

10-28-13 Posting Date

4 new project posting:

LOR-CR610 Lear Nagle Road, RW Acq Servs	PID No. 16319
LOR-CR610 Lear Nagle Road, Appraisal Review	PID No. 16319
LOR-General Engineering Services	PID No. N/A
WAY-Rittman Safe Routes to School	PID No. 93552

3 prior project postings:

ERI-West River Road, Phase 2	PID No. 90443
CUY-Riverview Road Stream Relocation	PID No. 95105
HUR-TR67-2.76	PID No. 88701

10-28-13 Posting Date
LOR-CR610 Lear Nagle Road
PID No. 16319
City of North Ridgeville
Response Due Date: 11-15-13

The City of North Ridgeville Engineering Department is soliciting letters of interest for right of way acquisition services for a roadway widening project. The widened and reconstructed roadway will consist of three lanes with additional turn lanes at intersections. The services include preparation of title reports, appraisals, property acquisition services property negotiation services, closings and property and project management for right of way acquisition for approximately 115 parcels on Lear Nagle Road from Center Ridge Road to Lorain Road in the City of North Ridgeville in Lorain County with a project length of approximately 1.4 miles. The construction and preliminary right of way plans are available for review at the City of North Ridgeville Engineering Department at 7307 Avon Belden Road, North Ridgeville, Ohio 44039 (phone 440-353-0842). ARCADIS U. S., Inc. has been contracted to complete the construction contract plans and right of way plans.

Estimated Construction Cost: \$9,350,000.00

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; Negotiation; Closing

Selection Subfactors: Experience in right of way acquisition services in accordance with ODOT's acquisition policy and procedure requirements.

The selected consultant shall attend a Scope of Services meeting that will be held at the City of North Ridgeville City Hall. Within two weeks of the Scope of Services meeting, the consultant shall submit a Fee Proposal to the City of North Ridgeville. Upon acceptance of the fee, the City will coordinate with ODOT to prepare the Consultant Agreement.

The work is to be completed and on file with the City of North Ridgeville and ODOT within twelve (12) months from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by January 2014.

Specific questions concerning the project details can be emailed to: swangler@nridgeville.org. Questions must be emailed by 4:00 p.m. on November 8, 2013.

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 (Lol). The requirements for the Lol 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 ten (10) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Scott Wangler, P.E.
City Engineer
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, Ohio 44039**

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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- 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. Identify the Project Manager's duties. The Project Manager will be the City's point of contact with the consultant for the duration of the project.

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. Identify current projects that are under contract in the primary office and provide a quantifiable description of the amount of time that assigned staff has to complete the project. Provide examples of similar past projects that demonstrate the firm's ability to meet or exceed project deadlines.
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: _____
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

- 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

Consultant Services Required: Value analysis, title reports, appraisals, negotiations, and closings are required for this project. The city will contract with a separate consultant for appraisal reviews. The project has a total of approximately 115 owners and will involve approximately 25 warranty deeds, 55 standard highway easements, 100 temporary easements, 2 channel easements, and 2 sewer easements. There is no railroad involvement.

The consultant shall provide complete documentation in file form for each owner in accordance with the ODOT Real Estate Manual. Three (3) complete hard copies shall be submitted for each owner and take and also each file on CD. The Consultant will be required to attend a scoping meeting with representatives of the City of North Ridgeville Engineering Department and ODOT District 3 Real Estate Department relative to the project requirements. The Consultant will be required to provide monthly status reports for the duration of the project. Copies of the preliminary right of way plans will be made available by the City of North Ridgeville Engineering Department if requested.

10-28-13 Posting Date
LOR-CR610 Lear Nagle Road Appraisal Review
PID No. 16319
City of North Ridgeville
Response Due Date: 11-15-13

The City of North Ridgeville Engineering Department is soliciting letters of interest for appraisal reviews for a roadway widening project. The widened and reconstructed roadway will consist of 3 lanes with additional turn lanes at intersections. The services include preparation of appraisal reviews for approximately 115 parcels on Lear Nagle Road from Center Ridge Road to Lorain Road in the City of North Ridgeville in Lorain County with a project length of approximately 1.4 miles. The construction and preliminary right of way plans are available for review at the City of North Ridgeville Engineering Department at 7307 Avon Belden Road, North Ridgeville, Ohio 44039 (phone 440-353-0842). ARCADIS U. S., Inc. has been contracted to complete the construction contract plans and right of way plans.

Estimated Construction Cost: \$9,350,000.

Required Prequalification, Combination of Prime Consultant and Subconsultants:

RIGHT OF WAY ACQUISITION SERVICES:
Appraisal Review

Selection Subfactors: Experience in right of way acquisition services in accordance with ODOT's acquisition policy and procedure requirements.

The selected consultant shall attend a Scope of Services meeting that will be held at the City of North Ridgeville City Hall. Within two weeks of the Scope of Services meeting, the consultant shall submit a Fee Proposal to the City of North Ridgeville. Upon acceptance of the fee, the City will coordinate with ODOT to prepare the Consultant Agreement.

The work is to be completed and on file with the City of North Ridgeville and ODOT within twelve (12) months from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by January 2014.

Specific questions concerning the project details can be emailed to: swangler@nridgeville.org. Questions must be emailed by 4:00 p.m. on November 8, 2013.

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 ten (10) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Scott Wangler, P.E.
City Engineer
City of North Ridgeville
7307 Avon Belden Road
North Ridgeville, Ohio 44039

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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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: _____
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

- 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

Consultant Services Required: Appraisal reviews are required for this project. The city will contract with a separate consultant for value analysis, title reports, appraisals, negotiations, and closings. The project has a total of approximately 115 owners and will involve approximately 25 warranty deeds, 55 standard highway easements, 100 temporary easements, 2 channel easements, and 2 sewer easements. There is no railroad involvement.

The consultant shall provide complete documentation in file form for each owner in accordance with the ODOT Real Estate Manual. Three (3) complete hard copies shall be submitted for each owner and take and also each file on CD. The Consultant will be required to attend a scoping meeting with representatives of the City of North Ridgeville Engineering Department and ODOT District 3 Real Estate Department relative to the project requirements. The Consultant will be required to provide monthly status reports for the duration of the project. Copies of the preliminary right of way plans will be made available by the City of North Ridgeville Engineering Department if requested.

