

11-06-17 Posting Date
D03 SRTS CITY OF SANDUSKY INF
PID No. 103737
City of Sandusky
Response Due Date-: 11-27-17

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 Safe Routes to School project D)# SRTS City of Sandusky INF located in the City of Sandusky. The proposed improvements are located within a one-half mile radius of the Sandusky Middle School. The proposed projects include installing bicycle racks, school flashers, ADA compliant curb ramps, stop bars and crosswalks at multiple locations near the school as well as replacing sidewalks.

Estimated Construction Cost: \$237,000.00

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:

- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Subsurface Utility Location Services;
- Basic Traffic Signal Design-in regards to countdown pedestrian signals at existing traffic signals

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation - EA/EIS;
- Environmental Document Preparation - CE;
- Environmental Document Preparation - Section 4(f);
- Ecological Surveys;
- Archaeological Investigations;
- History/Architectural Investigations;
- ESA Screening, Phase I ESA;

RIGHT OF WAY ACQUISITION SERVICES:

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

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 December 2017.

Construction funds will be available during State Fiscal Year 2020.

Completion Schedule

Project Milestones

Stage 2 Plans-submitted 7/1/18
Stage 2 Plans-Complete 8/1/18
Environmental Document Approved 1/1/19
Local Let PS&E Package to District 3 11/1/19
District R/W Certification 11/15/19
Plan Package Received in Central Office-12/2/19
Construction Contract Award-3/2/20
Estimated Begin Construction-4/1/20
Estimated End Construction-9/1/20

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. The contract must be approved by Sandusky City Commission.

Firms interested in being considered for selection should respond by submitting one original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by November 27, 2017 by 10:30AM to:

Jane E. Cullen, P.E.
Project Engineer
City of Sandusky
222 Meigs Street
Sandusky, Ohio 44870

If under 10MB, the requested electronic copy can be emailed to Megan Stookey (mstookey@ci.sandusky.oh.us). Call (419) 627-5829 with questions.

Sandusky Register & ODOT Website: November 6, 13 & 20

Responses received after 10:30 AM 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: D03 SRTS City of Sandusky INF
PID: 103737
Project Type: LPA
District: 3
Selection Committee Members:

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		

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

Exhibit 1 - Consultant Selection Rating Form Notes

- 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

The City of Sandusky has received funding from the Ohio Department of Transportation (ODOT) for the Safe Routes to School (SRTS) program. ODOT will provide funding to install eight infrastructure projects located approximately within a .5 mile radius of the Sandusky Middle School located at 2130B Hayes Avenue. This project will be a LPA-Let project with the City of Sandusky and ODOT District 3. The selected consultant will be required to prepare Stage 2 through Stage 3 construction plans including R/W plans (if required) and cost estimates. It is anticipated at this time that due the nature of the proposed improvements that additional R/W will not be needed, however, the selected consultant will need to verify this during the design phase. If additional R/W is required, the selected consultant will need to coordinate and prepare the required documents for any acquisition.

The following is a brief description of each infrastructure item:

Line Item No.	ODOT Reference No.	Item Description
1	Misc.	Install bicycle racks on Middle School Campus
2	630/631/640	Install school flashers with radar feedback & create school zone on Perkins Avenue.
3	608/640	Install ADA compliant curb ramps, stop bars, and crosswalks as applicable at the intersections on Buchanan Street including Camp Street, Carr Street, Shelby Street, McDonough Street, and Hayes Avenue.
4	608/640	Install ADA compliant curb ramps, stop bars, and crosswalks as applicable at the intersections on Johnson Street including Camp Street, Carr Street, Shelby Street, McDonough Street, and Hayes Avenue.
5	608/640	Install ADA compliant curb ramps, stop bars, and crosswalks as applicable at the intersections on Camp Street including Forest Drive and Grant Street.
6	608/640	Install ADA compliant curb ramps, stop bars, and crosswalks as applicable at the intersections on Hayes Avenue at Grant Street and Rockwell Street.
7	632/640	Install countdown pedestrian signals at the existing traffic signals and upgrade striping at the intersection of Hayes Avenue and Pierce Street.
8	608	Replace the existing sidewalk as needed for approximately 1700 feet along Camp Street between West Perkins Avenue and Pierce Street.



Aerial Location Map

Environmental Requirements per LPA Scope Document

	Not Required	Required	Responsibility/Comments
Tentative CE Level <u>C2</u>	x		
Purpose and Need Statement	x		
Section 106 Determination		x	ODOT
Cultural Resource Phase I		x	(If Required) City of Sandusky
Cultural Resource Phase II	x		
Section 4(f) Evaluation		x	City of Sandusky
Ecological Survey Level _____		x	(If Required) City of Sandusky
Section 9/Section 10 Stream	x		
404 NWP Army Corps of Engineers		x	(If Required) City of Sandusky
404 PCN Army Corps of Engineers	x		
404 Individual Permit USACE	x		
401 OEPA Cert Application	x		
Flood Plain Permit	x		
Coast Guard Coordination	x		
Scenic River Coordination	x		
Farmland Screening or FCIR	x		
Public Involvement	x		
Public Meeting/Hearing	x		
ESA Screening		x	City of Sandusky
<u>ESA Phase I/Phase II/Remediation</u>		x	(If Required) City of Sandusky
Noise Analysis	x		
Asbestos Inspection	x		

Sandusky Middle School - Sandusky City - Erie Co

2130B Hayes Ave, Sandusky, OH 44870



Install countdown pedestrian signals at the existing traffic signals and upgrade striping at the intersection of Hayes Avenue and Pierce Street. \$29,000

Install bicycle racks on campus. \$5,800

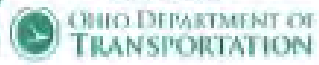
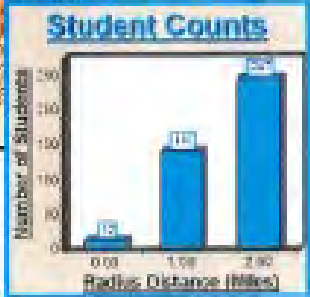
Replace the existing sidewalk as needed for approximately 1,700 feet along Camp Street between W. Perkins Avenue and Pierce Street. \$192,000

Install school flashers with radar feedback and create school zone on Perkins Avenue. \$11,600

Install ADA compliant curb ramps, stop bars and crosswalks as applicable at the 14 intersections marked above. \$46,600

	School	Radius (Miles)
	Students	0.25
		0.5
		1.0
		2.0
TRANS_ROUTE		
	IR	
	US	
	SR	
	RA	
	County Roads	
	Township Roads	

Total Enrollment = 456



Date: 2/17/2016