

12-30-13 Posting Date
MIA-TIPP CITY 25A
PID No. 90852 & 93245
City of Tipp City, Miami County, Ohio
Response Due Date: 01-28-14

The City of Tipp City is requesting Letters of Interest with qualifications to provide Right of Way Acquisition Services for our Co. Rd. 25A Reconstruction Project from W. Main Street (St. Rt. 571) south to Evanston Road, in Tipp City, Miami County, a project length of 1.22 miles. All necessary right of way and easements, permanent & temporary, are to be acquired in 2014 using ODOT guidelines and procedure requirements. 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 and electric distribution, 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, an OPWC grant, Miami County, and Tipp City (CIP, Electric, Water, and Sanitary fund accounts).

The City of Tipp City is under contract with Choice One Engineering to design and prepare the construction drawings, right of way plans, and legal descriptions for this project. The Right of Way drawings are on the Tipp City web site, along with this Letter of Interest with scope of services description at: http://www.tippcityohio.gov/Legal_notices.cfm

Required Prequalification, Combination of Prime Consultant and Subconsultants:

RIGHT OF WAY ACQUISITION SERVICES:

Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Appraisal Review; Negotiation; Closing; Recording of the right of way and easements; Relocation; and Relocation Review.

SELECTION SUBFACTORS:

Experience in Right of Way acquisition in accordance with ODOT's acquisition policy & procedure requirements.

Acquisition is to be completed and on file with the City of Tipp City by December 15, 2014.

It is anticipated that the selected Consultant will be authorized to proceed by February 18, 2014.

Project Schedule:

MILESTONE DATES FOR THIS PROJECT:

December 30, 2013	Letters of Interest request available to Consultants
January 28, 2014, 2 PM	Letters of Interest received from Consultants
February 5-7, 2014	Consultant interviews
February 17, 2014	Tipp City Council award of R/W Acquisition services
December 15, 2014	All Right of Way acquisition complete and recorded

Suspended or Debarred Firms:

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

Selection Procedures:

The City of Tipp City will directly select a consultant based on the Letter of Interest and their qualifications. The requirements for the Letter of Interest 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 and their qualifications to the following address by 2:00 PM on Tuesday, January 28, 2014.

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

Responses received after 2:00 PM on the response due date will not be considered.

Scope of Services:

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

1. All work required for Right of Way Acquisition services, including Project Management for Right of Way Acquisition Services, Title Research, Value Analysis, Appraisals, Negotiations with all affected property owners, Closings, Relocations (if needed), and Recording of all documents with the Miami County Recorder to secure all right of way and easements needed for the construction of this project. The City will contract with a separate consultant for appraisal review. All work shall be in accordance with ODOT procedures. An estimated 32 property owners are involved with 81 parcels to acquire. Parcels involving right of way takes are to be by warranty deed, otherwise permanent & temporary easements are to be acquired in accordance with Choice One Engineering's drawings & descriptions. The existing right of way is 66 feet wide, being expanded to 100 feet wide, (17 feet on each side), plus

10' utility easements & temporary easements on each side outside of the 100' right of way. Please see the Right of Way plans prepared by Choice One Engineering at: http://www.tippcityohio.gov/Legal_notices.cfm

2. Meeting with the City on a monthly basis to review the progress of acquisition activities.
3. Furnishing the City with a monthly spreadsheet report on right of way acquisition status by parcel.
4. Immediately notifying the City of any items agreed to as part of the negotiation process which would affect the construction plans and require revisions to the plans.
5. The consultant shall provide complete documentation in duplicate (2) file form for each owner file in accordance with the ODOT Real Estate Manual. The Consultant will be required to attend a scoping meeting with ODOT District 7 Real Estate Department and the City of Tipp City representative, relative to the project requirements.
6. Consultants are encouraged to make an on-site visit to the area involved in this work prior to submission of their proposal and to include in their proposal a description of any problems foreseen in completing the required work within the time constraints outlined herein and/ or suggestions as to how to handle any such potential problems.

Requirements of Letters of Interest, Programmatic Selection Process:

- A. Instructions for Preparing and Submitting a Letter of Interest with qualifications:
 - a. 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 addition forms, resumes, brochures, or other material.
 - b. Letters of Interest and qualifications shall be limited to ten (10) 8.5" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
 - c. Please adhere to the following requirements in preparing and binding Letters of Interest and qualifications:
 - i. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - ii. Page numbers must be centered at the bottom of each page.
 - iii. Use 8.5" x 11" paper only.
 - iv. Bind Letters of Interest and qualifications by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - v. Do not provide tabbed inserts or other features that may interfere with machine copying.
- B. Letters of Interest Content
 - a. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
 - b. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.

- c. List the Project Manager and other key staff members, including key subconsultant staff, their proposed duties, experience, and length of time with the firm and their qualifications. 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.
- d. 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. Identify current projects that are under contract in the primary office and provide a quantifiable description of the amount of time assigned to the staff to be able to complete this project on time. Provide examples of similar past projects with references, (no more than four), that demonstrate the firm's ability to meet or exceed their project deadlines. References to include owner, project name, contact person's name, title, address, and phone number. Describe the process to be followed in the event that an impasse is reached on the acquisition of a parcel, thus requiring appropriation through eminent domain (how handled, change in fees set for completing acquisitions, etc.).
- e. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and addressed 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. This right of way work does not have a DBE goal.
- f. List any proposed or suggested alternates in this Letter of Interest and/or any additional services anticipated or recommended.

Items a. thru d. must be included within the 10-page body of the Letter of Interest. 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:
PID:
Project Type: _____
District:
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

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.