10-28-13 Posting Date
LOR-General Engineering Services
Lorain County
Response Due Date: 11-15-13

The Lorain County Sanitary Engineering Department will select a consultant team to provide General Engineering Services for the following work: 1) Wastewater Treatment and Sanitary Sewer System Improvements; 2) Water Distribution Services; 3) Storm Water Related Improvements as part of a 24-month task order. The estimated fee is \$150,000.

Estimated Construction Cost: N/A

Required Prequalification, Combination of Prime Consultant and Subconsultants: NONE

There are no selection subfactors for this project.

It is anticipated that the selected Consultant will be authorized to proceed by January 2014.

Disadvantaged Business Enterprise (DBE) Goal

There are no DBE goals as part of this contract.

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 3 copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Robert C. Klaiber, P.E. P.S.
Deputy County Engineer
247 Hadaway Street
Elyria, Ohio 44035

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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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 is familiar with the operations of the Lorain County Sanitary Engineer's Office 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: VAR-General Eng Servs
PID: None
Project Type: N/A
District: 3
Selection Committee Members: TBD

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 N/A

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 managers 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

The Lorain County Sanitary Engineer hereby requests Statement of Qualifications from qualified consultants to provide professional engineering services for the following work: 1) Wastewater Treatment and Sanitary Sewer System Improvements 2) Water Distribution Services 3) Storm Water Related Improvements. The County will select a consultant to utilize on an as needed basis, with the need determined solely by the County, for engineering services/projects from 2014 to 2016.

SCOPE OF WORK

The scope of work presented below describes various tasks and responsibilities that may be required by the County to support ongoing engineering services in the County. In providing said services, the County reserves the right to modify and/or adjust this proposed scope of work as deemed appropriate by the County.

Wastewater Treatment and Sanitary Sewer System Improvements

Consultant may be required to provide a wide variety of services related to wastewater treatment and sewer system improvements. This includes, but is not limited to planning, assessment, design, construction oversight, technical review of efforts directed to wastewater treatment facilities, sanitary sewer system, I/I reduction, SSES studies, pump stations, compliance with current state and federal regulations and related activities.

Water Distribution Improvements

Consultant may be required to provide a wide variety of services related to water distribution improvements. This includes, but is not limited to planning, design, construction oversight, technical review of efforts directed to water source protection, and distribution pipelines.

Storm Water Related Improvements

Consultant may be required to provide a wide variety of services related to storm water related improvements. This includes, but is not limited to planning, assessment, design, construction oversight, technical review of efforts directed to storm sewer and ditch systems, drainage, hydrology and hydraulics, stormwater retention and detention, MS4 reporting requirements, and related EPA mandated work.

10-28-13 Posting Date
WAY-Rittman Safe Routes to School
PID No. 93552
City of Rittman
Response Due Date: 11-15-13

The services include preparation of construction contract plans for approximately 11,435 feet of sidewalk, 15 school zone crosswalks, 4 school zone crosswalk mats and approximately 8 street lights between the high school and West Sunset Drive.

Estimated Construction Cost: \$ 483,000.00

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Non-Complex Roadway Design; Limited Right of Way Plan Development; Limited Highway Lighting Design

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE

RIGHT OF WAY ACQUISITION SERVICES:

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

There are no selection subfactors for this project.

The plans and drawings are to be completed and on file with the City of Rittman within **6 months** from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by December 2013.

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 (Lol). The requirements for the Lol 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 **2 copies** of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Mr. Larry Boggs
City Manager
City of Rittman
30 North Main Street
Rittman, Ohio 44270

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The selected consultant will be responsible for sidewalk design on Home Street, Dianne Street, Fairlawn Avenue, Villa Street, Ritter Drive, Baker Street, Lincoln Drive, Hillside Street, Mary Avenue and Nautilus Lane. The consultant will also provide School Zone Striping Plans and Street Lighting plans along the Middle/High School Campus. Finally, 2 Retaining Wall Justification Reports will be required along with Retaining Wall Design.

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). Resumes of the key team members should be included in addition to the Project Approach information.
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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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: _____
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.

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10-21-13 Posting Date
ERI-West River Road, Phase 2
PID No. 90443
City of Vermilion
Response Due Date: 11-08-13

The services include Construction Administration and Quality Control Inspection Services for West River Road Minor Pavement Rehabilitation Project in the City of Vermilion, Ohio with a project length of approximately 3,700 feet.

Estimated Construction Cost: \$540,000.00

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Geotechnical Engineering Services; Geotechnical Testing Laboratory

COST ACCOUNTING SYSTEM

Unlimited (Prime Consultant Only)

Selection Subfactors: Experience in administering federally funded ODOT Local Let projects

It is anticipated that the selected Consultant will be authorized to proceed by December, 2013.

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 six (6) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Robert Kurtz
Director of Public Service
City of Vermilion
5511 Liberty Avenue
Vermilion, Ohio 44089-1399

Responses received after 4:00 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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

For projects with DBE goals in which the consultant did not succeed in obtaining enough DBE participation to meet the goal, provide documentation that it made adequate good faith efforts, as defined in 49 CFR 26.53, to meet the goal.

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

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 consultant's 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

Construction Engineering, Administration, Inspection & Testing

Project Identification: ERI - WEST RIVER ROAD - PHASE 2

Route Name: West River Road

Highway Function Classification: Urban Collector

Programming Status: PID# 90443

Legislation Status: LPA Agreement Date Executed 4/30/13

Purpose And Need: To provide Construction Administration and Quality Control Inspections Services in accordance with the current ODOT LPA manual for Project ERI-WEST RIVER ROAD – PHASE 2 in the City of Vermilion, Ohio. The construction project is minor rehabilitation project on the two lane West River Road, and includes the removal of seven inches of asphalt concrete and replacing it with four inches of asphalt concrete base and three inches of intermediate and surfaces courses of ODOT CMS 448. The project also includes the installation of underdrains, curbs, and guardrail.

