

03-04-19 Posting Date
ERI-CR0505-0.00
PID No. 105033
City of Sandusky
Response Due Date: 03-25-19

The City of Sandusky, Ohio is accepting Letters of Interest with supporting documents to obtain professional engineering services from a qualified firm to prepare construction contract plans, specifications, and cost estimates for a multi-use path, roadway reconstruction and roadway resurfacing along Meigs Street in Sandusky.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Sandusky 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 a multi-use path, roadway reconstruction and resurfacing along Meigs Street in Sandusky. Right of Way Acquisition Services may be required for the multi-use path.

Estimated Construction Cost: \$1,295,214.35

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;
- Limited Right of Way Plan Development;
- Subsurface Utility Location Services;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation – CE
- Ecological Surveys
- Waterway Permits
- History/Architectural Investigations
- Environmental Site Assessment Screening, Phase I & II

RIGHT OF WAY ACQUISITION SERVICES:

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

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 August 2019. The Federal Authorization for the PE/Design Phase is not available until SFY 2022 (July 1, 2019).

Completion Schedule

The plans are to be completed and on file with the City of Sandusky within (12) months from the date of authorization. All plans, specifications and estimates for ODOT approval within the ODOT schedule. Ellis Stage 2 Plans – Submittal is November 2, 2020, with a completion date of November 30, 2020.

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 Sandusky, 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 (LoI). The requirements for the LoI 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 five copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Aaron Klein, P.E., Director of Public Works
222 Meigs Street
Sandusky, OH 44870**

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.

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: ERI CR 0505 00.00 (MEIGS ST)
PID: 105033
Project : Multi-use path, roadway reconstruction
District: ODOT District 3
Selection Committee Members:

Firm name:

Firm Name:Category	Total Value	Scoring Criteria	Score
Management & Team			
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	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
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.

Scope of Services

This project will provide a complete reconstruction of the concrete section of roadway, approximately 950 feet, between E. Water Street and E. Washington Street. Reconstruction of the roadway will include concrete curb and gutter, asphalt pavement with under drains. The resurfacing section will include a new asphalt surface between E. Washington and Sycamore Line. The project will also include replacing the existing sidewalk on the east side with a wide multi-use path from E. Water Street to Sycamore Line for approximately 3,500 feet. The tree lawn between the roadway and multi-use path will include a combination of tree pit / bioretention areas to address water quality and add landscaping features. The project will also include directional pavement markings and signage, and additional hardscape areas and benches for the two bus stops on Meigs Street.

Project Goals

- Installation of a multi-use path that meets today's design standards.
- Retain and repair the sidewalks that serve the neighborhood.
- Meet all American with Disabilities Act requirements.
- Drainage to be addressed in areas as needed.
- Meet all of the ODOT commitment dates for plan submittal and approval. This project is currently targeted for award in fiscal year 2022.

LPA SCOPE OF SERVICES FORM**A. Project Identification**

County	Erie	Route	ERI-Meigs Street	Section	
Project sponsor / Maintenance responsibility:			City of Sandusky		
Local Let	X	ODOT Let			
Scope field review:	10/25/2017	Scope meeting:	10/25/2017		
Highway Functional Classification		Major Collector			
PID	105033				
Fiscal Year	2022	Proposed Sale Date	3/31/22		

B. Design Standard

ODOT L&D 2019 + City of Sandusky

C. Project Description

Transportation Issue to be Corrected:		Very poor pavement condition at NW end, extension of multi-use path on SE end, Landscape on NW, resurface along SE			
Sycamore – Washington (Asphalt) 79 Washington – Water (Concrete) 32 PCR					
Prior studies / plan (identify):		2015 Pavement Conditions Rating East Bay Master Plan, Sandusky Bay Corridor Plan			
Estimated Project Length: (begin pavement to end pavement including bridge)					3,500
Work Length: (including project length & approach work)				3,700	
Alignment:	Existing	X	Relocated		
Profile:	Existing	X	New		
Logical Termini: (w/explanation)		Water Street to Sycamore Line			
This is the entire length of the street.					

D. Typical Sections

Existing:

Width:	Pavement	32	Graded Shoulder		Treated Shoulder	
R/W	66					
Bridge:	face to face of rails			or toe to toe of parapets		
Curbs	Yes	X	No			
Curb ramps	Yes	X	No			
Sidewalks	Yes	X	No	Comment	4' Walk	
Guardrail	Yes		No	X	Type	

Proposed:

Width:	Pavement	32	Graded Shoulder		Treated Shoulder	
Bridge	face to face of rails			or toe to toe of parapets		
Median:	Yes		No	X	Type	
Curbs:	Yes	X	No		Type	Type 6
Curb ramps:	Yes	X	No			
Sidewalks	Yes	X	No	Comment	East – replace with multi-use path West – Spot repairs, make ADA compliant	
Guardrail	Yes		No	X	Type	

Supplemental Information

ADT	4536	Design ADT	
DHV		Certified Traffic	
T24			
Design Speed		Legal Speed	25
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	TBD			
Known relocations:	Yes		No	X

