

02-28-20 Posting Date
FUL – County Road H
Fulton County
Response Due Date: 03-20-2020

Communications Restrictions

Please note the following policy concerning communication between Consultants and Fulton County 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:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Project Description

The services include site survey, design and preparation of construction contract plans and construction inspection for County Road H from SR109 to the east in Fulton County with a project length of approximately 0.42 of a mile. The proposed work consists of widening and reconstructing Road H to accommodate heavy steel traffic from a new industrial site. Coordination with Indiana & Ohio Railway to relocate the lights and gates may be necessary.

Estimated Construction Cost: \$1,167,000.00

Prequalification Requirements

Prequalification requirements for this agreement are listed below.

Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying or mapping 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 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 (Fulton County will create and execute the easements);
- Subsurface Utility Location Services;

Geotechnical Engineering Services;

CONSTRUCTION INSPECTION AND ADMINISTRATION:

Project Inspector;
Soils and Aggregate Inspector;
Construction Engineer Level 1;
Construction Management Firm

Selection Subfactors

For this agreement, prequalification of individuals in construction inspection/administration categories is not required, but actual prequalification of individuals and partial completion of the requirements will be considered in the selection rating. Refer to the Scope of Services document for the approximate number of personnel required for the various categories. Provide resumes for proposed staff including prequalification status, and if not prequalified, a summary of requirements partially or completely met.

Experience in the inspection of the work items described in the Project Description section.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by the beginning of April 2020.

Project Schedule

Bid Opening on or before: June 9, 2020
Contract Award: June 18, 2020
Construction Completion Date: October 30, 2020

The plans and proposal are to be completed and on file with Fulton County within two 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.

Compliance with Title VI of the Civil Rights Act of 1964

Fulton 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

Fulton County 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 along with one (1) electronic pdf file of the entire qualification package to the following address **by 4:30 PM on the response due date** listed above.

Hayley K. Dockery, P.E., S.I.
Office of the Fulton County Engineer
9120 County Road 14
Wauseon, Ohio 43567

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

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). Resumes of key personnel (over and above the page limit) may be included.
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.

Provide a project organization chart listing the key personnel including the project manager/engineer, project inspectors for important disciplines, and staff members that will be responsible for the inspection work, a brief description of each person's work experience, and an explanation of their project responsibilities. Include any key subconsultant staff members also, if applicable.

2. List significant subconsultants, their current prequalification categories and the

percentage of work to be performed by each subconsultant.

3. Provide references from 3 governmental organizations for similar projects completed in the past five years.
4. Provide names and availability of the staff members you are proposing to use on this project. These should be the key staff members who will actually perform the needed services; therefore, please also include their resumes. Clearly identify your project manager.

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 the time allotted by providing the availability of key staff, and overall construction management and inspection 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. Additional pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: **FUL – County Road H**
Project Type: Prepare plans/construction inspection
Selection Committee Members:
Fulton County Engineer
Fulton County Engineer’s Office staff

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/Location of Past Performances	30	See Note 3, Exhibit 1	
Project Approach	25		
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 use of CES ratings shall place emphasis on the specific type of services requested and the proximity of previous projects.

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.