

12-03-12 Posting Date
FAI-CR56 SRTS
PID No. 90885
City of Lancaster
Response Due Date: 12-19-12

General

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 a Safe Routes to School project. The projects primarily involve the installation and/or upgrade of sidewalks and curbs near Medill elementary School, a Lancaster City School District (LCSD) school. The project will utilize existing street right of ways and LCSD school property as much as possible. These services will follow Steps 1 through 5 of the new ODOT Project Development Program (PDP), which are to be completed within 12 months of the date of authorization. The selected consultant should expect notice of selection by 01/30/2013.

Estimated Project Cost

The estimated total project costs are \$453,685.

Required Prequalification (Combination of Prime Consultant and Subconsultant)

DESIGN SERVICES:

Non-Complex Roadway Design; Limited 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

COST ACCOUNTING SYSTEM:

Unlimited (Prime Consultant Only)

Communications Restriction:

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

Richard L. Mark, P.E.
Department of Engineering
E-Mail: 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 telefax or electronic mail (preferred) to the above City official.

The failure of an interested consultant to provide a notice of interest to the City shall not be cause for the City's reconsideration of any selected consultant.

Suspended or Debarred Firms

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

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 Safe Routes to School Projects" 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 provided below.

Scope of Services

The Scope of Services document is included at the end of this document.

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: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project 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.

**Selection Criteria
Consultant Selection Rating Form**

Consultant Selection Rating Form for Programmatic Selections

Project:	FAI – CR56 SRTS
PID:	90885
Project Type	Sheridan Drive Safe Routes to School Sidewalk Improvement
District:	ODOT D5
Selection Committee Members:	Terre Vandervoort, Law Director
	Brad Fagrell, P.E. City Engineer
	Toby Shambling, Supt., Transportation Department
	Michael J. Courtney, Service Safety Director
	Jerry Rainey, Lancaster City School District
	Richard Mark, P.E., Assistant City Engineer
FIRM NAME:	
PROJECT MANAGER:	

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	
Consultants 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 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 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 Safe Routes to School project that include, but are not limited to:

- Installation of new sidewalk and paved connections to existing trails;
- Installation of new curb and curb ramps, bulbs, etc.;
- Replacement of existing curb
- Installation, replacement and upgrade to bike racks
- Installation of pavement markings including but not limited to crosswalk striping.
- Installation or relocation of traffic signage for pedestrian/bike crossings.

Deliverables/Goals

- Meet all ODOT commitment dates for plan submittal and approval. The project is currently targeted for award during State Fiscal Year 2015
- Stage review submittals 1, 2 & 3 per ODOT guidelines.
- Meet all ADA requirements.
- Consultation as needed throughout the construction phase (to address any possible change orders or add-ons) through completion of the project.