

**BUTLER COUNTY ENGINEER'S OFFICE
Butler County, Ohio**

*** Request For Qualifications ***

**Engineering Services – 2018
Project: Wayne Madison Road at Trenton Road Roundabout**

Posting Date: 02-12-18
BUT-CR148-2.93
PID No. 106407
Butler County
Response Due Date: 03-09-18

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Butler County or the City of Trenton 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:

During the advertisement period, there will be no formal or informal meetings with the Butler County Engineer's Office or the City of Trenton regarding this project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements should be directed via email only to Steve Miles (miless@bceo.org).

Project Description

The services include preparation of construction contract plans for a proposed roundabout at the intersection of Wayne Madison Road at Trenton Road located in Butler County with a project length of approximately 0.14 mile.

Estimated Construction Cost: \$1,600,000.00

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).

DESIGN SERVICES:

- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Subsurface Utility Location Services;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation - EA/EIS;
- Environmental Document Preparation - CE;
- Environmental Document Preparation - Section 4(f);
- Ecological Surveys;
- Waterway Permits;
- Air Quality Analyses;
- Noise Analyses and Abatement Design;
- Archaeological Investigations;
- History/Architectural Investigations;
- ESA Screening, Phase I ESA and Phase II ESA;
- ESA Remedial Design

RIGHT OF WAY ACQUISITION SERVICES:

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

COST ACCOUNTING SYSTEM

Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

Experience in roundabout design is critical 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 May 2018.

Completion Schedule

See Scope of Services for schedule.

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

Butler County, 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 two (2) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above:

Greg Wilkens, P.E., P.S.
Butler County Engineer
Attn: Ms. Paula Burton
1921 Fairgrove Avenue
Hamilton, Ohio 45011

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) 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.

Consultant Selection Rating Form
for
Programmatic Selections

Project: BUT – CR148 – 2.93
PID: 104407
Project Type: Roundabout
District: 8
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.

LPA SCOPE OF SERVICES FORM – REVISED 01/16/18

A. Project Identification

County	BUT	Route	CR-148 (Wayne Madison)	Section	02.97
Project sponsor / Maintenance responsibility:			BCEO / City of Trenton		
Local Let		X		ODOT Let	
Scope field review:		01/03/18		Scope meeting: 01/03/18	
Highway Functional Classification			Major Collector (Urban) – Wayne Madison Major Collector (Urban) – Trenton		
PID		106407			
Fiscal Year		2018 (PE) 2019 (DD & RW) 2021 (CO)		Proposed Sale Date 10/01/2020	

B. Design Standard

ODOT L&D, AASHTO

LPA must identify and attach any locally developed design standards proposed for the project for review and acceptance by the ODOT District.

C. Project Description

Purpose and Need:	
<p>There is currently a four legged intersection that is inefficient and results in both accidents and delays. The proposed roundabout is essential in reducing accidents by introducing fewer conflict points and a lower speed that will allow drivers more time to react to potential conflicts.</p>	
Project Description:	
<p>This project consists of improving the four legged intersection by converting it to a multi-lane modern roundabout with curb and gutter, proper storm drainage, safer roadway geometrics, utility relocation and property acquisition. Extension of sidewalk to provide a pedestrian connection to the daycare facility.</p>	

Prior studies / plan (identify):	
The Butler County Thoroughfare Plan - 2007 (as amended 2017) identified this intersection as a proposed 0-5 year proposed project. The City of Trenton Comprehensive Plan – 2025 recommended this intersection as a necessary safety improvement.	
Estimated Project Length: (begin pavement to end pavement including bridge)	0.20 miles
Work Length: (including project length & approach work)	0.24 miles

Alignment:	Existing		Relocated	X
Profile:	Existing	X	New	
Logical Termini: (w/explanation)	Intersection of Wayne Madison Road and Trenton Road.			

D. Typical Sections

Existing:

Width:	Pavement	±36ft	Graded Shoulder	±2ft	Treated Shoulder	0-7 ft
R/W	Varies					
Bridge:	face to face of rails	N/A		or toe to toe of parapets	N/A	
Curbs	Yes	X – Type 2 curb & gutter		No		
Curb ramps	Yes			No	X	
Sidewalks	Yes	X	No		Comment	East leg
Guardrail	Yes		No	X	Type	

Signals:	Yes:	X	No:		Number: 1
Intersections:	Wayne Madison Road, Trenton Road				
Warrants:	N/A				
ITS Coordination (CFR 940):	Major ITS:		Minor ITS:		Non-ITS: X
Comments:	Replacing the signalized intersection with a modern roundabout.				