Project Limits:

From: City of Vermilion South Corp Line (Approximately 200 Feet South of Linda Drive)

Suspend Work: Vermilion North Corp Line at Mapleview Drive

Resume Work: Vermilion South Corp Line at Rolling Meadows Drive

To: Larchmont Drive

Project Length: 3723 plus or minus

Lateral Limits: Right of Way varies. All work within Existing Right of Way

ODOT Local-Let Policy & Procedures:

Must meet all the requirement of the policy and procedures (Current LPA Manual and all subsequent updates). Introduction, Local-Let Process Overview, Utilities, Construction Contract Administration, Development Process Policy for Locally-Administered Transportation.

Construction Schedule: (Tentative)

Begin Construction: April 2014

End Construction: November 2014

COST ESTIMATES: N/A

VALUE ENGINEERING:

During construction, review contractor generated value engineering proposals. Evaluate proposals for compliance with contract documents, technical specifications and environmental documents.

STANDARD DOCUMENTS And PROCEDURES:

The Construction Engineering, Administration, Inspection and Testing services will be performed using the following applicable Ohio Department of Transportation (ODOT) current construction year(s) documents as references.

- A. Construction and Materials Specifications
- B. Manual of Procedures for Flexible Pavement Construction
- C. Manual of Procedures for Concrete
- D. Manual of Procedures of Rigid Pavement
- E. Manual of Procedure of Construction Vol. 1 & Vol. 2
- F. Manual and Procedures for Pipe Construction
- G. Construction Project Documentation

- H. Handbook for Sediment and Erosion Control
- I. Handbook for the Removal of Regulated Waste
- J. Manual of Traffic Control for Construction and Maintenance Operations
- K. Sampling and Testing Manual for Construction
- L. Handbook of Procedures for Structures
- M. Handbook of Procedures for Contractor Certification of Lighting, Signing and Traffic Signal Working Drawing.

Pre-Construction Meeting: Conduct, record and distribute minutes.

Project Control System:

Develop and implement a system to document, track, monitor, evaluate and resolve all related issues including, but not limited to, scheduling, field construction and engineering design problems, community and public concerns, contractor submission and claims, and revisions directed by the City of Vermilion.

Cpm Scheduling:

Review contractor's schedule weekly. The CPM schedule will be updated on a monthly basis or as directed by the City of Vermilion. Prepare interim and final completion dates. Monitor the project with respect to the contractor's CPM schedule in conjunction with the contract documents, schedules prepared by the contractor and interfacing with adjacent construction activities and any related work being performed by others in the same area.

Project schedules will be updated on a monthly basis. Review, comment, conduct meetings, make recommendations, and actively define and pursue the resolution of schedule problems for the entire project.

Monitoring Construction:

Monitor the contractor's work so as to facilitate uninterrupted and diligent prosecution of the work, and completion of the contract in accordance with contract completion dates and the original contract bid amount as adjusted by approved change orders. Maintain, at all times, competent, qualified, full time management and inspection staff. Confirm contractor compliance with all Applicable City of Vermilion, ODOT, and FHWA requirements.

Construction Progress Meetings:

Prepare agenda, conduct and record/distribute minutes of regular monthly on site progress meetings, weekly on-site coordination meetings and special meetings as required.

Contractor Submissions:

Prepare a Project Bill of Materials (PBOM) for tracking and approving on behalf of the City of Vermilion all materials for this project. In accordance with Standard Documents and Procedures, review for conformance with contract documents: mix designs, material sources and certifications, false work submissions, pile driving information, erection procedures, demolition procedures, shop drawings and catalog cuts and all other items which are submitted by the contractor.

Review & comment on Contractor false work design submittals, erection plan and procedures, demolition plan and procedures, sheeting and shoring design and procedures, pile driving procedures and shop drawings are stamped by a State of Ohio Professional Engineer as required. Establish and maintain a system of document control and tracking during construction

for all submittals. All reviews are to be done in a timely manner in order to eliminate any potential for contractor claims of delays and additional costs.

Construction Inspection:

Provide a complete and continuous on-site competent and qualified full-time field organization to monitor the construction being performed against the requirements of the contract documents. Prepare agenda, conduct and record/distribute minutes if appropriate of pre-placement meetings prior to the start of major material placements and/or fabrication of major elements. Witness in accordance with the Standard Documents and Procedures section the required shop and field tests, including but not limited to compaction, steel fabrication and material testing required by the City of Vermilion, ODOT, and FHWA. Document and report all quantities, via physical measurements, and activities of work, utilizing agreed upon construction documentation system, or ODOT system or consultant proposed alternate.

Prepare and recommend approval of monthly estimates and change orders utilizing the agreed upon construction documentation system (or as above). Assist in negotiating and recommending costs for any additional work.

Maintain project diaries and daily inspection reports noting contractor's equipment, manpower, construction activities, location(s) of work and pay quantities providing calculations as needed. Diaries and inspection reports shall also note weather conditions, any project or vehicular accidents and visitors.

Maintain a file system for all job correspondence, material delivery tickets, shop drawings and related paper work in accordance with agreed upon filing procedures.

Prepare and recommend approval of estimates, change orders and all associated final documents, including final estimate and change orders, in order to close out the project.

Conduct semi-final and final inspections with the contractor, the City and other interested parties.

Correspondence:

Prepare and sign all construction correspondences. Threshold requiring the City of Vermilion signature to be established. Distribute all correspondences along with appropriate copies.

Labor Compliance:

Review and monitor the contractor's payrolls, monthly utilization reports and other submittals for compliance with the prevailing wages, Disadvantaged Business Enterprise (D.B.E.) and E.E.O. requirements in the contract documents. Conduct site interviews as required. Provide a monthly report of all reviews and any action taken.

Dbe Monitoring:

Review contractor's DBE participation in accordance with the City of Vermilion and ODOT procedures, on a monthly basis, against contract documents noted at the time of bid are being utilized. Assist the City of Vermilion's Project Compliance Officer in performing interviews and compiling data to verify project compliance with established goals.

Safety/Insurance:

Consultant is responsible for complying with applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA, The City of

Vermilion, and ODOT rules and regulations, as they relate to the employer and representatives of the consultant.

Consultant shall monitor Contractor's safety procedures and document deficiencies. If the inspector notices a situation that might pose a danger to contractor's personnel, the inspector will immediately, as agent for City of Vermilion, notify the Contractor's person responsible for correcting any deficient safety procedures.

