

6-23-17 Posting Date
Mason-Lebanon Bike Path Connector Project
PID No. 105175
City of Mason
Response Due Date: 7-21-17

City of Mason intends to contract for engineering services including the preparation of construction contract plans for the Mason-Lebanon Bike Path Connector Project in Warren County. The trail would begin near the Ambleside Meadows subdivision (which abuts the Mason Sports Park); then follow along the north side of the Muddy Creek and terminate at the existing Lebanon trail near Columbia Rd. Ambleside developer to construct section on development property.

Estimated Construction Cost: \$ 625,906

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Bicycle Facilities & Enhancement Design; Non-Complex Roadway Design; Limited Right of Way Plan Development; Complex Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Field Exploration Services;

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE; Ecological Surveys; Waterway Permits; Air Quality Analyses; Noise Analyses and Abatement Design; Phase I ESA and Phase II ESA;

RIGHT OF WAY ACQUISITION SERVICES:

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

CONSTRUCTION INSPECTION AND ADMINISTRATION: Services Not Needed

COST ACCOUNTING SYSTEM

Unlimited (Prime Consultant Only)

There are no selection subfactors for this project.

The plans are to be completed and on file with City of Mason/ODOT in accordance to the attached scope of services timeline.

It is anticipated that the selected Consultant will be authorized to proceed by October 2017.

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 an electronic PDF of the Letter of Interest to the following **by 4:30 PM on the response due date** listed above.

Kurt Seiler, P.E.
City Engineer
kseiler@masonoh.org

Steve Hartke, P.E., S.I.
Assistant City Engineer
shartke@masonoh.org

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. Do not provide features that may interfere with machine copying.
- e. Submittal must be in electronic pdf form

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

Project: **Mas/Leb Bike Path Connector**
PID: 105175
Project Type: Roadway
District: 8
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		

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.

District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Award Package to District shall be submitted to ODOT no later than one week after the award.

Project Scope of Services Approval:

Environmental Coordinator		Real Estate Administrator	
Program Manager		Project Manager	
P&E Administrator			

LPA SCOPE OF SERVICES FORM – REVISED 05/17/17

A. Project Identification

County	Warren	Route	Mason-Lebanon	Section	Bike Connector
Project sponsor / Maintenance responsibility:			City of Mason / City of Lebanon		
Local Let	X		ODOT Let		
Scope field review:	3/28/17		Scope meeting:	3/28/17	
Highway Functional Classification		N/A (Bike Path)			
PID	105175				
Fiscal Year	2021		Proposed Sale Date	10/01/20	

B. Design Standard

ODOT, AASHTO

LPA must identify and attach any locally developed design standards proposed for the project for review and acceptance by the ODOT District.

C. Project Description

Purpose and Need:	
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This project would connect the City of Mason trail system from the Mason Sports Park to the City of Lebanon – Countryside YMCA Trail, which connects to the Little Miami Scenic Trail. The proposed alignment runs across vacant land owned by the City of Lebanon within the City of Lebanon Corporation limits. The City of Lebanon is willing to dedicate the necessary right-of-way needed for the project. This project is being proposed in a continued effort to increase travel alternatives in Mason. The connection of this trail will improve the connections between neighborhoods and be a key connection to the Little Miami Scenic Trail as stated in more detail in the City of Mason Bicycle and Pedestrian Way Master Plan.

Project Description:	
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The trail would begin near the Ambleside Meadows subdivision (which abuts the Mason Sports Park); then follow along the north side of the Muddy Creek and terminate at the existing Lebanon trail. Ambelside developer to construct section on development property.

Prior studies / plan (identify):	2001 Bicycle and Pedestrian Way Master Plan
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Estimated Project Length: (begin pavement to end pavement including bridge)	1.2 miles
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Work Length: (including project length & approach work)	1.2 miles
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Alignment:	Existing		New	X
Profile:	Existing		New	X
Logical Termini: (w/explanation)				
Connect to proposed path near Ambleside Meadows Subdivision and connecting into path just finished on west side of Columbia just north of the Kingsview Dr. intersection.				

