

07-16-18 Posting Date

RIC-CR134-5.80 Cook/Mansfield-Lucas Rd Intersection Safety Improvement

PID No. 106829

Richland County

Response Due Date: 08-06-18

### Communications Restrictions

Please note the following policy concerning communication between Consultants and the Richland County Engineer 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.

### Project Description

The services include preparation of construction contract plans for an intersection safety improvement at Cook Road (CR134) and Mansfield-Lucas Road in Richland County. Services shall include necessary public involvement, environmental, right of way plans and acquisition services, and utility coordination. A safety study by Richland County Regional Planning has considered evaluation of signalization and roundabout alternatives. A copy of the safety study can be found at <http://www.rcengineer.com/Bids.htm>

**Estimated Construction Cost:** \$2,400,000.00

### 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:**

Complex Roadway Design;  
Complex Right of Way Plan Development;  
Subsurface Utility Location Services;  
Geotechnical Engineering Services;  
Geotechnical Testing Laboratory;  
Basic Traffic Signal Design;  
Limited Highway Lighting Design;

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation - CE;  
Ecological Surveys;  
ESA Screening, Phase I ESA and Phase II ESA;

**RIGHT OF WAY ACQUISITION SERVICES:**

Project Management for Right of Way Acquisition Services;  
Title Research;  
Value Analysis;  
Appraisal;  
Appraisal Review;  
Negotiation;  
Closing;  
Relocation;  
Relocation Review

**COST ACCOUNTING SYSTEM**

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

**Selection Subfactors**

- 1) Experience in analyzing high crash intersections for roundabout design as a benefit and practical solution for intersection safety. Comparison with alternative designs to prove or disprove a roundabout solution.
- 2) Firm has designed roundabouts that have been constructed and efficiently operating.

**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 September 2018.

### **Completion Schedule**

The plans are to be completed and on file with the Richland County Engineer within Thirty-six (36) months from the date of authorization. Right of Way plans to be completed within fifteen (15) months from date of authorization to proceed with acquisition.

### **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 Richland County Engineer, 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 three (3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Adam M. Gove, P.E., P.S.  
Richland County Engineer  
77 North Mulberry St.  
Mansfield, Ohio 44902

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. Dates to be adjusted based on actual authorization to proceed.

## **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 four (4) 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.
5. Provide a description of your Project Approach, not to exceed four (4) 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 Selection

Project: **RIC-CR134-5.80**  
 PID: **106829**  
 Project Type: **Intersection Safety  
 Improvement**  
 Selection Committee Members:

Firm Name:

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

If Applicable: Adequate good faith efforts made to meet DBE goal      Y/N

**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.

## Scope of Services

Revised 5/10/13

### LPA SCOPE OF SERVICES FORM

**A. Project Identification**

County	RIC	Route	CR134	Section	5.80
Project sponsor / Maintenance responsibility:			Richland County		
Local Let	XX	ODOT Let			
Scope field review:	2/22/2018	Scope meeting:			
Highway Functional Classification		Cook Road- Urban Arterial; Mansfield Lucas-Urban Collector			
PID	106829				
Fiscal Year	2021		Proposed Sale Date	11/15/2021	

**B. Design Standard**

ODOT, AASHTO,
---------------

**C. Project Description**

Transportation Issue to be Corrected:	Safety
Recent Safety Study indicated 15 crashes occurring at this intersection in the last 3 years.	
This intersection is ranked the highest crash location on the Richland County system.	

Prior studies / plan (identify):	Safety Study completed by RCRPC in June 2017.	
Estimated Project Length: (begin pavement to end pavement including bridge)	2000'	
Work Length: (including project length & approach work)	2500'	



Alignment:	Existing	XX- minor adjustments	Relocated	
Profile:	Existing	XX- minor adjustments	New	
Logical Termini: (w/explanation)	Approximately 1000' each way of 4-way intersection of Cook Road and Mansfield Lucas Road.			