Provide, as a minimum, the same level of safety equipment as required by the City of Vermilion and ODOT inspectors for employees and representatives of the consultant. Inspectors will be subject to compliance inspections by the City of Vermilion personnel.

Utility Coordination:

Review and monitor, as necessary, all utility relocations and PUC orders required by contract documents, in conjunction with the City of Vermilion Utility Coordinator. Assist the City of Vermilion Utility Coordinator in coordinating utility activities with project schedules and contractors.

Environmental Monitoring:

Document noise complaints from the public and/or noise violations from the contractor.

Review any revisions to the Storm Water Pollution Prevention Plans and correspond with the appropriate environmental agencies.

Attend all site inspections by environmental and state agencies and notify contractor of any problems in an expeditious manner.

Daily inspect all contractors' operations and note any deficiencies in the storm water pollution prevention to the contractor.

Monitor contractor's compliance with earth disturbance permits and document any air or water quality problems that may arise.

Review and document all complaints due to vibration such as pile driving operations. Monitor all NEPA document environmental aspects including hazardous materials that are encountered.

Maintenance And Protection Of Traffic:

Monitor all traffic related issues regarding automobiles, trucks, bus transit, pedestrian and bicyclists in conjunction with the City of Vermilion, and Emergency Services as they may be impacted by the project. Monitor the contractor's traffic control plan in accordance with the O.M.U.T.C.D. and review any traffic revisions proposed by the contractor.

Communications:

Provide cell phones numbers for all on site personnel.

Photo Documentation:

Review pre-construction color photographs and video of existing conditions prior to start of construction. Take photos during construction of the project to adequately document the construction progress.

Material Acceptance Testing:

Perform site, offsite, plant and laboratory testing and inspection of materials incorporated in the project including, although not limited to, soils, aggregate, bituminous and cement concrete materials in a timely manner. This work shall be performed in accordance with Standard Documents and Procedures section. Typical site, off-site and plant/laboratory testing may be required and would include, although not be limited to, asphalt, concrete, aggregate, soils and steel truss fabrication. Site, off-site and plant testing and inspection would include performing testing services or witnessing the tests as they are performed by the contractor. Acceptance testing will be performed by the Construction Engineering, Administration, Inspection and Testing consultant.

Provide analysis and report of all testing. Attend monthly progress meetings as directed. The laboratory proposed for all testing must be AMRL certified (AASHTO Materials Reference Laboratory). Track all materials and materials acceptance using the PBOM for this project.

Project Staff Including Subconsultants:

Provide the necessary qualified, experienced manpower, meeting the Standard Documents and Procedures section and ODOT requirements, for efficient construction engineering, administration, inspection and testing including, although not limited to, full-time staff, support staff, field inspection staff and material inspection staff. It is understood that some of the above staff will be capable of performing multiple duties.

Assign only qualified personnel to the project who shall properly perform the assigned work. As an example the project may require personnel qualified to inspect structural steel construction and associated operations such as bolt torqueing checks. Any employee, who, in the determination of HCEO does not perform the work in the proper manner, shall be removed immediately.

Quality Assurance/Quality Control Program:

ODOT Standard Documents & Procedures, including any project-specific supplemental specifications that are identified at the beginning of construction, would at all times govern the work to be completed.

10-07-13 Posting Date
CUY-Riverview Road Stream Relocation
PID No. 95105
City of Brecksville
Response Due Date: 10-29-13

This project consists of environmental permitting and engineering design for the relocation of a section of stream channel located directly adjacent to Riverview Road in the City of Brecksville, Cuyahoga County, Ohio. It is expected that the project will require a permit from the US Army Corps of Engineers and Ohio Environmental Protection Agency for the stream relocation, and will have 8-10 years of monitoring and reporting required for the stream plantings. The stream channel will be relocated to the West through a wooded area where it can meander more naturally.

Environmental services include environmental investigations, plan evaluations to determine environmental impacts, and restoration plans. Due to the proximity of the project to the Cuyahoga River, it is possible that mussels may be present within the subject stream channel.

Estimated Construction Cost: \$628,000.00

Required Prequalification: Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Non-Complex Roadway Design; Geotechnical Engineering Services

ENVIRONMENTAL SERVICES:

Environmental Document Prep – EA/EIS; Environmental Document Prep. – CE; Environmental Document Prep. – Sec 4(f); Ecological Surveys; Stream and Wetland Mitigation; Waterway Permits; Archaeological Investigations; Hist./Architectural Investigations; ESA Screen Phase I & Phase II ESA

COST ACCOUNTING SYSTEM:

Unlimited (Prime Consultant Only)

The preliminary construction plans and environmental permitting shall be complete within 9 months from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by November 11, 2013.

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 Brecksville 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 five (5) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**City of Brecksville Engineering Department
Gerald Wise P.E., City Engineer
9069 Brecksville Road
Brecksville, Ohio 44141**

Responses received after 4:00 PM on the response due date will not be considered.

References

A preliminary wetland and stream assessment report completed for this project can be viewed at:

http://www.brecksville.oh.us/Depts/engineering_pdfs/Wetland%20and%20Stream%20Assessment%20for%20PID%2095105.pdf

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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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.

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: Riverview Road Stream Relocation
PID: 95105
Project Type: Stream Relocation
District:
Selection Committee Members: T.B.D.

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.

ANTICIPATED SCOPE OF SERVICES (INCLUDED FOR REFERENCE ONLY)					
ODOT District:	12	County:	Cuyahoga	City	Brecksville

GENERAL SUMMARY

The Riverview Road Stream Relocation consists of the environmental permitting, design, and construction documents for the relocation of a stream near Riverview Road. As per Exhibit A, the Proposed Relocation of Stream B (PS B) will collect flow from the Existing Stream A to the west and reroute the flow away from the Riverview Road into a wooded area and eventually outlet into a main tributary to the Cuyahoga River. The relocated stream will discharge approximately 120 feet upstream of its current discharge location.