Proposed:

Width:	Pavement	Varies	Graded Shoulder	Varies	Treated Shoulder	Varies
Bridge	face to face of rails	N/A		or toe to toe of parapets	N/A	

Median:	Yes	X	No		Type	Splitter island for approaches to roundabout	
Curbs:	Yes	X	No		Type	Concrete curbed island and approaches to roundabout (Types 2, 6, & 8)	
Curb ramps:	Yes	X	No		Comment	ADA Compliant	
Sidewalks	Yes	X	No		Comment	Minimum 5' width	
Guardrail	Yes		No	X	Type		

Signals:	Yes:		No:	X	Number: 0		
Intersections:	Wayne Madison Road, Trenton Road						
Warrants:	N/A						
ITS Coordination (CFR 940):	Major ITS:		Minor ITS:		Non-ITS:	X	
Procedures for CFR 940 ITS Compliance follow Part 13 to ODOT Traffic Engineering Manual							
Comments:	Replacing the signalized intersection with a modern roundabout.						

Resurfacing Accident Analysis Investigation							
Current Year ADT:		One Page Summary Required:	Yes:		No:	X	
District Planning and Engineering Administrator Approval:							
Signature:					Date:		

Supplemental Information

ADT	12,300 (2015)	Design ADT	18,277 (2035)
DHV	Not provided	Certified Traffic	Not required
T24	Not provided		
Design Speed	35 / 45 mph	Legal Speed	35 / 45 mph
Comments:	Consultant/BCEO to determine design year traffic using existing counts and applying a growth rate		

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	13			
Known relocations:	Yes	X	No	Comment 1 (TBD)
Railroad Involvement:	Yes		No	X

Railroad Name:	N/A					
Encroachments:	None					
Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name	N/A					
Comments:	None					

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

Aerial:

Phone	Yes	X	No		Name of Company	Cincinnati Bell Telephone
Cablevision	Yes	X	No		Name of Company	Time Warner Cable
Power	Yes	X	No		Name of Company	Duke Energy

Buried:

Phone	Yes	X	No		Name of Company	Cincinnati Bell Telephone	
Cablevision	Yes	X	No		Name of Company	Time Warner Cable	
Power	Yes		No	X	Name of Company		
Gas	Yes	X	No		Name of Company	Duke Energy	
Pipelines:	Yes		No	X	Name of Company		
Water	Yes	X	No		Private	Public	City of Trenton Water & Sewer
Sanitary Sewer	Yes	X	No		Private	Public	City of Trenton Water & Sewer
Storm Sewer	Yes	X	No		Private	Public	City of Trenton; BCEO
Other	None						
Comments	None						

G. Structure Requirements – N/A (no structure work)

H. Design Exception(s) required

Yes:		No:	X	Possible:	N/A
Explain:	N/A				

I. Traffic Control

Signing:	Yes	X	No		Remarks	Queue detection signage to alert motorists when train is present
Striping:	Yes	X	No		Remarks	Thermoplastic
Lighting:	Yes	X	No		Remarks	BCEO standard LED light
Signals:	Yes		No	X	Remarks	
RPM's:	Yes	X	No		Remarks	

J. Maintenance of Traffic

Detour		Part Width	X
Remarks:	Wayne Madison to remain open during construction. Possible detour of Hamilton Trenton Road		

Maintenance of Pedestrian and Bicycle Traffic:	Yes:	X	No:	
Remarks:	None			

K. Driveways

Yes	X	No		Type	Asphalt and Concrete
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L. Project Funding

Project Cost Estimate:	\$2,000,389				
Sources of Funding:	Federal (ODOT Safety); Local				
Quantity splits needed in plans to differentiate funding participation:	Yes	X	No		
Comments:	Private development work (driveway construction, sidewalk) to be included in this contract				
Coordination with Concurrent Projects Required:	Yes		No	X	

Comments:	None
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Detailed Cost Estimates and Participation:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$140,000	80%	\$35,000	20%
RIGHT OF WAY	\$92,000	80%	\$23,000	20%
UTILITIES		TBD		TBD
CONSTRUCTION	\$1,278,795	80%	\$319,698	20%
CONST ENGINEERING	\$89,516	80%	\$22,379	20%
TOTAL	\$1,600,311		\$400,078	

M. Environmental

Scope of the Proposed Action /Involvement with Resources:

These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.

