

**04-23-14 Posting Date**  
**County-Route-Section**  
**PID No. 93245**  
**City of Tipp City, Miami County, Ohio**  
**Response Due Date: 05-12-14**

The City of Tipp City is requesting Letters of Interest with qualifications to provide engineering design services including preparation of construction contract plans for our Co. Rd. 25A Phase 2 Reconstruction Project from Michaels Road south to Evanston Road, in Tipp City, Miami County, a project length of 2,650 feet (0.5 mile). This reconstruction project will include street widening to 5 lanes, with reconstruction of the pavement, new curb & gutter, sidewalk, street lighting, new trees, storm sewer, and utilities including water main & sanitary sewer, finish grading, and seeding/sodding.

The project has received Federal Highway Administration (FHWA) approval and funding through the Miami Valley Regional Planning Commission (MVRPC) and the Ohio Department of Transportation (ODOT). It is a non-traditional LPA project, and as such Tipp City is the lead Local Public Agency administrating the engineering design, right of way acquisition, and construction of the project. This project will receive funds thru an ODOT STP grant and Tipp City (CIP, Electric, Water, and Sanitary fund accounts).

**Estimated Construction Cost:** \$2,621,000

**Required Prequalification,** Combination of Prime Consultant and Subconsultants:

**DESIGN SERVICES:**

Non-Complex Roadway Design; Limited Right of Way Plan Development;  
Subsurface Utility Engineering; Geotechnical Engineering Services;  
Geotechnical Testing Laboratory; Geotechnical Field Exploration Services;  
Geotechnical Drilling Inspection Services; Basic Traffic Signal Design;  
Limited Highway Lighting Design

**COST ACCOUNTING SYSTEM**

Unlimited (Prime Consultant Only)

**CONSTRUCTION INSPECTION:**

Selection subfactors: Experience in the engineering design, construction, and obtaining approvals for highway design and drainage with Tipp City, Miami County and ODOT District 7.

The plans are to be completed and on file with the City of Tipp City by December 2016.

It is anticipated that the selected Consultant will be authorized to proceed by July 2014.

## **Suspended or Debarred Firms**

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

## **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 (5) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Scott P. Vagedes, PE  
City Engineer/Service Director  
City of Tipp City  
260 S. Garber Drive  
Tipp City, Ohio 45371

Responses received after 4:30 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) 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.

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  
 Type: \_\_\_\_\_

Project:  
 PID:  
 Project

District:  
 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.

## LPA SCOPE OF SERVICES FORM

### CR25A Reconstruction, Phase 2 – Tipp City

#### A. Project Identification

County	Miami	Route	CR25A	Section	Michaels Rd. to Evanston Rd.
Project sponsor / Maintenance responsibility:				City of Tipp City	
Local Let	YES		ODOT Let	NO	
PID	# 93245		Fiscal Year	2017	
Proposed Sale Date	February 2017		Highway Functional Classification	Principal Arterial	

#### B. Design Standard

City of Tipp City and ODOT design standards
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#### C. Project Description

Transportation Issue to be Corrected:	Portions of CR25A are improved to 5-lanes with curb and storm sewers, other portions have side road ditches with rural 2-lane roadway design.
Project will construct 5-lane design, curbs, storm sewers, ADA ramps, etc.	

Prior studies / plan (identify):	Tipp City's adopted Thoroughfare Plan, 2030 MVRPC Long Range Transportation Plan (#105B), etc.	
Estimated Project Length: (begin pavement to end pavement)	2,650'	
Work Length: (including project length & approach work)	3,100'	

Alignment:	Existing	YES	Relocated	No
Profile:	Existing	YES	New	No
Logical Termini: (w/explanation)	Phase 2 Limits - North end: Michaels Road, South end: Evanston Road.  (Phase 1 designed from St. Rt. 571 to Michaels Rd, including R/W Plans & acquisitions to Evanston Rd. Phase 1 construction in 2015).  Phase 2 will complete the construction to just south of Evanston Road on CR25A in 2017.			
ITS Project (Signal Involvement):	Minor, may have to realign a signal head or two at the Evanston & CR25A existing traffic signal, loop detectors.			