D. Typical Sections

Existing:

Width:	Pavement	N/A	Graded Shoulder	N/A	Treated Shoulder	N/A
R/W	N/A					
Bridge:	face to face of rails	N/A		or toe to toe of parapets		
Curbs	Yes		No	X		
Curb ramps	Yes		No	X		
Sidewalks	Yes		No	X	Comment	
Guardrail	Yes		No	X	Type	

Signals:	Yes:		No:	X	Number: 0	
Intersections:	N/A					
Warrants:	N/A					
ITS Coordination (CFR 940):	Major ITS:		Minor ITS:		Non-ITS:	X
Comments:	None					

Proposed:

Width:	Pavement	10ft.	Graded Shoulder	2 ft.	Treated Shoulder	N/A
Bridge	face to face of rails	N/A		or toe to toe of parapets		N/A
Median:	Yes		No	X	Type	
Curbs:	Yes	X	No		Type	6
Curb ramps:	Yes		No	X		

Sidewalks	Yes		No	X	Comment	None
Guardrail	Yes	X	No		Type	TBD (bike rail if necessary)

Signals:	Yes:		No:	X	Number:	0
Intersections:	N/A					
Warrants:	N/A					
ITS Coordination (CFR 940):	Major ITS:		Minor ITS:		Non-ITS:	X
Procedures for CFR 940 ITS Compliance follow Part 13 to ODOT Traffic Engineering Manual						
Comments:	None					

Resurfacing Accident Analysis Investigation						
Current Year ADT:	N/A	One Page Summary Required:	Yes:		No:	X
District Planning and Engineering Administrator Approval:						
Signature:				Date:		

Supplemental Information

ADT	N/A	Design ADT	N/A
DHV	N/A	Certified Traffic	N/A
T24	N/A		
Design Speed	20 mph	Legal Speed	N/A
Comments:	Design speed for shared use path		

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	1			
Known relocations:	Yes		No	X

Railroad Involvement:

Railroad Involvement:	Yes		No	X		
Railroad Name:	N/A					
Encroachments:	N/A					
Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name	N/A					
Comments:	None					

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

Aerial:

Phone	Yes	X	No		Name of Company	Cincinnati Bell/CenturyLink
Cablevision	Yes	X	No		Name of Company	Time Warner
Power	Yes	X	No		Name of Company	Duke Energy/City of Lebanon

Buried:

Phone	Yes	X	No		Name of Company	Cincinnati Bell/CenturyLink	
Cablevision	Yes	X	No		Name of Company	Time Warner	
Power	Yes	X	No		Name of Company	Duke Energy/City of Lebanon	
Gas	Yes	X	No		Name of Company	Duke Energy	
Pipelines:	Yes		No	X	Name of Company		
Water	Yes	X	No		Private	Public	Warren Co.
Sanitary Sewer	Yes	X	No		Private	Public	Mason/Lebanon
Storm Sewer	Yes	X	No		Private	Public	Mason/Lebanon
Other	None known						
Comments	Most of existing utilities are located on Columbia Rd near the east tie in point.						

G. Structure Requirements – N/A (no structure work)

H. Design Exception(s) required

Yes:		No:	X	Possible:	None
Explain:	None				

I. Traffic Control

Signing:	Yes	X	No		Remarks	
Striping:	Yes	X	No		Remarks	
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour		Part Width	X
Remarks:	Traffic will be maintained during construction using lane closures as necessary.		

Maintenance of Pedestrian and Bicycle Traffic:	Yes:	X	No:	
Remarks:	At tie in points			

K. Driveways

Yes		No	X	Type	
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L. Project Funding

Project Cost Estimate:	\$625,906				
Sources of Funding:	Federal TA Funds; Local				
Quantity splits needed in plans to differentiate funding participation:	Yes	X	No		
Comments:	TBD (work on developer land possible)				
Coordination with Concurrent Projects Required:	Yes	X	No		
Comments:	Ambelside Development				

Detailed Cost Estimates and Participation:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$0	0%		100%
RIGHT OF WAY	\$0	0%	\$0	0%
UTILITIES	\$0		\$0	0%
CONSTRUCTION	\$496,380	80%	124,096	20%
CONST ENGINEERING	\$0		\$0	0%
TOTAL	\$496,380		\$124,096	

M. Environmental

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.