Additional information regarding these items can be found on the Office of Environmental Services – Environmental Tool Kits webpage at <http://www.dot.state.oh.us/Divisions/Planning/Environment/training/Pages/Toolkits.aspx>

	Not required	Required	Responsibility	Comments
Tentative CE Level __D1__		X	BCEO	
Purpose and Need Statement		X	BCEO	Part of NEPA Document
Section 106 Scoping Request Form		X	BCEO	
Cultural Resource Phase 1		I.A.	BCEO	If Authorized
Cultural Resource Phase II	X			
Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
Ecological Survey Level 1		X	BCEO	
Ecological Survey Level 2	X			
Wetland Survey	X			

Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		I.A.	BCEO	If Authorized
404 PCN-Army Corps of Engineers	X			
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			
Scenic River	X			
Farmland Screening or FCIR		X	BCEO	
Public Involvement		X	BCEO	PI Plan Required
Public Meeting/Hearing		I.A.	BCEO	If Authorized
Regulated Material Review (RMR)		X	BCEO	
ESA Phase I/Phase II/Remediation		I.A.	BCEO	If Authorized
Drinking Water Resources		X	BCEO	
Flood Plain/Flood Way		X	BCEO	
Environmental Justice		X	BCEO	
Noise Study		X	BCEO	
Air Quality		X	BCEO	

Asbestos Inspection Required:	Yes		No	X
Comment:	None			

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

None

N. Roles / Responsibilities

Construction plan development: (ODOT Prequalified Consultant must be used if not being prepared in house by LPA)	ODOT Prequalified Consultant
Proposal/Specification Development:	Butler County Engineer's Office
LPA Agreement:	ODOT / BCEO
Form and preliminary legislation:	N/A
Advertising and award of contract:	Butler County Engineer's Office
Construction inspection:	Butler County Engineer's Office
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	Butler County Engineer's Office / ODOT Prequalified Consultant

Utility relocation:	Butler County Engineer's Office
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O. Field Review

Date:	01/03/18
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REPRESENTATIVES PRESENT: *See attached sign-in sheet*

Other Comments from the Field Review:	Follow ODOT's SGE (Geotechnical) manual requirements. If earth disturbed area exceeds 1 acre, post-construction BMPs are required -
	recommend designing these early as they can impact work limits and right of way.

P. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
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Milestone		SFY	Compl.	Current
LPA Scope of Services Document	?	2018	✓	01/16/2018
Initial Project Scope Complete	?	2018	—	03/01/2018
NEPA Start Date	?	2018	—	05/01/2018
Authorized Design Consultant	?	2018	—	05/01/2018
Stage 1 Plans - Submitted	?	2019	—	09/03/2018
Stage 1 Plans - Complete	?	2019	—	10/03/2018
Preliminary R/W Plans - Submitted	?	2019	—	11/01/2018
Preliminary R/W Plans - Approved	?	2019	—	12/01/2018
Final R/W Plans Submitted	?	2019	—	02/01/2019
Stage 2 Plans - Submitted	?	2019	—	02/01/2019
Final R/W Plans - Approved	?	2019	—	03/01/2019
Stage 2 Plans - Complete	?	2019	—	03/01/2019
Environmental Document Approved	?	2019	—	03/15/2019
R/W Authorized	?	2019	—	04/15/2019
Stage 3 Plans - Submitted	?	2020	—	09/01/2019
Stage 3 Plans - Complete	?	2020	—	10/01/2019
R/W Acquisition Complete	?	2020	—	06/30/2020
Local Let PS&E Package to District	?	2021	—	07/01/2020
District R/W Certification	?	2021	—	07/30/2020
Final Tracings - Approved	?	2021	—	07/31/2020
Plan Package Received in C.O.	?	2021	—	08/03/2020
Sale	?	2021	—	10/01/2020
Award	?	2021	—	12/01/2020
Estimated Begin Construction	?	2021	—	02/01/2021
Estimated End Construction	?	2022	—	12/01/2021