

**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](mailto:kseiler@masonoh.org)

**Steve Hartke, P.E., S.I.**  
Assistant City Engineer  
[shartke@masonoh.org](mailto: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
<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		

**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:**

<b>Environmental Coordinator</b>		<b>Real Estate Administrator</b>	
<b>Program Manager</b>		<b>Project Manager</b>	
<b>P&amp;E Administrator</b>			