**D. Typical Sections**

**Existing:**

Width:	Pavement	24'-36'	Graded Shoulder	10'-14'	Treated Shoulder	4'-10'
R/W	varies					
Bridge:	face to face of rails	N/A		or toe to toe of parapets		
Curbs	Yes		No	XX		
Curb ramps	Yes		No	XX		
Sidewalks	Yes		No	XX	Comment	
Guardrail	Yes		No	XX	Type	

**Proposed:**

Width:	Pavement	24'-36'	Graded Shoulder	10'-14'	Treated Shoulder	4'-10'
Bridge	face to face of rails	N/A		toe to toe of sidewalks		
Median:	Yes	XX	No	Type	Possible	
Curbs:	Yes	XX	No	Type	Possible	
Curb ramps:	Yes		No	XX		
Sidewalks	Yes		No	XX	Comment	

Guardrail	Yes	XX	No		Type	Possible
-----------	-----	----	----	--	------	----------

**Supplemental Information**

ADT-2016	Cook Road- 8400 Mansf. Lucas- 3000	Design ADT-2036	Cook Road- 10,000 Mansf. Lucas- 3600
DHV	840	Certified Traffic	Provided by RCRPC
T24	3%		
Design Speed	Cook Road- 45 Mansf. Lucas- 35/45	Legal Speed	Cook Road- 45 Mansf. Lucas- 35/45
Comments:			

**E. Right-of-Way**

Right-of-Way Plan:	Yes	XX	No	
Approximate Number of Parcels:	4			
Known relocations:	Yes	XX	No	Potential – To be determined.

Railroad Involvement:	Yes		No	XX		
Railroad Name:						
Encroachments:						
Airway Highway Clearance:	Yes		No	XX	Remarks	
Airport Name						
Comments:						

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

**F. Utilities**

Aerial:

Phone	Yes	XX	No		Name of Company	CenturyLink
Cablevision	Yes	XX	No		Name of Company	Charter Communications
Power	Yes	XX	No		Name of Company	Ohio Edison *
* attempt to avoid the existing transmission line on the southwest corner of the intersection.						

Buried:

Phone	Yes	XX	No		Name of Company	CenturyLink	
Cablevision	Yes		No	XX	Name of Company		
Power	Yes		No	XX	Name of Company		
Gas	Yes	XX	No		Name of Company	Columbia Gas	
Pipelines:	Yes		No	XX	Name of Company		
Water	Yes		No	XX	Private	Public	
Sanitary Sewer	Yes		No	XX	Private	Public	
Storm Sewer	Yes	XX	No		Private	Public	XX
Other							
Comments							

The Consultant is to locate and identify all existing and foreseeable future utilities (public or private; on or over the project limits) in accordance with Section 153.64 of the Ohio Revised Code. To locate existing utilities, the Consultant shall contact the following One-Call centers and provide the District 3 Utilities Coordinator with the appropriate reference numbers:

*Oho Utilities Protection Service: 1-800-362-2764*

*Oil and Gas Producers Underground Protection Services: 1-800-925-0988*

A listing of all utility companies within the project limits shall be included in the Stage 2 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant shall contact the District 3 Utilities Coordinator for the correct addresses, telephone numbers and company contacts.

Stage 2 plan submittals must include all underground utilities on the Plan/Profile and appropriate Cross Section Sheets. Preliminary cross sections must be included to show the effect of the proposed construction on all existing utilities. Aerial and underground utility relocations may require additional right of way beyond the existing

right of way limits. These existing utilities, proposed utility relocations and approximate right of way needs must be reflected in the Conceptual Right of Way Plan.

The Consultant will submit a complete full-size copy of all Stage Submittals and Final plans to all affected utility companies at the time submittals are sent to District 3. The Consultant will submit a copy of plans and/or details in electronic form, as well as prints, to the utility companies located within the project limits, and will copy the Utility Coordinator on all correspondence with the utility companies.

