

04-11-19 Posting Date
South Sandusky Street Widening and Relocation
PID No. Not Assigned
City of Mount Vernon
Response Due Date: 04-24-19

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Mount Vernon during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

All questions are to be submitted via email to engineer@mountvernonohio.org

Project Description

The services include preparation of construction contract plans for the widening, reconstruction and extension of South Sandusky Street in the City of Mount Vernon, Ohio. This includes the widening of the current roadway from West High Street to West Ohio Avenue along with the construction of a new three (3) lane roadway to South Main Street to carry SR 13.

Estimated Construction Cost: \$5,050,000 Construction SFY 2024

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting – Unlimited the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in Cost Accounting – Unlimited the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

DESIGN SERVICES:

- Non-Complex Roadway Design;
- Complex Roadway Design;
- Safety Study
- Limited Right of Way Plan Development;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Geotechnical Drilling Inspection Services;
- Basic Traffic Signals Design
- Traffic Signal Systems Design
- Limited Highway Lighting Design

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation - CE;
- History / Archaeological Investigations;
- ESA Screening, Phase I ESA and Phase II ESA;
- Noise Analysis & Abatement Design
- Ecological Survey

RIGHT OF WAY ACQUISITION SERVICES:

None – If needed, this will be done via a separate agreement

COST ACCOUNTING SYSTEM

Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

There are no selection subfactors for this project.

Contract Type and Payment Method

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by May 15, 2019

Completion Schedule

Part 1 - The studies and Preliminary Engineering Phase plans (up to Stage 2) are to be completed and on file with the City of Mount Vernon within (12-24) months from the date of authorization.

Part 2 – The Final Engineering Plans are to be completed and on file with the City of Mount Vernon within (24-36) months from the date of authorization.

Disadvantaged Business Enterprise (DBE) Participation Goal

There is no DBE goal for this project.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Terms and Conditions

The Department's Specifications for Consulting Services 2016 Edition will be included in all agreements selected under this request for letters of interest.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Mount Vernon, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The LPA will directly select a consultant based on the Letter of Interest (Lol). The requirements for the Lol and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting (2) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Mr. Brian Ball, P.E.
City Engineer
City of Mount Vernon, Ohio
40 Public Square
Mount Vernon, Ohio 43050-3241

Responses received after 4:00 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
 3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- B. Letter of Interest Content
1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
 2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
 3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff

members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. List the number of junior staff to be involved in this project.
5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project:
PID:
Project Type: _____
District:
Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 4	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 4	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 4	
Consultant's Past Performance	30	See Note 3, Exhibit 4	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Project Scope: This project will be completed in two distinct contractual parts. Part 1 will consist of the necessary feasibility study, and Preliminary Engineering phase work up through Stage 2 Design. Part 2 will consist of the Final Engineering Phase of the project through Construction Assistance.

Part 1: Feasibility Study / Preliminary Engineering / Funding Applications

1. The consultant shall prepare a safety & feasibility study for the South Sandusky Street project. The feasibility study will refine work completed in previous studies and shall refine the final alternative recommendation regarding alignment, lane width, etc. The feasibility study shall include, but not be limited to: traffic counts; traffic studies; preliminary environmental studies; preliminary construction and ROW layouts; public meetings; and cost estimates.
2. The consultant shall prepare an application for ODOT's Highway Safety Improvement Program for submission during the Fall 2019 funding round, and present to the SAFETY committee on the City's behalf.
3. The Consultant shall prepare additional funding applications as directed by the City of Mount Vernon.
4. The consultant shall perform the Preliminary Engineering phase of the project, including Stage 1 and Stage 2 Designs.
 - a. The existing roadway section from High Street to approximately Ohio Avenue will be full rehabilitation.
 - b. The new roadway alignment south of Ohio Avenue will be new full depth pavement.
 - c. New Traffic signals will be constructed at the following intersections:
 - i. South Sandusky Street / Vine Street

- ii. South Sandusky Street / Gambier Street
 - iii. South Sandusky Street / Mulberry Street
- d. The Traffic signal at South Sandusky Street / High Street may require modifications.
- e. The South Sandusky Street / Main Street intersection will be reconfigured as a Right in / Right out intersection.
- f. Additionally, all sidewalks will be replaced and all curb ramps will be updated to be ADA compliant with the reconstruction project. Pedestrian pushbutton locations will be evaluated to ensure they are in ADA compliant locations, in relation to the new curb ramps.
- g. During State 1 Design, public meetings will be held. It is entirely possible that design changes will occur.

Part 2: Final Engineering

1. The consultant shall complete the ODOT Stage 3 and Final Tracing Design Submittals
2. The consultant shall provide ongoing construction assistance to the City through construction of the project.

See the attached figure for a conceptual roadway layout.