

6-05-17 Posting Date
GRE-CR36-1.13
PID No. 100925
City of Beavercreek
Response Due Date: **6-19-17**

Project Description

The services include acquisition services for the purpose of preparing all necessary title searches, property appraisals, negotiations, acquisition management services, property closings, and all other work necessary in order to acquire the property rights necessary for the construction for the widening of Indian Ripple Road from Darst Road to Marydale Drive in Greene County with a project length of approximately 0.20 mile. The project will widen Indian Ripple Road to 4 lanes to provide an additional eastbound thru lane, a five (5) feet wide sidewalk along the south side of the roadway, curb and gutter, storm sewer improvements, and signal modifications at the intersection of Indian Ripple Road and Darst Road. This project will require right-of-way acquisition from six (6) parcels. This portion of the project is funded 100% with local funds.

Estimated Construction Cost: \$451,000.00

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting – Unlimited the requirement may be met by the prime consultant or a subconsultant.

Also, please note that 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.

For agreements that require prequalification in Cost Accounting – Unlimited the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

RIGHT OF WAY ACQUISITION SERVICES:

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

Closing;

Selection Subfactors

There are no selection subfactors for this project.

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 [July 2017](#).

Completion Schedule

The property acquisition is to be completed and on file with [the City of Beavercreek](#) within **three (3)** months from the date of authorization.

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.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Beavercreek, 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 three (3) copies of the Letter of Interest to the following address **by 2:00 PM on the response due date** listed above.

Jeff Moorman, P.E.
City Engineer
City of Beavercreek
1368 Research Park Drive
Beavercreek, OH 45432

Responses received after 2:00 PM on the response due date will not be considered.

Scope of Services

It is the consultant's responsibility to contact the City of Beavercreek to obtain the Scope of Services document with attachments. This document may be obtained by submitting a written request to the address shown above, or by contacting the City of Beavercreek – Engineering Division at (937) 427-5513, or via email at smith@beavercreekohio.gov.

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) 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 LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

EVALUATION FORM FOR STATEMENTS OF QUALIFICATIONS

Name of Project _____

Name of Firm _____

Name of Evaluators _____

CRITERIA	TOTAL VALUE	SCORE
Title Work (<i>Consultant experience on similar projects – specific examples should be given</i>)	15	
Appraiser (<i>Appraiser experience on similar projects – specific examples should be given</i>)	30	
Acquisition & Negotiation (<i>Consultant experience on similar projects – specific examples should be given</i>)	30	
References (<i>References given to support firm experience & quality of work</i>)	25	
TOTAL	100	

Note: The Consultant must be ODOT pre-qualified to perform this acquisition work.