Additional information regarding these items can be found on the Office of Environmental Services – Environmental Tool Kits webpage at <http://www.dot.state.oh.us/Divisions/Planning/Environment/training/Pages/Toolkits.aspx>

	Not required	Required	Responsibility	Comments
Tentative CE Level ___C2___		X	Mason	
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X	Mason	
Cultural Resource Phase 1	X			
Cultural Resource Phase II	X			
Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation		X	Mason	
Ecological Survey Level 1		X	Mason	
Ecological Survey Level 2	X			
Wetland Survey		If Authorized	Mason	Part of Eco Survey Report
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		If Authorized	Mason	
404 PCN-Army Corps of Engineers	X			

404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			
Scenic River	X			
Farmland Screening or FCIR		X	Mason	
Public Involvement		X	Mason	Property Owner Notification
Public Meeting/Hearing		If Authorized	Mason	If Controversy Exists
ESA-Screening		X	Mason	
ESA Phase I/Phase II/Remediation	X			
Drinking Water Resources		X	Mason	OEPA Mapping
Flood Plain/Flood Way		X	Mason	Follow OES Guidance
Environmental Justice		X	Mason	Follow OES EJ Guidance
Noise Study	X			
Air Quality		X	Mason	Use OES Flow Charts

Asbestos Inspection Required:	Yes		No	X
Comment:	None			

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

Bat Habitat & Running Buffalo Clover

N. Roles / Responsibilities

Construction plan development: (ODOT Prequalified Consultant must be used if not being prepared in house by LPA)	ODOT Prequalified Consultant
Proposal/Specification Development:	City of Mason
LPA Agreement:	ODOT/ City of Mason

Form and preliminary legislation:	N/A
Advertising and award of contract:	City of Mason
Construction inspection:	City of Mason
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility relocation:	City of Mason

O. Field Review

Date:	3/28/17
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REPRESENTATIVES PRESENT: *See attached sign-in sheet*

Other Comments from the Field Review:	Comply with requirements in ODOT's SGE
	(Geotechnical) Manual; If Earth Disturbed Area (EDA) is greater than 1.0 acre, Best
	Management Practices (BMPs) for post-construction storm water control will be required –
	Look at early as the design can impact project work limits.

P. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
Milestone		SFY	Compl.	Current
LPA Scope of Services Document	?	2017	✓	05/17/2017
Initial Project Scope Complete	?	2018	—	07/01/2017
Authorized Design Consultant	?	2018	—	12/01/2017
NEPA Start Date	?	2018	—	06/01/2018
Stage 1 Plans - Submitted	?	2018	—	06/01/2018
Stage 1 Plans - Complete	?	2019	—	07/01/2018
Environmental Document Approved	?	2019	—	06/01/2019
R/W Authorized	?	2020	—	07/01/2019
Stage 3 Plans - Submitted	?	2020	—	02/03/2020
Stage 3 Plans - Complete	?	2020	—	03/03/2020
R/W Acquisition Complete	?	2020	—	06/30/2020
Tracings Complete	?	2021	—	07/01/2020
Local Let PS&E Package to District	?	2021	—	07/01/2020
District R/W Certification	?	2021	—	07/30/2020
Final Tracings - Approved	?	2021	—	07/31/2020
Plan Package Received in C.O.	?	2021	—	08/01/2020
Sale	?	2021	—	10/01/2020
Award	?	2021	—	12/01/2020
Estimated Begin Construction	?	2021	—	02/01/2021
Estimated End Construction	?	2022	—	11/01/2021

g Range Plan Projects Viewer

Transportation Projects in the Greater Cincinnati Area

Bikeway C



YMCA
Morrow