

07-27-09 Posting Date
MED-Quadral Drive
PID No. 86081
City of Wadsworth
Response Due Date: 08-17-09

The services include environmental, right-of-way plans and acquisition, public involvement, preliminary engineering and preparation of construction contract plans for the extension of Quadral Drive from the existing terminus to Seville Road in the City of Wadsworth, Medina County, with a project length of approximately 0.72 mile. Work includes extending utilities, including approximately 2,000 lineal feet of offsite sanitary sewer and waterline, the design for removal of an existing lift station with this offsite upsized gravity sanitary sewer, lighting, drainage, grading, and constructing a 2-lane industrial road. Federal funds will be utilized for this project.

Estimated Construction Cost: \$2,750,000

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Non-Complex Roadway Design; Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Limited Lighting Design;

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - EA/EIS; Environmental Document Preparation - CE; Ecological Surveys; Environmental Document Preparation - Wetland Mitigation;

RIGHT OF WAY ACQUISITION SERVICES:

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

It is anticipated that the selected Consultant will be authorized to proceed in September 2009

Selection Procedures

The LPA will rank consultants based on the Letter of Interest (LoI) and select two to three consultants to interview. The LPA will select a consultant based on the LoI and the interview. The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

All questions are to be submitted via the City of Wadsworth website at <http://www.wadsworthcity.com/>. Click the Quadral Drive button located on the left hand side of the home page. Responses will be posted on the Quadral Drive page.

Firms interested in being considered for selection should respond by submitting 5 copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Robert Peters, Assistant Director of Public Service
City of Wadsworth
120 Maple Street
Wadsworth, Ohio 44281**

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

Scope of Services

The ODOT PDP Process will be used for this project. The services include environmental, right-of-way plans and acquisition, public involvement, preliminary engineering and preparation of construction contract plans for the extension of Quadral Drive from the existing terminus to Seville Road in the City of Wadsworth, Medina County, with a project length of approximately 0.72 mile. Work includes extending utilities, including the replacement of water and sanitary sewer lines approximately 2,000 feet along Weber Drive, lighting, draining, grading, and paving a 2-lane industrial road. Federal funds will be utilized for this project.

Conceptual alignment, preliminary plan, and estimated quantities available by request to the City of Wadsworth (prepared by James A. Morrison, P.E., P.S. September 2005). A preliminary wetlands report prepared in 2009 for part of the project is also available for review. These will be posted on the Quadral Drive web page.

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.6 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.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Address your firm's Cost Containment practices by listing your current overhead rate and the firm's overall cost containment practices for controlling indirect costs,
5. 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.
6. 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 technical approach, understanding of the project, project specific cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Items 1 thru 5 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: MED-Quadral Drive
PID: 86081
Project Type: New Roadway
District: 3
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	
Cost Containment including current overhead rate	10		
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	15		
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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.