



## **PUBLIC NOTICE OF REQUEST FOR LETTERS OF INTEREST**

January 17, 2018

Green Township, Ohio is soliciting letters of interest for Geotechnical Services for the Harrison Avenue Improvements Project. C.R. 457-12.68 / PID 105763

### **Prequalification Requirements**

Geotechnical prime consultants, with or without a sub-consultant(s), may submit in response to this requested Letter of Interest. *Both the prime consultant and sub-consultant(s) shall be ODOT prequalified for the services being provided by that respective consultant.* Consultants shall have experience in Geotechnical Services in accordance with ODOT's policies and procedures. Geotechnical services to be provided may include the following: Geotechnical engineering services, Geotechnical engineering laboratories, Field exploration services, and/or Drilling inspection services.

### **Estimated Date of Authorization**

*The Consultant will likely be selected by Green Township on or before March 12, 2018. It is anticipated that the selected Consultant will be authorized to proceed in April, 2018.*

### **Completion Schedule**

All Consultant Services tasks necessary for the project are to be completed and on file with Green Township within the time frame outlined in the schedule, which will be provided to the consultant during the negotiation process.

### **Communications Restrictions**

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 Letter of Interest requirements.

**Submission Deadline:** Firms are invited to submit a response to this letter of interest to the Green Township on or before 12:00 p.m. local time on Wednesday, February 27, 2018. Responses received after the due date/time shall not be considered.

Submit Proposals to:

Adam Goetzman  
Director of Development  
Green Township  
6303 Harrison Avenue  
Cincinnati, Ohio 45247

Green Township, Ohio shall reserve the right to reject any or all proposals.

## **REQUEST FOR LETTERS OF INTEREST**

Geotechnical Services – Harrison Avenue Improvements Project

### **SECTION I – SUMMARY AND SCHEDULE**

**Project Title:**

Geotechnical Services – Harrison Avenue Improvements Project C.R. 457-12.68 / PID 105763

**Issuing Agency:**

Green Township, Ohio

**Contact Person/ Submit Proposals to:**

Adam Goetzman  
Director of Development  
Green Township  
6303 Harrison Avenue  
Cincinnati, Ohio 45247

**Letters of Interest Due:**

Wednesday, February 27, 2018  
No later than 12:00 p.m. local time

**Required Submittal:** One (1) original and two (3) copies of Letter of Interest submitted in a sealed, separate envelope with all required submittals, labeled: “Geotechnical Services – Harrison Avenue Improvements Project C.R. 457-12.68 PID 105763”.

### **SECTION II – PROJECT DESCRIPTION**

The services requested include Geotechnical Services for the Harrison Avenue Improvements Project.

The project is located on Harrison Avenue, from Wesselman Road to Harrison Greene, which is approximately 5,500 feet (see attached vicinity map). This is a well-traveled roadway, with an ADT of over 36,000, and direct connectivity to I-74, just north of this project area. The existing lanes are 10 feet wide. To improve safety and decrease delay, they will be widened to 11-12 feet. Turn lanes will be modified to accommodate volumes (see attached Traffic Analysis). Much of the existing roadway is in poor condition. The entire facility will be rehabilitated and overlaid with asphaltic pavement. A pier wall will be constructed where a slip currently exists on the east side of the roadway. Sidewalk will be installed where it currently does not exist or is insufficient, and curb ramps will be replaced where necessary to meet current standards. A shared-use trail will be constructed from South Filview Circle to Wesselman Road.

### **SECTION III – SCOPE OF SERVICES**

Geotechnical services required for the project may include: Geotechnical engineering services, Geotechnical engineering laboratories, Field exploration services, and/or Drilling inspection services. Pier wall, retaining wall design and all plans and calculations necessary per ODOT requirements.

The consultant shall be required to attend a scoping meeting with Green Township and its Design Engineer (JMA Engineers Inc.) relative to the project requirements.

The Consultant will be required to provide monthly status reports for the duration of the project.

Green Township has provided a Preliminary Alignment Plan (JMA: HAM-C.R. 457-12.68) for the preparation of a project preliminary cost estimate. Additional plans and support items which may be useful in the work involved under this contract, plans including preliminary construction limits delineation, right-of-way plans, and/or legal descriptions as needed will be provided prior to the negotiation of a final contract. Green Township/HCEO will provide access to public property when required to conduct field investigations/ project related work.

#### **SECTION IV – COMPENSATION**

Upon selection, for the services covered under contract for this project work, the Township anticipates paying the consultant as follows:

- **A preliminary cost estimate shall be included with the letter of interest.** A final cost will be negotiated upon selection of the top scoring consultant. Refer to the selection criteria.
- Consultant fee will be Unit of Pay. The Township may require documentation for hourly rates by job title, plus overhead and direct expenses chargeable to employees' hourly rate to support the Unit of Pay fee. No additional compensation will be made for any other costs incurred by the firm during the progress of the work, unless the expenditure has been pre-approved by the Township.

#### **SECTION V – LETTER OF INTEREST FORMAT**

##### 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.
2. One (1) original and three (3) copies of the Letter of Interest submitted in a sealed, separate envelope, with all required submittals, labeled "Geotechnical Services – Harrison Avenue Improvements Project."
3. Letters of Interest shall be limited to fifteen (15) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below), and three (3) pages for a preliminary cost estimate.

##### 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 the firm's name, primary address, email, telephone, and federal identification number.
3. List any sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.

4. List the Project Manager and other key staff members, including key sub-consultant staff. Include 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 project.
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 (2) 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.
7. Based on the Project Approach and the Preliminary Alignment Plan (JMA: HAM-C.R. 457-12.68) prepare a preliminary cost estimate for the work required to complete Geotechnical Services for the project in accordance with applicable ODOT and HCEO standards.

*Items 1 thru 5 must be included within the 15-page body of the Letter of Interest. Remaining space within the fifteen (15) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.*

#### **SECTION VI – SELECTION PROCEDURES**

Green Township will directly select a consultant based on the Letter of Interest (LoI). The LoI will be reviewed by a selection team composed of appropriate Township officials. After the initial review of the LoI's received, the reviewers may informally question the firm or firms judged to have the best likelihood of performing a successful project. The reviewers also reserve the right to contact other agencies or jurisdictions who have worked with the firm. Following the completion of the ranking process and any necessary interviews, the top ranked firm will be asked to begin contract and cost negotiations. If the Township fails to reach an agreement with the top ranked firm, then the Township shall reserve the right to move on to the second ranked firm to begin the negotiation process. This process may continue in ranked order until the Township has successfully executed a contract for this work. Green Township shall also reserve the right to contract with the second highest scoring consultant identified through this LoI process for appraisal reviews.

The requirements for the LoI and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

### Consultant Selection Rating Form

Project: Harrison Avenue Improvements Project C.R. 457-12.68 PID 105763

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 Sub-consultants	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

- 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 sub-factors 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.
- The experience and strength of the assigned staff, including sub-consultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub-factors identified in the project notification should be weighed heavily in the differential scoring.

As stated 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 sub-factors 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.

### **Terms and Conditions**

#### **Suspended or Debarred Firms**

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

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

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.