The project is located on property owned and maintained by the Cleveland Metroparks. Currently, the Existing Stream B (ES B) runs directly adjacent to Riverview Road on the West side of the road for about 1,100 feet. This section of ES B, which is a tributary to the Cuyahoga River, is eroding Riverview Road and frequently floods onto Riverview Road. ES B has eroded into the banks near the road and in some areas the guardrail posts are nearly completely exposed. The erosion is now threatening to undermine portions of Riverview Road. The City of Brecksville installed a guardrail because the stream poses a danger to vehicles veering off of the road and falling into the stream channel. The overtopping of the banks of the stream not only causes frequent flooding on Riverview Road, but it also deposits large amounts of mud and debris onto the road after large storm events that carry sediment laden water across the road. This mud and debris has to be removed from the road by City maintenance crews. When the roadway is flooded or mud covered it is impassable.

Upon completion of the PS B and filling of the ES B, the danger to vehicles on Riverview Road will be eliminated and the flooding of the roadway will be reduced, since the new stream will be adequately sized with a base flow channel and floodplain for larger storm events. The project will require a permit from the US Army Corps of Engineers (USACE) and Ohio Environmental Protection Agency (OEPA) for the stream relocation and will also have 8-10 years of monitoring and reporting required for the stream plantings. The stream will be relocated to the West through a wooded area where it can meander more naturally. Some details of the proposed stream relocation can be found in the attached Exhibit A. Also, a preliminary wetland and stream assessment was completed in the project area and it was determined that the streams involved are Class 2 Primary Headwater Habitat's and the wetlands are potentially Category 3 or a superior quality wetland. An official wetland categorization and stream classification has not yet been completed by the Ohio EPA.

TASK 1 (WATER RESOURCES DELINEATION)

Conduct a delineation and mapping of all water resources within the project vicinity. Place flags around water resources to be used as survey boundaries.

TASK 2 (SURVEY)

A boundary and topographic survey shall be provided in all parcels in which the proposed stream relocation and stream removal is required. The exact limits of the boundary and topography will be established as part of the proposal process. The survey will be on the state

plane coordinate system, and will show all streams, ditches, pipes, structures, pavements, sidewalks, roadways, above & below ground utilities, railroads, the size & species of trees over 12" in diameter, etc., along the proposed stream re-alignment, the Riverview Road corridor within the limits of this project. This task will also include a complete wetland delineation of the project area and either the location of the wetland flags and/or the placement of the wetlands base map into the survey drawing. Contours shall be generated and shown in one-foot intervals. The survey shall be generated in Autodesk Civil 3D, 2012 (or current) Edition.

TASK 3 (PRELIMINARY ENGINEERING)

The below information must be provided by the consultant as part of the preliminary construction documents:

- Existing Conditions Plan showing all items as part of the survey, including the wetland delineation, pavement edge, guard rail, existing utilities, tree size >12", contours, edge of stream.
- Site Plan dimensioning and identifying the proposed stream improvement with proposed centerline, structure installation, plantings, property lines, setbacks, etc., and referencing the detail sheets for items requiring details. A baseline alignment shall be shown and stationed at the centerline of the stream, and the centerline geometry shall be tabulated showing bearings & distances and/or curve data.

TASK 4 (ENVIRONMENTAL PERMITTING)

The below information must be provided by the consultant in conjunction with Task 3 (Preliminary Engineering):

- Coordination with the ODOT's Office of Environmental Services to insure preparation of the appropriate level of environmental documentation.
- Consult with the local floodplain administrator to determine whether local floodplain management permits are required.
- Consult the Ohio Department of Natural Resources (ODNR), Division of Natural Areas & Preserves – Scenic Rivers Program to insure compliance designated state wild, scenic or recreational rivers regulations.
- Consult with the ODNR's Division of Wildlife's Environmental Section should dewatering be done in association with the stream relocation and construction.
- Consult with the ODNR's Division of Wildlife to insure compliance with state endangered species regulations and the Division of Natural Areas & Preserves Natural Heritage Program staff to locate any endangered, threatened or special interest species found near the project site.
- Coordinate with the OEPA – Division of Surface Water and obtain the required state permit to complete the stream relocation project.
- Coordinate with the USACE Buffalo District office and obtain the necessary federal permit to complete the stream relocation project.
- Consult with the US Fish and Wildlife Service regarding the presence of any federally listed threatened and endangered plants and wildlife species.
- Consult with the Ohio Historic Preservation office to insure compliance with Section 106

and other provisions of the National Historic Preservation Act.

- Consult and coordinate work with the Cleveland Metroparks, Administrative Offices.
- Quality assessment of all impacted water resources using OEPA approved methodologies.

