1-30-2017 Posting Date, Revised 2.9.2017
MIA-CR25A-03.54
PID 103159
City of Tipp City, Miami County, Ohio
Response Due Date: 02-21-2016

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Tipp City 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 providing Engineering Design Services (including right-of-way drawings & legal descriptions) for our Co. Rd. 25A Widening Project from the I-75 entrance ramps at Exit 69 southerly to SpringMeade facility (4375 S. CR25A), in Tipp City, Miami County, a project length of +/-3,450 feet. All necessary design services will be undertaken in 2017 using Tipp City's design guidelines. This reconstruction project will include street widening (4 lanes to 5 lanes), with reconstruction of the pavement, new curb & gutter, street lighting, storm sewer, replacing two (2) traffic signals (loop detectors/radar detection, fiber connection to permit software integration to existing traffic management system, etc.), and utilities including water main, 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, construction inspection, and construction of the project. This project will receive funds through an ODOT STP grant, and Tipp City (CIP fund account).

The City of Tipp City will be hiring other ODOT prequalified consultants to undertake right-of-way acquisition (1 parcel, assuming work can be completed within 100' ROW) and construction inspection services. ODOT District 7 will be performing the Environment Evaluation for this project.

The Letter of Interest with scope of services description are on the Tipp City web site at: www.tippcityohio.gov

Estimated Construction Cost: $1,379,000

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 Engineering; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Geotechnical Field Exploration Services; Geotechnical Drilling Inspection Services; Basic Traffic Signal Design; Traffic Signal System Design, Limited Highway Lighting Design.

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 March 20th, 2017.

Completion Schedule

January 30, 2017	Letters of Interest request available to Consultants
February 21, 2017, 2 PM	Letters of Interest received from Consultants
Feb. 27 to March 3, 2017	Consultant interviews
March 20, 2017, 7:30 PM	Tipp City Council award of design services
March 6, 2018	Stage 1 plans submitted to ODOT
March, 2018	Worst Case Limits Established
May 1, 2019	Final Right of Way plans submitted to ODOT
May 1, 2019	Stage 2 plans submitted to ODOT
April 1, 2020	Stage 3 plans submitted to ODOT
October 1, 2020	Sale Date

The plans are to be completed and on file with City of Tipp City within ten (10) months from the date of authorization.

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 Tipp City, 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 City of Tipp City will directly select a consultant based on the Letter of Interest (LoI) 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 to the following address by 2:00 PM on the response due date listed above.

John H. Donnelly, PE
Director of Municipal Services and Engineering
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

The Scope of Services document is included below.

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)(e) 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.
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 design work does not have a DBE goal.

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 4	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 4	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 4	
Consultant's Past Performance	30	See Note 3, Exhibit 4	
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.

Scope of Services

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

1. Environmental Studies: The required Categorical Exclusion document for the project will be completed by ODOT District 7 Environmental. The City will be responsible for ensuring completion of any necessary environmental studies or investigations that cannot be completed by ODOT. At this time, no such studies or investigations are anticipated.
2. 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 existing and/or 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 and entrance/exit ramps 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 (current and proposed). All utilities and pertinent field information is to be obtained.
3. This project is to upgrade the existing 4-lane design by adding a 5th lane on the east side of 25A, with consideration of providing, curb, and storm sewer, connecting to the existing five-lane facility at the south end of the project. The City received a waiver from Complete Streets and thus there are no sidewalks or bike lanes for this project.
    i. Water & Sanitary Sewer Utilities: No sanitary sewer is intended for this project. Existing fire hydrants may have to be moved or height adjusted. The engineering consultant will coordinate with all utilities to provide for protection and/or replacement as required within the design of their plans. This includes coordination of any private utility relocation, including but not limited to natural gas, telephone, electric, fiber, and cable television service. The City of Tipp City, Pioneer, & DP&L own and operate the electric systems.
    ii. Electric System Utility: Street lighting will be installed as part of this project using: spun aluminum poles, concrete bases, conduit, etc. to match the existing street lighting south of the project on 25A. The Electric Department's contractor will provide the engineering consultant with the electric plans to incorporate (drafting) as part of the construction plans.
    iii. Storm Sewer: The engineering consultant will analyze the condition of the existing drainage areas, ditches, storm sewers in County Road 25A, and design all necessary storm sewers to adequately accommodate the highway and off site pass through

drainage and any existing culverts in accordance to all Tipp City and ODOT design specifications. No offsite storm sewer is anticipated for this project. Several existing catch basins and storm manholes may have to be modified and relocated to accommodate the widening.

iv. 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 & Pioneer Rural Electric both also operate electric systems.

4. Right-of-Way Acquisition & Legal Descriptions: The engineering consultant shall prepare a right-of-way plan showing all right-of-way acquisition for this project, permanent and temporary, as required. The engineering consultant will monument and provide temporary stakes at all temporary and permanent right-of-way takes in the field and provide a legal description for each tract, signed by a registered professional surveyor. Although not guaranteed, one property is affected for right-of-way takes. *Note:* the City will retain a separate ODOT pre-qualified firm to negotiate & obtain all necessary right-of-way in accordance with ODOT procedures, including all title reports, closings, appraisals, & negotiations to acquire the right-of-way.
5. The engineering consultant shall perform & provide a traffic study including counts & turning movements at the intersection of 1) Co. Rd. 25A & the Meijer Distribution Center (4200 S. 25A) for modifications or design revisions (signal will be replaced and becomes a four way intersection) to the traffic signal at this intersection. No adjustments are anticipated for the Meijer leg, but a new east leg will be designed and built within the existing right-of-way. 2) Co. Rd. 25A and West Kessler-Cowlesville Road for modifications or design revisions. New strand pole signals & controllers are anticipated at both intersections.
6. Detailed Design and Preparation of Plans and Specifications: The 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) Four way intersection details (West Kessler-Cowlesville Road and Meijer Distribution Center) & 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) New (replacement) Traffic Signals at both 1) Co. Rd. 25A & Meijer Distribution Center, and 2) Co. Rd. 25A & West Kessler-Cowlesville Road.

m) Street lighting and electrical design will by provided by the City of Tipp City, with the drafting by the Engineering consultant.

n) Right-of-Way Plan: The engineering consultant will prepare a plan showing all existing and proposed right-of-way takes, including the location of all structures within 50 feet of the proposed 100 foot right-of-way and/or project work limits **from the centerline of I-75 to SpringMeade southern property line.**

7. 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.
8. Plat & Annexation Maps: The engineering consultant shall create a dedication record plat and annexation plat/map (including legal descriptions) for the

annexation of the 25A 100' wide right-of-way into Tipp City, after the parcels (one anticipated) have been deeded to the City.

9. Soil borings are to be provided at new traffic signal pole locations, and 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.
10. 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, any required Environmental public meeting(s), and a public meeting and presentation to City Council.
11. 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.
12. 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.
13. 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:
    i. Attend the pre-construction meeting, 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.
14. Following construction, the engineering consultant will perform as-built measurements of the inverts & spans of the storm sewer, two-tie dimensions to all new & existing manholes, valves, and appurtenances. Show the as-constructed dimensions, inverts, spans, grades and locations of the storm sewer on the original design plans and add any field notes provided by the contractor and the inspector to the as-built drawings.
15. 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.

16. 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. This is a principal arterial as identified in the County and City's Thoroughfare Plan.