**D. Typical Sections**

**Existing:**

Width:	Pavement	24-61'	Graded Shoulder	Some	Treated Shoulder	Some
R/W	Varies from 66' to 100'					
Bridge:	face to face of rails	n/a	or toe to toe of parapets		n/a	
Curbs	Yes	Some @ Evanston Rd.		No		
Curb ramps	Yes	Some @ Evanston Rd.		No		
Sidewalks	No			Comment	At Evanston Road intersection	
Guardrail	No			Type		

**Proposed:**

Width:	Pavement	61'	Curbed Shoulder	Yes	Treated Shoulder	No
Bridge	face to face of rails	n/a	or toe to toe of parapets		n/a	
Median:	Yes	No	XX	Type	n/a	
Curbs:	Yes	XX	No	Type	Tipp City standards	
Curb ramps:	Yes	XX	No			
Sidewalks	Yes	XX	No	Comment	@ Evanston Road	
Guardrail	Yes	No	XX	Type		

**Supplemental Information**

ADT	8,397	Design ADT	9,500
DHV		Certified Traffic	
T24			
Design Speed	45 mph	Legal Speed	45 mph
Comments:			

**E. Right-of-Way**

Right-of-Way Plan:	Yes	No	XX (Acquisition completed in Phase 1)	
Approximate Number of Parcels:	n/a			
Known relocations:	Yes	No	XX	
Railroad Involvement:	Yes	No	XX	

Railroad Name:	n/a					
Encroachments:	None					
Airway Highway Clearance:	Yes		No	XX	Remarks	n/a
Airport Name	Dayton International Airport (DAY)					
Comments:	DAY is over six (6) miles from this project site.					

**Notes:**

Provide a footprint of proposed and existing right of way limits as soon as available to District Environmental Coordinator and District Real Estate Administrator.  
Environmental was cleared with Phase 1.

**F. Utilities**

**Aerial:**

Phone	Yes	XX	No		Name of Company	Verizon/Frontier	
Cablevision	Yes	XX	No		Name of Company	Time Warner CATV	
Power	Yes	XX	No		Name of Company	Tipp City Municipal Electric	

**Buried:**

Phone	Yes	XX	No		Name of Company	Verizon/Frontier		
Cablevision	Yes	XX	No		Name of Company	Time Warner CATV		
Power	Yes		No	XX	Name of Company	n/a		
Gas	Yes	XX	No		Name of Company	Vectren		
Pipelines:	Yes		No		Name of Company	n/a		
Water	Yes	XX	No		Private		Public	XX – Tipp City
Sanitary Sewer	Yes	XX	No		Private		Public	XX – Tipp City
Storm Sewer	Yes	XX	No		Private		Public	XX – Tipp City
Other	none							
Comments	n/a							

**G. Structure Requirements**

**Existing Structure information:**

Structure type:	n/a						
Sufficiency Rating:	n/a	General Appraisal		Bridge No.			

Structure File No.	n/a	Crossing	
Bridge length:	n/a		
Number of Spans	n/a		
Eligible for the National Historical Register	Yes	No	XX

**Proposed Structure:**

New Structure:	Yes	No	XX (Existing 2' x 2' culvert)	
Rehabilitate Existing Bridge	By:	n/a		
Structure width:	n/a	Structure type:		
Number of spans:	n/a			
Beam Type:	Concrete Box	n/a	Steel	
Other Design Considerations / Explanation of Change in Line/Grade: n/a				
Guardrail Type:	n/a			

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

Yes	No	XX	Explain	
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**I. Traffic Control**

Signing:	Yes	XX	No	Remarks	ODOT Standards
Striping:	Yes	XX	No	Remarks	Replace with Thermoplastic
Lighting:	Yes	XX	No	Remarks	Will be adding street lights along CR25A as part of this project.
Signals:	Yes	XX	No	Remarks	@ CR25A & Evanston Road
RPM's:	Yes		No	XX	Remarks

**J. Maintenance of Traffic**

Detour	None/Possible based on design	Part Width	Yes
Remarks :	Traffic will be maintained during construction process		

**K. Driveways**

Yes	XX	No		Type	Apron & approach replacements - Concrete
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**L. Project Funding**

Project Cost Estimate	\$2,621,000				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	XX	
Comments :	n/a				
Coordination with Concurrent Projects Required:	Yes		No	XX	
Comments :	No other projects in area in 2017				

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$176,000	80%	\$44,000	20%
RIGHT OF WAY	(Phase 1)	80%	(Phase 1)	20%
UTILITIES	\$0	0%	\$0	0%
CONSTRUCTION	\$2,097,000	80%	\$524,000	20%
CONST. ENGINEERING	(LPA)	80%	(LPA)	20%
TOTAL	\$2,273,000	80%	\$568,000	20%