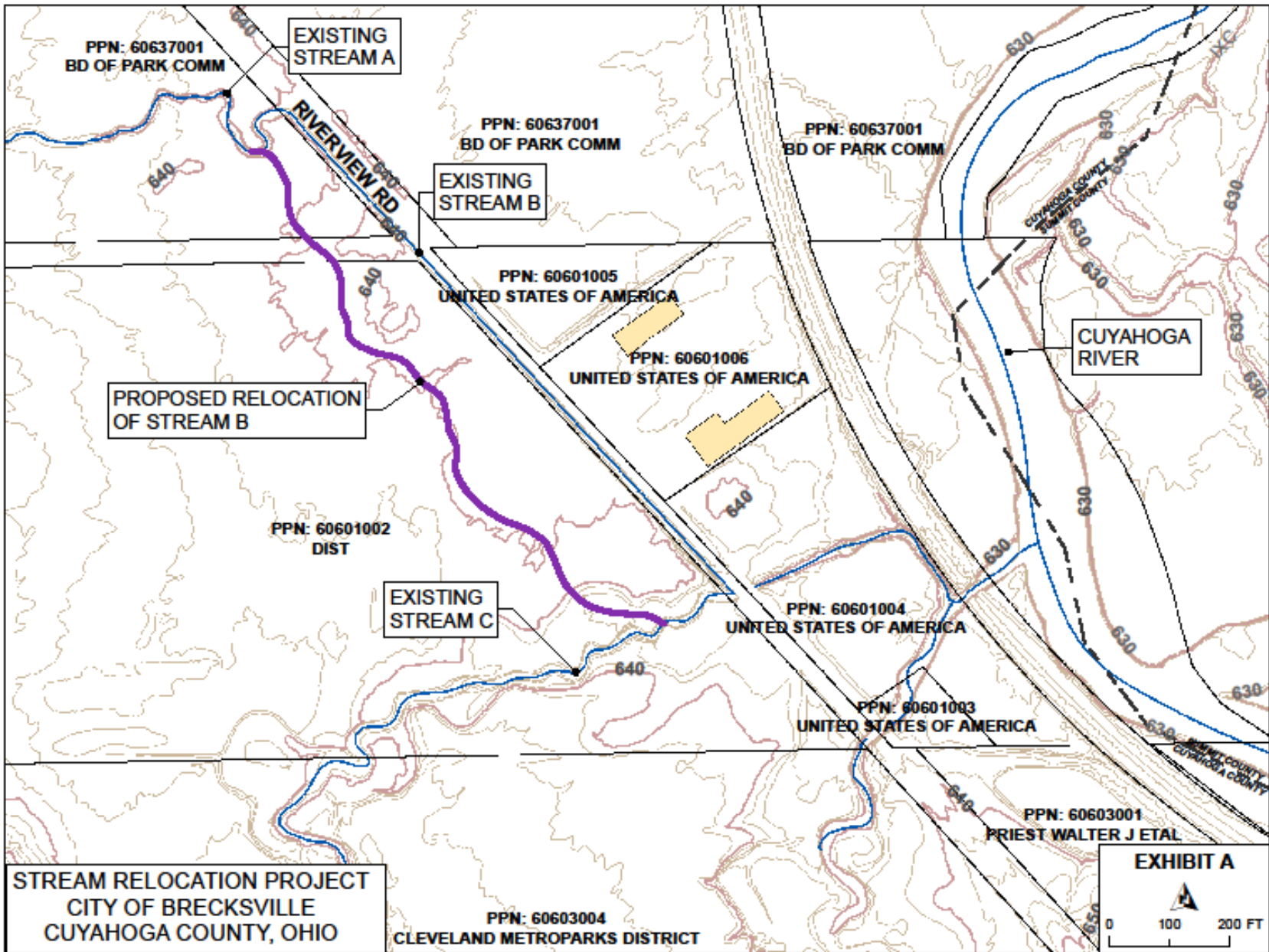
TASK 5 (FINAL DESIGN & CONSTRUCTION DOCUMENTS)

The below information must be provided by the consultant as part of the Final construction documents:

- Traffic Control Plan including lane closures, detours, etc. as required.
- Grading Plan which shows proposed contours and spot elevations where required. This item includes earthwork calculations.
- Proposed pipe material and quantities shall be labeled.
- Storm Water Pollution Prevention Plan (SWPPP) conforming to OEPA's NPDES requirements shall be established. Erosion Control methods as well as post construction BMPs shall be designed and implemented per the Ohio Rainwater Manual. All temporary and permanent BMPs shall be detailed on the plans for construction.
- Proposed profile illustrating the pool and riffle portion of the stream as well as proposed plantings, limits of construction, boulder locations, or other structures as needed to meet the required stream quality assessment.
- Construction quantities and cost estimates shall be included as part of this task.
- Project Specifications shall be provided which comply with ODOT and the City's standards.

TASK 6 (STREAM MONITORING)

- Conduct annual monitoring and/or compliance reports for 8 - 10 years following completion of relocated stream channel construction as per the requirements of the USACE and OEPA special permit conditions.



10-07-13 Posting Date
HUR-TR067-02.76
PID No. 88701
Huron County
Response Due Date: 11-15-13

The services include Construction Administration and Quality Control Inspection Services for the Sherman Norwich Road Bridge Design/Build Project in Huron County with a project length of approximately 1000 feet.

Estimated Construction Cost: \$1,147,000.00

Required Prequalification, Combination of Prime Consultant and Subconsultants:

COST ACCOUNTING SYSTEM:
Unlimited (Prime Consultant Only)

Selection Subfactors: Current Registered Professional Engineer's License in the State of Ohio

It is anticipated that the selected Consultant will be authorized to proceed by December 2013.

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 three (3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Joseph B. Kovach, P.E., P.S.
Huron County Engineer's Office
150 Jefferson Street
Norwalk Ohio 44857
419-668-1997

Responses received after 4:00 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. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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: _____
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.

CONSTRUCTION ENGINEERING, ADMINISTRATION, INSPECTION & TESTING Scope of Services

PROJECT IDENTIFICATION: County HUR Route TR-067 Section 02.76
Route Name: Sherman Norwich
Highway Function Classification: Rural Local
Programming Status: PID# 88701
Legislation Status: LPA Agreement Date Executed 8/6/13

PURPOSE AND NEED: Removal of the existing steel truss bridge over Slate Run and replace with a new structure to be determined by the Design/Build Team. Roadway improvements include reconstructed pavement, guardrail, traffic detour and traffic control.

PROJECT LIMITS:

From: TBD by Design/Build Team
To: TBD by Design/Build Team
Project Length: 1000' plus or minus
Lateral Limits: Right of Way width 60 feet

CONFLICT OF INTEREST:

The Company chosen to perform the construction engineering, administration, inspection and testing services cannot bid on the project construction. In addition the design firm is not eligible to be the construction engineering firm selected for the project.

ODOT LOCAL-LET POLICY & PROCEDURES:

Must meet all the requirement of the policy and procedures (Current LPA Manual and all subsequent updates). Introduction, Local-Let Process Overview, Utilities, Construction Contract Administration, Development Process Policy for Locally-Administered Transportation.

CONSTRUCTION SCHEDULE: (Tentative)

Begin Construction: April 2013 End Construction: July 2013

COST ESTIMATES: N/A

VALUE ENGINEERING:

During construction, review contractor generated value engineering proposals. Evaluate proposals for compliance with contract documents, technical specifications and environmental documents.

STANDARD DOCUMENTS and PROCEDURES:

The Construction Engineering, Administration, Inspection and Testing services will be performed using the following applicable Ohio Department of Transportation (ODOT) current construction year(s) documents as references.

- A. Construction and Materials Specifications
- B. Manual of Procedures for Flexible Pavement Construction
- C. Manual of Procedures for Concrete
- D. Manual of Procedures of Rigid Pavement
- E. Manual of Procedure of Construction Vol. 1 & Vol. 2
- F. Manual and Procedures for Pipe Construction
- G. Construction Project Documentation
- H. Handbook for Sediment and Erosion Control

- I. Handbook for the Removal of Regulated Waste
- J. Manual of Traffic Control for Construction and Maintenance Operations
- K. Sampling and Testing Manual for Construction
- L. Handbook of Procedures for Structures
- M. Handbook of Procedures for Contractor Certification of Lighting, Signing and Traffic Signal Working Drawing.

