

6-23-17 Posting Date
Western Row/Butler Warren Roundabouts Project
PID No. 103371
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 intersection improvement at Butler Warren/Western Row in Warren and Butler County. The project will mainly consist of the reconstruction of the existing intersection to add single lane roundabout. This project will also include replacement of an existing culvert on Western Row. Street lighting design to city standards will also be included. Additionally, a landscape design based upon previous project designs will be included in the construction plans.

Estimated Construction Cost: \$ 1,580,204

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; Limited Highway Lighting Design

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 sub-factors 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:
PID:
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.

LPA SCOPE OF SERVICES FORM – REVISED 05/16/17

A. Project Identification

County	Butler/Warren	Route	Butler Warren (TR 11) Western Row (TR 54) Barrett (TR 119)	Section	3.96 0.00 3.29
Project sponsor:			City of Mason		
Maintenance responsibility:			City of Mason / West Chester Township		
Local Let	X		ODOT Let		
Scope field review:	3/27/17		Scope meeting:	3/27/17	
Highway Functional Classification		Urban Major Collector – Butler-Warren Road Local – Barrett Road & Western Row Road			
PID	103371				
Fiscal Year	2019 – Right of Way 2021 – Construction		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:	
Reduce failure to yield and rear end crashes due to long queues in all directions at the intersection.	
Project Description:	
This project consists of improving the intersection of Butler-Warren Road and Western Row Road (Barret Road) from a stop controlled intersection to a roundabout intersection with curb and gutter, proper storm drainage, sidewalk, culvert replacement, utility relocation and property acquisition.	

Prior studies / plan (identify):	2010 Mason Comprehensive Plan, Southwest Warren County Transportation Study	
Estimated Project Length: (begin pavement to end pavement including bridge)	0.20 miles	
Work Length: (including project length & approach work)	0.24 miles	

Alignment:	Existing		Relocated	X
Profile:	Existing	X (Western Row)	New	X (Other 3 legs)
Logical Termini: (w/explanation)	Intersection of Butler Warren Road with Barrett Road / Western Row Road			
Will be determined based on layout of roundabout and horizontal curves tying into existing road (TBD).				

D. Typical Sections

Existing:

Width:	Pavement	±24 feet	Graded Shoulder	±1 to 5 feet	Treated Shoulder	±0 to 1 feet
R/W	Butler Warren -70' Total - 40' dedicated (west) / 30' easement (east) Barrett - 80' total - dedicated Western Row - 60' total - easement					
Bridge:	face to face of rails	N/A	or toe to toe of parapets		N/A	
Curbs	Yes		No	X		
Curb ramps	Yes		No	X		
Sidewalks	Yes	X	No	Comment	N & E legs	
Guardrail	Yes	X	No	Type	5	

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	24 feet	Graded Shoulder	varies	Treated Shoulder	varies
Bridge	face to face of rails	N/A			or toe to toe of parapets	
Median:	Yes	X	No		Type	Splitter island for approaches to roundabout
Curbs:	Yes	X	No		Type	Concrete curbed island and approaches to roundabout (types 8, 2, & 6)
Curb ramps:	Yes	X	No		Comment	ADA Compliant
Sidewalks	Yes	X	No		Comment	Connection on NE Quadrant; width 5 ft. with 2 ft. tree lawn
Guardrail	Yes	X	No		Type	MGS

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 (Butler Warren Road)

ADT	11,880vpd (2016)	Design ADT	14,495vpd (2036)
DHV	Not provided	Certified Traffic	Not required (see comments)
T24	Not provided		
Design Speed	35 mph (Butler Warren) / 40mph (Barrett)	Legal Speed	35 mph (Butler Warren) / 40mph (Barrett)
Comments:	Traffic counts w/ growth rate from OKI to forecast design year traffic - ODOT will review and provide concurrence.		

E. Right-of-Way

Right-of-Way Plan:	Yes	<input checked="" type="checkbox"/>	No				
Approximate Number of Parcels:	5						
Known relocations:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> (TBD)			
Railroad Involvement:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
Railroad Name:	N/A						
Encroachments:	None						
Airway Highway Clearance:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	Cincinnati Bell Telephone
Cablevision	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	Time Warner
Power	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	Duke Energy

Buried:

Phone	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	Cincinnati Bell Telephone	
Cablevision	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Name of Company		
Power	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Name of Company		
Gas	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	Duke Energy / Vectren	
Pipelines:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Name of Company		
Water	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Private	Public	BCW&S/GCWW

Sanitary Sewer	Yes	X	No		Private		Public	Butler County Water & Sewer
Storm Sewer	Yes	X	No		Private		Public	City & Township
Other	None known							
Comments	None							