Railroad Involvement:	Yes		No	X		
Railroad Name:						
Encroachments:	NO					
Airway Highway Clearance:	Yes		No	X	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	X	No		Name of Company	AT&T
Cablevision	Yes	X	No		Name of Company	Buckeye Broadband
Power	Yes	X	No		Name of Company	First Energy
Fiber optic	Yes	X	No		Name of Company	City of Sandusky

Buried:

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

G. Structure Requirements

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		

Proposed Structure:

New Structure:	Yes		No	X
Rehabilitate Existing Bridge	By:			
Structure width:		Structure type:		
Number of spans:				
Beam Type:	Concrete Box		Steel	
Other Design Considerations / Explanation of Change in Line/Grade:				
Guardrail Type:				

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	Maintenance of traffic
Striping:	Yes	X	No		Remarks	New pavement markings
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour		Part Width	X
Remarks:	MOT in plans		

K. Driveways

Yes	X	No		Type	Aprons & walks as needed
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L. Project Funding

Project Cost Estimate	\$1,295,214.35				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:	40% TA, 40% STP, 20% Local				
Coordination with Concurrent Projects Required:	Yes	X	No		
Comments:	Sandusky East Bay & Streetscape				

Cost Estimates:

	Total Federal Funds/Percent Split	Total Local Funds/Percent Split		
PE	94,197.40	80%	23,549.35	20%
RIGHT OF WAY				
UTILITIES				
CONSTRUCTION	847,776.67	80%	211,944.17	20%
CONST ENGINEERING	94,197.41	80%	23,549.35	20%
TOTAL	1,036,171. 48		259,042.87	

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X
<p>If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?</p> <p> <input type="checkbox"/> Safe Harbor Rates (30% Fringe, 38% Overhead) <input type="checkbox"/> Actual Costs (Fringe only) <input type="checkbox"/> Current Cost Allocation Plan rate approved by ODOT Office of Audits <input checked="" type="checkbox"/> LPA will not seek recovery of costs associated with Fringe and Overhead </p>				
Does the LPA currently have a timekeeping system in place?	Yes	X	No	
If so, does that system track both payroll and project hours concurrently?	Yes		No	X

If different systems, how does the LPA reconcile project hours to payroll? Bi-weekly payroll reviews administratively				
How often are payroll records prepared? Bi-weekly				
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? (only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)	Yes	X	No	
Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	

N. Environmental

Scope of the Proposed Action /Involvement with Resources:				
These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.				
	Not required	Required	Responsibility	Due Date
Tentative CE Level __C2__		X	LPA	
Purpose and Need Statement	X			
ODOT Bridge PA	X			
Section 106 Clearance		X	LPA	
Cultural Resource Phase 1	X			
Cultural Resource Phase II	X			
Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation		X	LPA	
Ecological MOA	X			
Ecological Survey	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		X		
404 PCN-Army Corps of Engineers		X		

404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone		X	LPA	
Scenic River	X			
Farmland Screening or FCIR	X			
Public Involvement		X	LPA	
Public Meeting/Hearing	X			
ESA-Screening		X	LPA	
ESA Phase I/Phase II/Remediation	X			
Drinking Water Resources	X			
Flood Plain/Flood Way	X			
Environmental Justice		X	LPA	
Noise Study	X			
Air Quality	X			

Asbestos Inspection Required:	Yes		No	X
Comment:				

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

None at this time

O. Roles / Responsibilities

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	City of Sandusky
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	City of Sandusky
Construction inspection:	ODOT Prequalified Consultant
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility relocation:	None Required

P. Field Review

Date:	10/25/2017
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
Jeff Keefe	City of Sandusky Engineering	419-627-5875	jkeefe@ci.sandusky.oh.us
Aaron Klein	City of Sandusky Public Works	419-627-5829	aklein@ci.sandusky.oh.us
Megan Stookey	City of Sandusky Public Works	419-627-5878	mstookey@ci.sandusky.oh.us
Steve Shepherd	ODOT District 3	419-207-7176	Steve.Shepard@dot.ohio.gov
Matt Walter	ODOT District 3	419-207-7047	Matt.Walter@dot.ohio.gov
Don Rostofer	ODOT District 3	419-207-7128	Donald.Rostofer@dot.ohio.gov
John Schafrath	ODOT District 3	419-207-7115	John.Schafrath@dot.ohio.gov
Bradley Corder	ODOT District 3	419-207-7111	Bradley.Corder@dot.ohio.gov
Greg Voltz	City of Sandusky Planning	419-627-5973	gvoltz@ci.sandusky.oh.us

Q. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
ACTIVITY	START DATE			
Authorization to Proceed	07-1-2019			
Stage 1 Review	NA			
Stage 2 Review	10-02-2020			
Stage 3 Review	NA			
R/W Plans Approved/Not Required				
Bid document & tracings to District	11-05-2021			
R/W and Utility Clearance	11-05-2021			
Environmental Clearance	11-27-2020			
Plan Package to C. O.	12-03-2021			
Award Date	03-04-2022			

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.

Project Schedule Approval:

Environmental Coordinator		Real Estate Admin.	
Program Manager		Project Manager	
City of Sandusky			