



01-06-2017 Posting Date

Ham-C.R. – 73-0.00 / Cheviot Road

PID No. 95282

Green Township/Hamilton County Engineer

Response Due Date: **01-30-2017**

**Service: Review Appraisals for Acquisition of Right-of-Way/Easements**

**Communications Restrictions:**

Please note the following policy concerning communication between Consultants and Green Township during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

**Communications which are strictly prohibited:**

*Any discussions or marketing activities related to this specific project.*

**Allowable communications include:**

*Technical or scope of services questions specific to the project or RFP requirements.*

**Project Description:**

Project work includes rehabilitation of the pavement from 530-feet south of North Bend Road north to 630-feet north of Jessup Road; construction of an additional northbound through lane from Tallahassee Drive north to Jessup Road; repair of curb, storm water/sewer inlets, and sidewalks; adjustments of the alignment of the curve on Cheviot Road just south of Jessup Road; and construction of a Metro bus turnout on northbound Cheviot Road just north of Jessup Road. Acquisition of permanent and temporary right-of-way is required. The project includes seventeen (17 - WD) permanent right of way acquisitions, and/or up to twenty-eight (28 - T) temporary construction easements, and one (1 - S) permanent sewer easement as required and directed.

**Estimated Construction Cost:**

NA

**Prequalification Requirements:**

Prequalification requirements for this agreement are listed below.

Please note; only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

**RIGHT OF WAY ACQUISITION SERVICES:**

- **Appraisal Review**

Experience in local project management for Right of Way Acquisition Services will play a large role in the consultant selection process.

**Contract Type and Payment Method:**

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

**Estimated Date of Authorization:**

It is anticipated that the selected Consultant will be authorized to proceed by **February 14, 2017**

**Completion Schedule:**

The Township tentatively intends to have the Hamilton County Engineer submit for an Establishment Hearing before the Board of County Commissioners by **December 2017**. Right-of-way authorization was provided by ODOT in **November 2016**; certification to ODOT that right-of-way is cleared is to be submitted by **December 1, 2017**.

In order to allow for utility relocation/modification and to meet the schedule for the Engineer's certification of the right-of-way to ODOT, **ALL** right-of-way/easements **MUST** either be negotiated or the Township notified of the negotiation impasse by **October 27, 2017**.

**Suspended or Debarred Firms:**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

**Terms and Conditions:**

The Department's Specifications for Consulting Services 2016 Edition will be included in all agreements selected under this request for letters of interest if applicable.

**Compliance with Title VI of the Civil Rights Act of 1964:**

The Hamilton County Engineer and Green Township, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

**Selection Procedures:**

The 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 5 copies of the Letter of Interest and Statement of Qualifications to the following address by 3:00 PM on the response due date listed above.

Adam Goetzman  
Green Township  
Assistant Administrator/Development Director  
6303 Harrison Avenue  
Cincinnati, OH 45247

*Responses received after 3:00 PM on the response due date will not be considered.*

**Scope of Services:**

The Scope of Services document is attached.

**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 sub-consultant staff.  
*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) 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.

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.

*(Remainder of the page left blank)*

Consultant Selection Rating Form  
For Acquisition Services

Project: **Ham-C.R. – 73-0.00 / Cheviot Road**  
PID: **PID No. 95282**  
Project Type: Roadway Improvement

**Selection Committee Members:**

Adam Goetzman (Green Township) Joe Lambing (Green Township)  
Butch Nanney (Green Township) Tim Gilday (HCEO)

Firm Name:

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Management & Team			
Category	Total Value	Scoring Criteria	Score
Project Manager	20	See Note 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2	
Firm's Current Workload/ Availability of Personnel	10	See Note 4/5	
Consultant's Past Performance	30	See Note 3	
Project Approach	20		
Total	100		

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.
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.
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.
5. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.