PRE-CONSTRUCTION MEETING:

Conduct, record and distribute minutes.

PROJECT CONTROL SYSTEM:

Develop and implement a system to document, track, monitor, evaluate and resolve all related issues including, but not limited to, scheduling, field construction and engineering design problems, community and public concerns, contractor submission and claims, and revisions directed by HCEO.

CPM SCHEDULING:

Review contractors schedule weekly. The CPM schedule will be updated on a monthly basis or as directed by HCEO. Prepare interim and final completion dates. Monitor the project with respect to the contractor's CPM schedule in conjunction with the contract documents, schedules prepared by the contractor and interfacing with adjacent construction activities and any related work being performed by others in the same area.

Project schedules will be updated on a monthly basis. Review, comment, conduct meetings, make recommendations, and actively define and pursue the resolution of schedule problems for the entire project.

MONITORING CONSTRUCTION:

Monitor the contractor's work so as to facilitate uninterrupted and diligent prosecution of the work, and completion of the contract in accordance with contract completion dates and the original contract bid amount as adjusted by approved change orders. Maintain, at all times, competent, qualified, full time management and inspection staff. Confirm contractor compliance with all Applicable HCEO, ODOT and FHWA requirements are satisfied.

CONSTRUCTION PROGRESS MEETINGS:

Prepare agenda, conduct and record/distribute minutes of regular monthly on site progress meetings, weekly on-site coordination meetings and special meetings as required.

CONSTRUCTION STATUS REPORT: N/A

CONTRACTOR SUBMISSIONS:

Prepare a Project Bill of Materials (PBOM) for tracking and approving on behalf of the County all materials for this project. In accordance with Standard Documents and Procedures, review for conformance with contract documents: mix designs, material sources and certifications, false work submissions, pile driving information, erection procedures, demolition procedures, shop drawings and catalog cuts and all other items which are submitted by the contractor.

Review & comment on Contractor false work design submittals, erection plan and procedures, demolition plan and procedures, sheeting and shoring design and procedures, pile driving procedures and shop drawings are stamped by a State of Ohio Professional Engineer as required. Establish and maintain a system of document control and tracking during construction

for all submittals. All reviews are to be done in a timely manner in order to eliminate any potential for contractor claims of delays and additional costs.

CONSTRUCTION INSPECTION:

Provide a complete and continuous on-site competent and qualified full-time field organization to monitor the construction being performed against the requirements of the contract documents. Prepare agenda, conduct and record/distribute minutes if appropriate of pre-placement meetings prior to the start of major material placements and/or fabrication of major elements. Witness in accordance with the Standard Documents and Procedures section the required shop and field tests, including but not limited to compaction, steel fabrication and material testing required by HCEO, ODOT, and FHWA. Document and report all quantities, via physical measurements, and activities of work, utilizing agreed upon HCEO construction documentation system, or ODOT system or consultant proposed alternate.

Prepare and recommend approval of monthly estimates and change orders utilizing the agreed upon HCEO construction documentation system (or as above). Assist in negotiating and recommending costs for any additional work.

Maintain project diaries and daily inspection reports noting contractor's equipment, manpower, construction activities, location(s) of work and pay quantities providing calculations as needed. Diaries and inspection reports shall also note weather conditions, any project or vehicular accidents and visitors. Provide copies of these items by email to the Huron County Engineer and his designated representative by the following Monday for the previous week.

Maintain a file system for all job correspondence, material delivery tickets, shop drawings and related paper work in accordance with HCEO agreed upon filing procedures.

Prepare and recommend approval of estimates, change orders and all associated final documents, including final estimate and change orders, in order to close out the project.

Conduct semi-final and final inspections with the contractor, HCEO and other interested parties.

CORRESPONDENCE:

Prepare and sign all construction correspondences. Threshold requiring HCEO signature to be established. Distribute all correspondences along with appropriate copies.

LABOR COMPLIANCE:

Review and monitor the contractor's payrolls, monthly utilization reports and other submittals for compliance with the prevailing wages, Disadvantaged Business Enterprise (D.B.E.) and E.E.O. requirements in the contract documents. Conduct site interviews as required. Provide a monthly report of all reviews and any action taken.

DBE MONITORING:

Review contractor's DBE participation in accordance with HCEO and ODOT procedures, on a monthly basis, against contract documents noted at the time of bid are being utilized. Assist HCEO Project Compliance Officer in performing interviews and compiling data to verify project compliance with established goals.

SAFETY/INSURANCE:

Consultant is responsible for complying with applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA,

HCEO, and ODOT rules and regulations, as they relate to the employer and representatives of the consultant.

Consultant shall monitor Contractor's safety procedures and document deficiencies. If the inspector notices a situation that might pose a danger to contractor's personnel, the inspector will immediately, as agent for HCEO, notify the Contractor's person responsible for correcting any deficient safety procedures and notify County personnel and appropriately document the same.

Provide, as a minimum, the same level of safety equipment as required by HCEO and ODOT inspectors for employees and representatives of the consultant. Inspectors will be subject to compliance inspections by HCEO personnel.

UTILITY COORDINATION:

Review and monitor, as necessary, all utility relocations and PUC orders required by contract documents, in conjunction with HCEO Utility Coordinator. Assist the HCEO Utility Coordinator in coordinating utility activities with project schedules and contractors.

ENVIRONMENTAL MONITORING:

Document noise complaints from the public and/or noise violations from the contractor.

Review any revisions to the Storm Water Pollution Prevention Plans and correspond with the appropriate environmental agencies.

Attend all site inspections by environmental and state agencies and notify contractor of any problems in an expeditious manner. Supply meeting notes and minutes by email to the Huron County Engineer and his designated representative as soon as possible.

Daily inspect all contractors' operations and note any deficiencies in the storm water pollution prevention to the contractor. Supply notes and pictures by email to the Huron County Engineer and his designated representative as soon as possible.

Monitor contractor's compliance with earth disturbance permits and document any air or water quality problems that may arise.