**M. Environmental**

***The environmental document has been completed by ODOT District 7, Environmental Section, with Phase 1. All Environmental cleared.***

**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	If Authorized	Responsibility
Tentative CE Level _____				
Purpose and Need Statement				
ODOT Bridge PA				
Cultural Resource Phase I				
Cultural Resource Phase II				
Mitigation				
Cultural Resource Section 4(f)				
Data Recover Plan-Documentation for Consultation				
Section 4(f)/6(f)-Park/Recreation				
Ecological MOA				
Ecological Survey				
Wetland Survey				
Section 9/Section 10 Stream				
404 NWP-Army Corps of Engineers				
404 PCN-Army Corps of Engineers				
404 Individual Permit-Army Corps of Engineers				
401 OEPA Certification Application				
	Not Required	Required	If Authorized	Responsibility
Coast Guard Coordination				
ODNR Coastal Zone				
Scenic River				
Farmland Screening or FCIR				
Public Involvement				
Public Meeting/Hearing				

ESA-Screening				
ESA Phase I/Phase II/Remediation				
Drinking Water Resources				
Flood Plain/Flood Way				
Environmental Justice				
Noise Study				
Air Quality				
Asbestos Inspection Required	Yes		No	

Comment:

**N. Roles / Responsibilities**

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT Prequalified Consultant/City of Tipp
LPA Agreement/Preliminary Legislation	ODOT
Advertising and award of contract:	City of Tipp City
Construction inspection:	City of Tipp City (Certified Inspector)
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility relocation:	City of Tipp City's Contractor

**O. Field Review**

Date:

<b>P. COMMITMENT DATES</b>	<b>ODOT-let</b>	<b>Local-let</b>	<b>XX</b>	<b>Reservoir</b>
<b>ACTIVITY</b>		<b>DATE</b>		
Environmental Clearance		5/13/2013		
Preliminary RW Plans Submitted		1/30/2014		
Stage 1 Plans Submitted		2/28/2015		
Stage 1 Plans Completed		3/14/2015		
Final RW Plans Submitted		4/25/2014		
Stage 2 Plans Submitted		2/12/2015		
Stage 2 Plans Completed		3/14/2015		
RW Authorized		12/1/2014 (with Phase 1)		
Stage 3 Plans Submitted		5/12/2016		
Stage 3 Plans Completed		6/16/2016		
Local-let PS&E Submitted to District		9/12/2016		
Plan Package to Central Office		12/5/2016		
Sale Date		1/09/2017		
Award Date		2/13/2017		

**Project Schedule Approval:**

<b>Environmental Coord.</b>	
<b>Production Administrator</b>	
<b>Real Estate Administrator</b>	
<b>Project Manager</b>	



## Scope of Services

### I. ENGINEERING SERVICES

Engineering services shall include, but not be limited to the following items of work:

1. Provide all field survey work necessary to prepare comprehensive plans and specifications to comply with all ODOT and Tipp City standards & regulations. Perform field surveying, topo and field boundary work, courthouse research of property ownership, surveys of record, right-of-way and boundary information. Topographic survey work must extend at least 50 feet east and west of the planned 100-foot right-of-way and/or to the face of the nearest home or structure and extend 250 feet north and south of the project limits. Side streets must be picked up for at least 100 feet beyond the identified side street improvements & reconstruction limits and 50' beyond Co. Rd. 25A proposed right-of-way for all profiles on all driveways. All utilities and pertinent field information is to be obtained.
2. This project is to provide a five-lane facility, providing curb & gutter, storm sewer, water main, sanitary sewer, and grading to accommodate future sidewalk or bike lanes connecting to the existing five-lane facility at the north end of the project. No sidewalk or bike lanes are anticipated at this time.
  - a. Provide plan review sets, complete, and obtain all necessary approvals from all utility companies. The City of Tipp City operates and maintains the water, sanitary, storm, and electric systems. Vectren operates and maintains the underground natural gas system. Time Warner is the local cable company & Frontier (formerly Verizon/GTE North) is the local telephone company. DP&L also operates an electric system.
3. Right-of-Way Acquisition & Legal Descriptions: No acquisition is anticipated for this Phase 2 portion of the project. All Right-of-Way acquisition being performed in Phase 1 (St. Rt. 571 to Michaels Road).
4. Detailed Design and Preparation of Plans and Specifications: The awarded engineering consultant will prepare plans and specifications and prepare a complete bid package for construction bidding. The engineering consultant will provide a digital file of all drawings in Auto Cad or Microstation format, along with any and all estimates, spreadsheets, specifications, ODOT specific general notes, and quantities. All plans, drawings, and specifications will become the property of the City of Tipp City. The plans shall include, but not be limited to:

Plan & Profile Construction Drawings:

- a. Horizontal Scale: 1 in. = 20 ft.
- b. Vertical Scale: 1 in. = 5 ft.

