

**12-05-11 Posting Date**  
**FAI-CR54-4.00 (Pierce Avenue/Fair Avenue Intersection)**  
**PID No. 92066**  
**City of Lancaster**  
**Response Due Date: 12-28-11**

The selected consultant will develop detailed construction contract plans, prepare bidding and contract documents, and prepare right of way plans and other documents necessary for construction easement and right of way acquisition for the Pierce Avenue/Fair Avenue Intersection Improvement project.

The project involves the installation and/or upgrade of curbing with curb ramps, spot concrete sidewalk replacement, asphalt concrete resurfacing, placement of new traffic control signage, new/upgrade of traffic signals, poles, detector loops and traffic control equipment within the projects limits near the intersection of Pierce Avenue and Fair Avenue. The project will utilize existing street right of ways as much as possible.

**Estimated Construction Cost:** \$650,000.00

**Required Prequalification** (Combination of Prime Consultant and Subconsultant)

**DESIGN SERVICES:**

Non-Complex Roadway Design; Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Basic Traffic Signal Design

**RIGHT OF WAY ACQUISITION SERVICES**

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

**Selection Subfactors:**

ODOT Prequalification (consultants not prequalified are not eligible for this contract)  
Experience with Similar Projects,  
Experience with ADA regulations  
Consultant's Project Cost Containment program;  
Firm's Current Workload/ Availability of Personnel  
Consultant's past performance on similar projects;  
Understanding of the Project/Project Approach.

These services are to be completed within 12 months of the date of authorization. The selected consultant should expect authorization to proceed by February 29, 2012.

**Communications Restriction:**

All questions and comments regarding this project shall be submitted in writing by facsimile or email to:

Richard L. Mark, P.E.  
Department of Engineering  
E-Mail: [rmark@ci.lancaster.oh.us](mailto:rmark@ci.lancaster.oh.us)  
FAX: 740-681-5030

The City will issue responses to requests for information to all registered interested parties by electronic mail only. To become a registered interested party, send a notice of interest via electronic mail to the above City official. The failure of an interested consultant's to provide a notice of interest shall not be cause for the City's reconsideration of any selected consultant.

### **Selection Procedure**

The City of Lancaster will directly select one consultant based on the Letter of Interest (LoI). Firms interested in being considered for selection should respond by submitting five (5) copies of the LoI in a sealed envelope marked "LoI for Pierce & Fair Intersection Improvements" to the following address **by 4:00 PM on the response due date** listed below.

**City of Lancaster  
Department of Engineer  
121 East Chestnut Street, Suite 100  
Lancaster, Ohio 43130**

Incomplete responses or responses received after 4:00 PM on the response due date, will not be considered.

The City of Lancaster reserves the right to reject any or all proposals, modify or postpone the proposed scope of services, or accept the proposal that, in the sole judgment of the City, is in its best interest. **The City's selection of the most qualified firm is final and not subject to appeal.**

The requirements for the LoI and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

### **Requirement for Letters of Interest**

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the LoI Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, brochures, or other material unless specifically requested.
  2. LoI's 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 the LoI:
    - a) Use a minimum font size of 12-point and maintain margins of 1" on all 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 expected work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff, who will be working on this project. Include only project personnel for important disciplines and staff members that will be responsible for the work.

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 (2) pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas, and other relevant information concerning your firm's qualifications for this project. Address your firm's Cost Containment practices by listing your current overhead rate and the firm's overall cost containment practices by controlling indirect costs.
6. Contact information.

Items 1 through 4 and Item 6 must be included within the 10-page body of the Lol. Any remaining space within the ten (10) pages may be utilized to provide resumes of key project personnel, more information on completed similar projects, or additional information concerning general qualifications.

**Consultant Selection Rating Form**

Consultant Selection Rating Form for Programmatic Selections

Project:	FAI – CR54 – 4.00 (Pierce/Fair Intersection)
PID:	92066
Project Type	Pierce Ave. & Fair Ave. Intersection Improvements
District:	ODOT D5
Section Committee Members:	Richard Mark, P.E., Assistant City Engineer
	Brad Fagrell, P.E. City Engineer
	Toby Shambling, Supt., Transportation Department
	Tim Deitz, Traffic Control Supervisor,
FIRM NAME:	
PROJECT MANAGER	

<b><u>Category</u></b>	<b><u>Total Value</u></b>	<b><u>Scoring Criteria</u></b>	<b><u>Score</u></b>
<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	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultants Past Performance	30	See Note 3, Exhibit 1	
Project Approach	15		
<b>Total</b>	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 the 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 City of Lancaster 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 the 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 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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.

### **Scope of Services**

The selected consultant will be required to utilize the ODOT PDP Path 2 (Steps 1 through 5 of the New Project Development Process), to develop construction contract plans, prepare bidding and contract documents, prepare documents needed in the procurement of temporary construction easements and right-of-way, and develop right-of-way plans for the Pierce Ave. & Fair Ave. Intersection Improvements project that include, but are not limited to:

- The replacement of curbing along Fair Ave. from the first alley west of Pierce Ave. to the westerly curb return at Garfield Ave.;
- The replacement of curbing along Pierce Ave. from the last bank drive south of Fair Ave. north of the curb return at Fair Ave.;
- "Mill and fill" asphalt concrete resurfacing of pavement through the same area
- Replacing of curb ramps on each corner to meet current ADA standards;
- Increasing the number of ramps from 4 to 8.
- Installation of pavement markings including but not limited to crosswalk striping, centerlines, lane lines, channelizing lines and pavement arrows..
- Installation or upgrade of traffic signal;
- Installation of new traffic control equipment;
- Installation of pedestrian heads and controls with auditory equipment for the visually impaired to meet current ADA standards;
- Installation of the traffic signal system with new stain poles, signal heads, controller, pavement loops .