

**02/05/16 Posting Date**  
**HUR-250-01.71 (Milan Ave.)**  
**PID No. 94184**  
**City of Norwalk**  
**Response Due Date: 02/26/16**

The services include construction inspection of the intersection and nearby roadways. Said project includes 400'+/- of roadway widening, a retaining wall installation, curbing, drainage improvements and the installation of new signal mast arms, pedestrian heads and traffic controller, including video detection.

**Estimated Construction Cost:** \$464,979.63

**Required Prequalification,** Combination of Prime Consultant and Subconsultants:

**CONSTRUCTION INSPECTION:**

Selection subfactors: Experience in roadway construction, traffic mast arm installation, traffic cabinet and signal wiring, ADA ramp construction, Concrete curb placement, stormwater and utility manhole and catch basin adjustments, familiarity with SWPPP.

It is anticipated that the selected Consultant will be authorized to proceed by [04/01/16](#)

**Disadvantaged Business Enterprise (DBE) Goal – N/A, under \$500,000 threshold**

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

[38 Whittlesey Ave.](#)  
[Norwalk, OH 44857](#)  
[Attn: Joshua R. Snyder, P.E.](#)

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, which shall include 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/value-engineering 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 LOI. 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: Westwind and US 250  
Intersection Widening  
PID:941184  
Project Type: Intersection Widening  
District: 3  
Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	100		

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores

assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

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

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

## **Scope of Services**

The City of Norwalk is looking for Construction Inspection services for the intersection improvements of US 250 and Westwind Dr. Specifically, the project will widen the roadway to provide a dedicated right turn from US 250 South onto Westwind Dr. Add mast arm signals along with upgrading the sidewalks and curb ramps. 3 Adjacent business parcels will be impacted with this project.

Provide daily construction inspection services on said job. Electronic and paper daily reports of items, quantities, equipment and manpower used. Electronic reports shall be made available through electronic sharing means (i.e. Dropbox) in near real-time as possible. Details of work performed, locations of work, including stations, materials types and quantities shall be noted in said daily reports. Inspector shall work with the construction contractor on a daily basis to understand all aspects of the work being performed. Quantities shall be agreed upon with contractor by the inspector prior to any payment submittals by the construction contractor. It is recommended that these are agreed upon daily.

Inspector shall be responsible to report change orders or construction irregularities or exceptions to the City Engineer as soon as practicable. Inspector shall also relay any and all information pertinent to the project to ODOT representatives at their request. Selected inspector shall have familiarity with ODOT project auditing and record keeping.

Work is scheduled to take place from April 2016 until November 2016.