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	Thermoplastic
Lighting:	Yes	X	No		Remarks	Possible decorative
Signals:	Yes		No	X	Remarks	
RPM's:	Yes	X	No		Remarks	

J. Maintenance of Traffic

Detour	X			Part Width	
Remarks:	None				

Maintenance of Pedestrian and Bicycle Traffic:	Yes:		No:	X
Remarks:	None			

K. Driveways

Yes	X	No		Type	Asphalt & Concrete drives (residential)
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L. Project Funding

Project Cost Estimate:	\$1,930,204 (Right of Way and Construction)
Sources of Funding:	Federal (CMAQ Funding); Local

Quantity splits needed in plans to differentiate funding participation:	Yes		No	X
Comments:	None			
Coordination with Concurrent Projects Required:	Yes		No	X
Comments:	None			

Detailed Cost Estimates and Participation:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$0	0%	\$0	0%
RIGHT OF WAY	\$280,000	80%	\$70,000	20%
UTILITIES	\$0	0%	\$0	0%
CONSTRUCTION	\$1,264,163	80%	\$316,041	20%
CONST ENGINEERING	\$0	0%	\$0	0%
TOTAL	\$1,544,163		\$386,041	

M. Environmental

Scope of the Proposed Action /Involvement with Resources:				
<p>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.</p> <p>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</p>				
	Not required	Required	Responsibility	Comments
Tentative CE Level ___D1___		X	City of Mason	Could drop back to a C2 if no relocation
Purpose and Need Statement		X	City of Mason	N/A for C2
Section 106 Scoping Request Form		X	ODOT D8	
Cultural Resource Phase I	X			
Cultural Resource Phase II	X			
Mitigation		If Authorized	City of Mason	Possible for waterway impacts
Cultural Resource Section 4(f)	X			

Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
Ecological Survey Level 1		X	City of Mason	
Ecological Survey Level 2	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		X	City of Mason	
404 PCN-Army Corps of Engineers		If Authorized	City of Mason	
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			CE TAB
Public Involvement		X	City of Mason	PI plan required - NEPA assignment verbiage should be included on all correspondence & documentation
Public Meeting/Hearing		If Authorized	City of Mason	
ESA-Screening		X	City of Mason	
ESA Phase I/Phase II/Remediation	X			
Drinking Water Resources		X	ODOT D8	
Flood Plain/Flood Way		X	City of Mason	
Environmental Justice		If Authorized	City of Mason	Follow OES EJ Guidance
Noise Study	X			
Air Quality	X			

Asbestos Inspection Required:	Yes	X	No	
Comment:	Structure (building) demolition if necessary.			

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

None

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:	TBD (Local)
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	TBD
Utility relocation:	City of Mason

O. Field Review

Date:	3/27/17
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REPRESENTATIVES PRESENT: *See attached sign-in sheet*

Other Comments from the Field Review:	Comply with ODOT's SGE Manual; Post
Construction BMPS likely required - look at these early, as they can impact project footprint.	
Culvert replacement with likely pre-cast structure.	

P. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
Milestone	SFY	Compl.		Current
LPA Scope of Services Document	2017	✓		05/16/2017
Initial Project Scope Complete	2018	—		07/03/2017
NEPA Start Date	2018	—		05/01/2018
Stage 1 Plans - Submitted	2018	—		05/01/2018
Stage 1 Plans - Complete	2018	—		06/01/2018
Preliminary R/W Plans - Submitted	2019	—		10/01/2018
Preliminary R/W Plans - Approved	2019	—		11/01/2018
Final R/W Plans Submitted	2019	—		04/01/2019
Stage 2 Plans - Submitted	2019	—		04/01/2019
Environmental Document Approved	2019	—		05/01/2019
Final R/W Plans - Approved	2019	—		05/01/2019
Stage 2 Plans - Complete	2019	—		05/01/2019
R/W Authorized	2019	—		06/03/2019
Stage 3 Plans - Submitted	2020	—		10/01/2019
Stage 3 Plans - Complete	2020	—		11/01/2019
R/W Acquisition Complete	2020	—		06/29/2020
Local Let PS&E Package to District	2020	—		06/30/2020
District R/W Certification	2021	—		07/30/2020
Final Tracings - Approved	2021	—		07/31/2020
Plan Package Received in C.O.	2021	—		08/03/2020
Sale	2021	—		10/01/2020
Award	2021	—		12/01/2020
Estimated Begin Construction	2021	—		02/01/2021
Estimated End Construction	2023	—		11/01/2022

