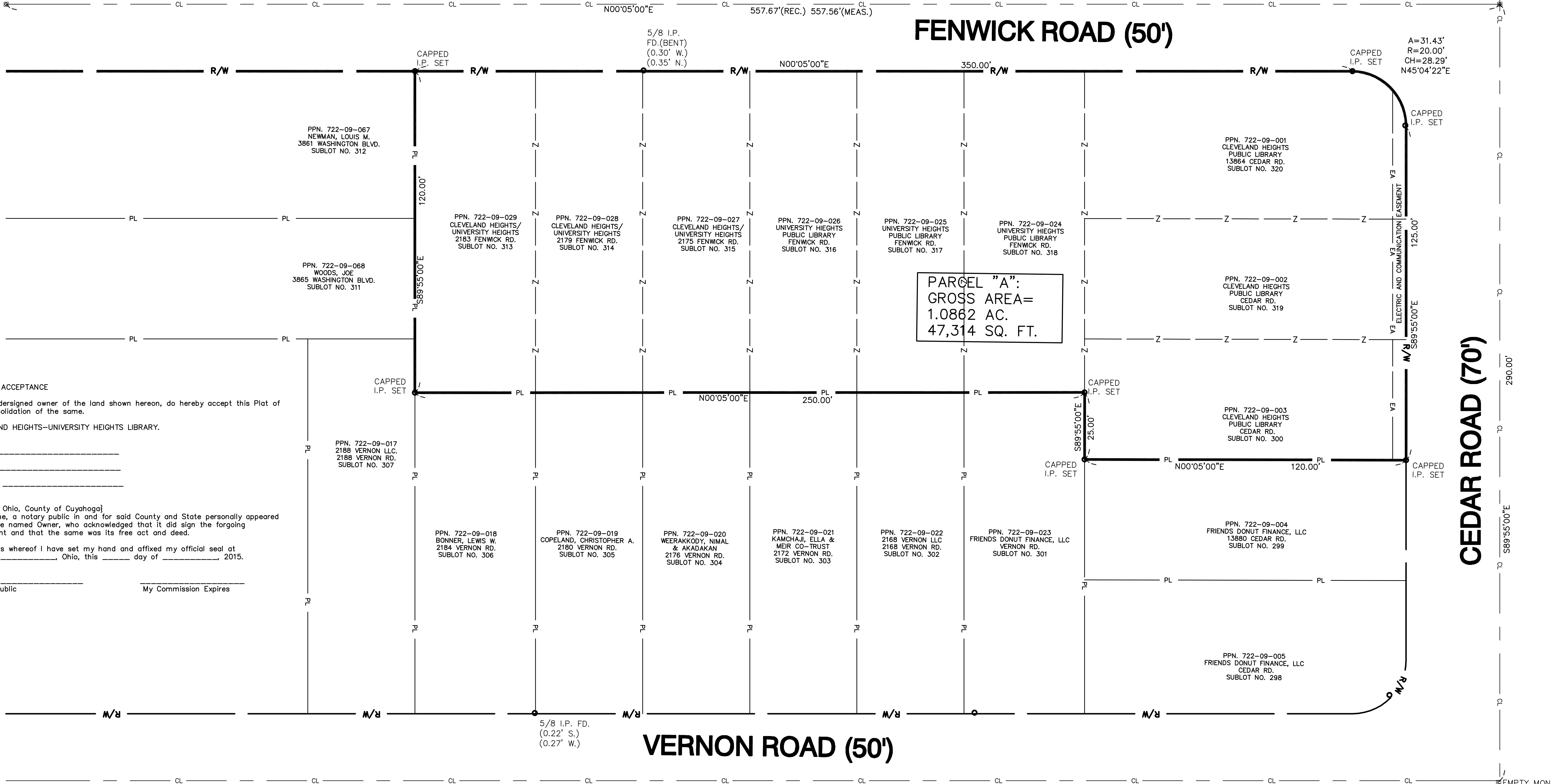


PLAT OF LOT CONSOLIDATION FOR CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS LIBRARY

SITUATED IN CITY OF UNIVERSITY HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO,
AND KNOWN AS BEING PART OF ORIGINAL WARRENSVILLE TOWNSHIP LOT NO.5,
ALSO KNOWN AS BEING PART OF THE RAPID TRANSIT LAND CO.'S SUBDIVISION #16
RECORDED IN PLAT VOLUME 72, PAGE 3 OF CUYAHOGA COUNTY RECORDS

MON BOX
W/ 1" I.P. FD
& USED

MON BOX
W/ 1" I.P. FD
& USED



PARCEL "A":
 GROSS AREA=
 1.0862 AC.
 47,314 SQ. FT.

OWNERS ACCEPTANCE

I the undersigned owner of the land shown hereon, do hereby accept this Plat of Lot Consolidation of the same.

CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS LIBRARY.

BY: _____
 NAME: _____
 TITLE: _____

State of Ohio, County of Cuyahoga
 Before me, a notary public in and for said County and State personally appeared the above named Owner, who acknowledged that it did sign the forgoing instrument and that the same was its free act and deed.

In witness whereof I have set my hand and affixed my official seal at _____, Ohio, this _____ day of _____, 2015.

Notary Public _____ My Commission Expires _____

CERTIFICATION:

I hereby certify that the drawing hereon is a correct representation of a field survey that was performed by me or under my supervision. That the survey was performed in accordance with the provisions of Chapter 4733-37 of the Ohio Administrative Code. Basis of bearings being the centerline of Fenwick Road as established on the Rapid Transit Land Sales Company's Subdivision No. 16 Plat recorded in Volume 72, page 3 of Cuyahoga County Records. Distances are given in feet and decimal parts thereof. Monuments were found or set as indicated hereon.

 Ryan A. Snezek
 Reg. Surveyor No. 8495

All capped iron pins set are 5/8-inch diameter rebar, 30-inches long with a yellow plastic cap stamped SH&A 8495.

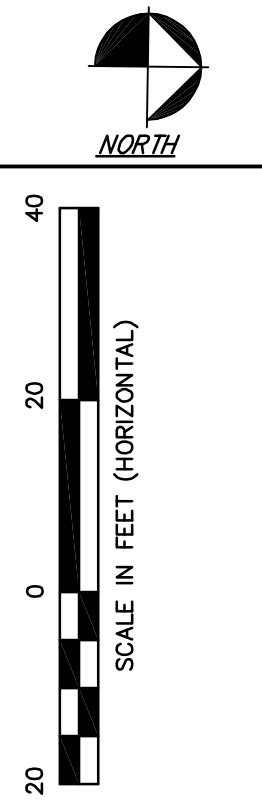
APPROVALS

This Plat of Lot Split and Consolidation is hereby approved by the Mayor of the City of University Heights, Ohio this _____ day of _____, 2015.

 Mayor

This Plat of Lot Split and Consolidation is hereby approved by the Engineer of the City of University Heights, Ohio this _____ day of _____, 2015.

 Engineer



| NO. | REVISIONS | DATE | BY |
|-----|-----------|------|----|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

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UNIVERSITY HEIGHTS, OHIO
PLAT OF LOT CONSOLIDATION
FOR
CLEVELAND HEIGHTS-
UNIVERSITY HEIGHTS LIBRARY

DATE: 10-16-15
 JOB No. 15-177