Review and document all complaints due to vibration such as pile driving operations. Monitor all NEPA document environmental aspects including hazardous materials that are encountered.

MAINTENANCE AND PROTECTION OF TRAFFIC:

Monitor all traffic related issues regarding automobiles, trucks, bus transit, pedestrian and bicyclists in conjunction with HCEO, Seneca East LSD, Norwich Township, and Emergency Services as they may be impacted by the project.

Monitor the contractor's traffic control plan in accordance with the O.M.U.T.C.D. and review any traffic revisions proposed by the contractor.

AS-BUILTS:

Provide separate and monitor Contractor generated red-lined as-built notations and changes on contract plans. Reduce to one contract plan set of red-lined as-built notations and changes.

CONTRACTOR CLAIMS:

Provide claims avoidance evaluations, time impact analysis and support for claim mitigation or evaluation.

Monitor claim impacts on CPM schedule, provide recommendation to HCEO, prepare and process CPM revisions in addition to liquidated damages and loss of revenue impact. Provide all necessary assistance to HCEO to resolve all claims in an expeditious manner.

COMMUNITY RELATIONS:

Participate in community relations, including personal contacts and community meetings. Assist HCEO in the preparation of news releases to the public.

PERMITS:

Assist HCEO and/or contractor in the procurement of any permits that may be required for the construction of the project by providing documentation or administrative assistance as necessary.

COMMUNICATIONS:

Provide cell phones for all on site personnel.

PHOTO DOCUMENTATION:

Review pre-construction color photographs and video of existing conditions prior to start of construction. Take photos during construction of the project to adequately document the construction progress. Take post construction photographs of project. Have a digital camera available on site for use at any time during construction.

Maintain a photo log and file detailing dates, locations, topic view, contractor name and project ID number.

MATERIAL ACCEPTANCE TESTING:

Perform site, offsite, plant and laboratory testing and inspection of materials incorporated in the project including, although not limited to, soils, aggregate, bituminous and cement concrete materials in a timely manner. This work shall be performed in accordance with Standard Documents and Procedures section. Typical site, off-site and plant/laboratory testing may be required and would include, although not limited to, asphalt, concrete, aggregate, soils and steel truss fabrication. Site, off-site and plant testing and inspection would include performing testing services or witnessing the tests as they are performed by the contractor. Acceptance testing will be performed by the Construction Engineering, Administration, Inspection and Testing consultant.

Typical site, offsite and plant testing would include, although not limited to, asphalt, concrete, aggregate and soils.

Furnishing a Nuclear Density Gauge and trained operator in accordance with Standard Documents and Procedures section. The gauge must be leak tested within 6 months and calibrated within the last 18 months.

Furnishing of a Concrete Control Kit and trained operator in accordance with Standard Documents and Procedures section.

Provide analysis and report of all testing. Attend monthly progress meetings as directed. The laboratory proposed for all testing must be AMRL certified (AASHTO Materials Reference Laboratory). Track all materials and materials acceptance using the PBOM for this project.

RIGHT-OF-WAY:

Assist HCEO in the resolution of right-of-way problems arising from the construction of the project.

PROJECT OFFICE REQUIREMENTS AND LOCATION:

The Contractor shall provide, for sole use by Construction Engineering, Administration, Inspection and Testing Consultant, a fully equipped office near the project corridor. The office area, at minimum, shall be able to accommodate progress meetings, a means of displaying construction plans for all project documentation and room for field engineering equipment that may be required to perform the necessary work items. The office must also be ADA accessible.

PROJECT STAFF INCLUDING SUBCONSULTANTS:

Provide the necessary qualified, experienced manpower, meeting the Standard Documents and Procedures section and ODOT requirements, for efficient construction engineering, administration, inspection and testing including, although not limited to, full-time staff, support staff, field inspection staff and material inspection staff. It is understood that some of the above staff will be capable of performing multiple duties.

Assign only qualified personnel to the project who shall properly perform the assigned work. As an example the project may require personnel qualified to inspect structural steel construction and associated operations such as bolt torquing checks. Any employee, who, in the determination of HCEO does not perform the work in the proper manner, shall be removed immediately.

ANTICIPATED STAFFING NEEDS

Inspection: For estimating purposes, one full time, qualified inspector, present on the project at all times throughout the duration of construction.

Project Management: One Professional Engineer, dedicated to the project, at least 25% of his time, throughout the duration of construction plus post-construction activities.

Note: HCEO personnel involved will be the Assistant County Engineer and Construction Engineer and Project Compliance Officer. HCEO Construction Engineer will serve as the Construction Project Engineer (ODOT LPA) for this project. In addition, HCEO will provide supplemental inspectors, if needed to the project. Those inspectors will be working with the Consultant project manager while assigned to the project.

PROJECT STAFFING AND COST TRACKING:

Every two weeks the consultant will provide the County a two week look ahead report detailing the anticipated number of contractor's work crews as well as project inspection and staffing needs. This report shall contain the current amount of construction administration billings to date as well as the amount remaining in the contract. This report shall be sent via email to the County.

QUALITY ASSURANCE/QUALITY CONTROL PROGRAM:

ODOT Standard Documents & Procedures, including any project-specific supplemental specifications that are identified at the beginning of construction, would at all times govern the work to be completed.

COMPLETION TIME:

This time frame includes 1 month for project closeout after the completion of construction as well as 1 month prior for submittal and shop drawing processing.

Anticipated Authorization to Proceed is March 2014 and construction engineering, administration, inspection and testing services completion is August 2014. Award Date is anticipated November 1, 2013. Consultant progress schedule shall reflect these dates.

SERVICES BY HCEO:

Make available all necessary plans and specifications, and other accessible documents as required.

TECHNICAL PROPOSAL:

Convey clear understanding of the scope of services requirements and how to accomplish the tasks and services as detailed.

Indicate the location of home office(s), satellite office(s) and support staff.

State division of duties between support staff and full-time project staff. Personnel and duties may be moved between offices.

Include names of individuals and firms intended to be utilized to fulfill full-time Staff requirements.

Provide an organizational chart for office and field personnel.

Identify what work will be performed by sub-consultant(s); include company name(s), employee name(s) and technical proposal(s) intended for fulfillment of specialized services.

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End of Local Government Web Page for Project Notification