The Local Agency will write the project utility note and Exhibit B and submit to the Utility Coordinator for approval; they will also supply the Utility Coordinator with copies of approved utility company relocation plans. The Utility Note and Exhibit B are a part of the Right-of-Way Certification supplied by the Local Agency at the PS&E Submission.

The Consultant will follow procedures for all utility relocation as per ODOT's Utilities Manual and the Ohio Revised Code.

**G. Structure Requirements N/A**

**Existing Structure information:**

Structure type:	N/A					
Sufficiency Rating:			General Appraisal		Bridge No.	
Structure File No.			Crossing			
Bridge length:						
Number of Spans						
Eligible for the National Historical Register	Yes		No			

**H. Design Exception(s) required**

Yes		No	XX	Explain	
-----	--	----	----	---------	--

**I. Traffic Control**

Signing:	Yes	XX	No		Remarks	
Striping:	Yes	XX	No		Remarks	644
Lighting:	Yes	XX	No		Remarks	
Signals:	Yes		No	XX	Remarks	
RPM's:	Yes		No	XX	Remarks	

**J. Maintenance of Traffic**

Detour	XX	Part Width	
Remarks:	TBD		

**K. Driveways**

Yes	XX	No		Type	Residential; Century Link
-----	----	----	--	------	---------------------------

**L. Project Funding**

Project Cost Estimate	\$3,726,000				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	XX	
Comments:	Potential – To be determined.				
Coordination with Concurrent Projects Required:	Yes		No	XX	
Comments:					

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE & Environmental	\$455,400	90%	\$50,600	10%
RIGHT OF WAY	\$495,000	90%	\$55,000	10%
UTILITIES	\$45,000	%	\$5,000	10%
CONSTRUCTION	\$2,160,000	90%	\$240,000	10%
CONST ENGINEERING	\$0	0%	\$220,000	100%
TOTAL	\$3,155,400		\$570,600	

**M. Cost Recovery (County does not do cost recovery)**

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	XX
---	-----	--	----	----

Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	XX
--	-----	--	----	----

**M. Environmental**

	Not Required	Required	Responsibility/Comments
Tentative CE Level <u>  2  </u>			
Purpose and Need Statement			
Section 106 Request for Review			
Cultural Resource Phase I			
Cultural Resource Phase II			
Section 4(f) Evaluation			
Ecological Survey Level <u>      </u>			
Section 9/Section 10 Stream			
404 NWP/RGP Army Corps of Engineers			
404 PCN Army Corps of Engineers			
404 Individual Permit USACE			
401 OEPA Cert Application			
Flood Plain Permit			
Coast Guard Coordination			
Scenic River Coordination			
Farmland Screening or FCIR			
Public Involvement			
Public Meeting/Hearing			
ESA Screening			
ESA Phase I/Phase II/Remediation			
Noise Analysis			
Asbestos Inspection			
Environmental Justice			
Wetland Survey			

Asbestos Inspection Required:	Yes		No	XX
Comment:	Potential if relocation/house demolition required.			

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

None known at this time

Q. COMMITMENT DATES	ODOT-let	Local-let	Reservoir
ACTIVITY		START DATE	
Authorization to Proceed		6/01/2018	
Stage 2 Review		6/01/2019	
Stage 3 Review		11/01/2019	
R/W Plans Approved		8/01/2019	
Bid document & tracings to District		9/01/2021	
R/W and Utility Clearance		9/15/2021	
Environmental Clearance		12/01/2019	
Plan Package to C. O.		10/15/2021	
Award Date		12/15/2021	

Other due dates of interest:

- County to submit plans, proposal, estimate (PS&E) to the District
- County certifies R/W and utility clearance to the District
- County submits bid results to District

**Schedule Explanation:** Authorization to Proceed Start Date is the date that the District submits the programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.