- c. Typical roadway cross-sections every 50 feet and at all driveways & intersecting streets.
  - d. Project Phasing Plan: The engineering consultant will prepare a phasing sequence of the work plan with any special considerations in regard to detours, access to private properties, and any special instructions to the contractors. The project area is to be open to all local traffic at all times.
  - e. Intersection details & any other special details, as required.
  - f. A detailed Maintenance of Traffic Plan is required as a part of the construction plans. A detour plan, if warranted, must also be included.
  - g. Signage and Pavement Marking Plan: The engineering consultant will prepare a plan showing all pavement markings and signs to be placed at the completion of the project. This project will replace all signs to comply with the new ODOT reflectivity requirements.
  - h. The engineering consultant is to provide a soil erosion & sediment control plan & necessary details (SWPPP).
  - i. Additional sheets and details as recommended by the engineering consultant or as required by ODOT or Tipp City.
  - j. Design will include securing any permits required by outside agencies, i.e. OEPA Water PTI, NOI, etc.
  - k. All plan submittals & cost estimates will be in accordance with ODOT and Tipp City requirements.
  - l. Street lighting and electrical design will be provided by the City of Tipp City, with the drafting by the Engineering consultant.
  - m. Right-of-Way Plan: Completed in Phase 1 & will be provided to the awarded consultant.
5. Provide Detailed Engineer's Estimate: The engineering consultant will update the working construction cost estimate whenever significant changes occur, otherwise at minimum every six months.
  6. Soil borings are to be provided along the length of the project at approximately 400 foot spacing to a minimum depth of 10 feet, adhering to ODOT specifications for subsurface investigations. Analyses of the boring logs are to be provided and reflected in the construction cost estimate and pavement design and included in the contract documents or plans for the contractor's information.
  7. The engineering consultant will attend at a minimum the following meetings with Tipp City and/or ODOT: Preliminary start-up meeting, concept design meeting, estimated minimum of four (4) progress meetings, final draft review meetings as required for ODOT, and a public meeting and presentation to City Council.
  8. Bidding Phase: The engineering consultant will prepare the contract documents and provide them and the construction plans for the bidding process to be sold at the City of Tipp City Government Center and at the

Design Engineer's office, with the cost of printing to be reimbursed to the Design Engineer by the contractor's purchase of the plans and documents. The engineering consultant will assist in the bidding phase, identify potential contractors, prepare any addenda if necessary, evaluate the bid documents, prepare a bid tabulation, and make a recommendation to Tipp City in the selection of a contractor.

9. The engineering consultant will provide a digital video of the entire project just prior to construction of all existing conditions and any pertinent pictures, as determined necessary. Said video and pictures shall be provided to the City prior to Bid award.
10. Construction Phase: The engineering consultant will provide construction phase engineering as necessary to ensure successful completion of the project. Tipp City will provide the day-to-day inspection of the project. The engineering consultant will provide at the minimum the following:
  - a. Attend the pre-construction meeting,
  - b. Provide up to 16 hours of time during construction for consultation services to assure the construction is being performed according to the plans and specifications.
11. Following construction, the engineering consultant will perform as-built measurements of the inverts & spans of the storm & sanitary sewer, two-tie dimensions to all new & existing manholes, water valves, and appurtenances. Show the as-constructed dimensions, inverts, spans, grades and locations of the water main, storm & sanitary sewer on the original design plans and add any field notes provided by the contractor and the inspector to the as-built drawings.
12. Provide as-built tracings or reproducibles of the construction drawings to the City of Tipp City along with a digital file of all drawings in Auto Cad or Microstation format. The as-builts are to include all inspectors & contractor's field notes, field survey, & drafting revisions of any sanitary, water, or storm sewer revisions/additions from the design plans.

## **II. DESIGN CRITERIA**

All design shall be in conformance with current federal, state and local Tipp City standards in regards to all highway and drainage design. The City plans to construct a full five-lane curb and gutter facility within the proposed 100-foot right-of-way with consideration of bike lanes and future sidewalks potential design configurations to accommodate bike traffic in the curb lane (Complete Streets Principles). This is a Principal Arterial as identified in the County and City's Thoroughfare Plan.