

04/04/16 Posting Date
CCTID Letter of Interest No. 10
Clermont County Transportation Improvement District
Response Due Date: 04/22/16

The Clermont County Transportation Improvement District (CCTID) is requesting Letters of Interest (LOI) from consultants and sub-consultants for professional services for the project(s) listed below. Interested firms may respond to one or more of the listed projects in accordance with the LOI requirements specified below.

LISTING OF PROJECT(S):

<u>PID</u>	<u>Project</u>
90420	South Afton Commerce Park

Italicized PID's have been assigned by the CCTID for project tracking purposes and do not correspond to ODOT PID numbers.

Communications Restrictions

Please note the following policy concerning communication with the CCTID and any Board Members during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections, the CCTID will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed, selections will be announced through the CCTID website at:

<http://www.tid.clermontcountyohio.gov/>

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted by e-mail to Craig Stephenson at:

cstephenson@clermontcountyohio.gov.

All questions will be answered in writing and posted to the CCTID website, unless less formal communication is deemed appropriate by the CCTID.

Mailing Instructions and Addresses

Firms interested in being considered for selection should respond by sending the original and Five (5) copies of the LOI to the following address **by 4:00 pm on the response due date** listed above. The requirements for the LOI and the Consultant Selection rating Form that will be used to select the consultant are shown below:

**Pat Manger, CCTID Secretary-Treasurer
2381 Clermont Center Drive
Batavia, Ohio 45103**

Responses received after 4:00 pm on the response due date or submitted to any other address will not be considered.

Selection Procedures

The CCTID intends to select consultant services for each of the project(s) listed above and further described herein based on an enhanced LOI. The requirements for the LOI and the CCTID Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit a single LOI for the project(s) for which the consultant is expressing interest. The consultant must visit the site of each project listed. A more defined Scope of Services and Requirements will be supplied to the selected Consultant.

Suspended or Debarred Firms

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

Requirements for LOI, CCTID Selection Process

A. General Instructions for Preparing and Submitting a Letter of Interest

- (1) Provide the information requested in the LOI 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 unless otherwise noted in the Project Description.
- (2) The LOI shall be limited to ten (10) 8 1/2" x 11" single sided pages plus two (2) pages per project for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding the LOI:

- a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine scanning/copying.
- b. Page numbers must be centered at the bottom of each page.
- c. Use 8 ½ " x 11" bond paper only. No glossy paper.
- d. **DO NOT BIND ORIGINAL LOI.** Copies should be stapled 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 scanning/copying.

B. LOI Content

The LOI content shall at a minimum include:

- (1) A list of the Project and PID No. for which the firm is submitting this LOI.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise as they relate to the project(s) and list the types of services for which your firm is currently prequalified by ODOT.
- (3) A list of representative projects and clients including project costs for contracted projects within the past five (5) years.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions. (Please refer to CCTID Standard Consulting Agreement and Insurance Requirements in C. below)
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. CCTID will use ESRI© ArcGIS 9.1 platform for the maintenance of all mapping files projected in **State Plane, Ohio South, NAD83, NAVD88** with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation/transformation/manipulation required by CCTID.
- (6) Provide a description of your Project Approach, not to exceed two pages unless otherwise indicated in the Project Description. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
 - a. List 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 resumes for key personnel.

- b. List significant sub-consultants and the percentage of work to be performed by each subconsultant.
- c. Address the experience of the key staff members on similar projects.
- d. Describe the capacity of your assigned staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

C. Available Documents / Previous Studies:

- South Afton Commerce Park Conceptual Design
- Preliminary Cost Estimate
- Phase I Environmental Site Assessment Report
- Scope for Waters of the US Study currently under contract with the Clermont County CIC
- Scope for the preliminary Geotechnical Exploration of the site based on the conceptual study currently under contract with the Clermont County CIC.
- CCTID Standard Consultant Agreement and Insurance Requirements

The above documents are available for electronic download through the CCTID website at:

<http://www.tid.clermontcountyohio.gov/>

D. Project Development Process

All projects will follow Clermont County Subdivision Regulations, which include the Clermont County Subdivision Street Design and Construction Standards, and the current version of the Clermont County Water Management and Sediment Control Regulations unless otherwise stated in the Project Description. CCTID may utilize Environmental Services, Geotechnical Services and Surveying Services task order firms in support of the project development for selected project agreements.

E. Consultant Selection Evaluation Rating Form

**CCTID
Consultant Selection
Evaluation of Consultant LOI**

CCTID PID # 90420 Date: _____
 Project Name: South Afton Commerce Park
 Name of Consultant: _____
 Name of Evaluator: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15	<i>See Note 1,2</i>	
Strength/Experience of Assigned Staff including Subconsultants	25	<i>See Note 3</i>	
Firm's Current Workload/ Availability of Personnel	10	<i>See Note 4</i>	
Consultant's Past Performance	25	<i>See Note 5</i>	
Project Approach	25	<i>See Note 6</i>	
Total	100		

Rating Form Scoring Criteria 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.
- (2) 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.
- (3) 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.
- (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.

- (5) 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.
- (6) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

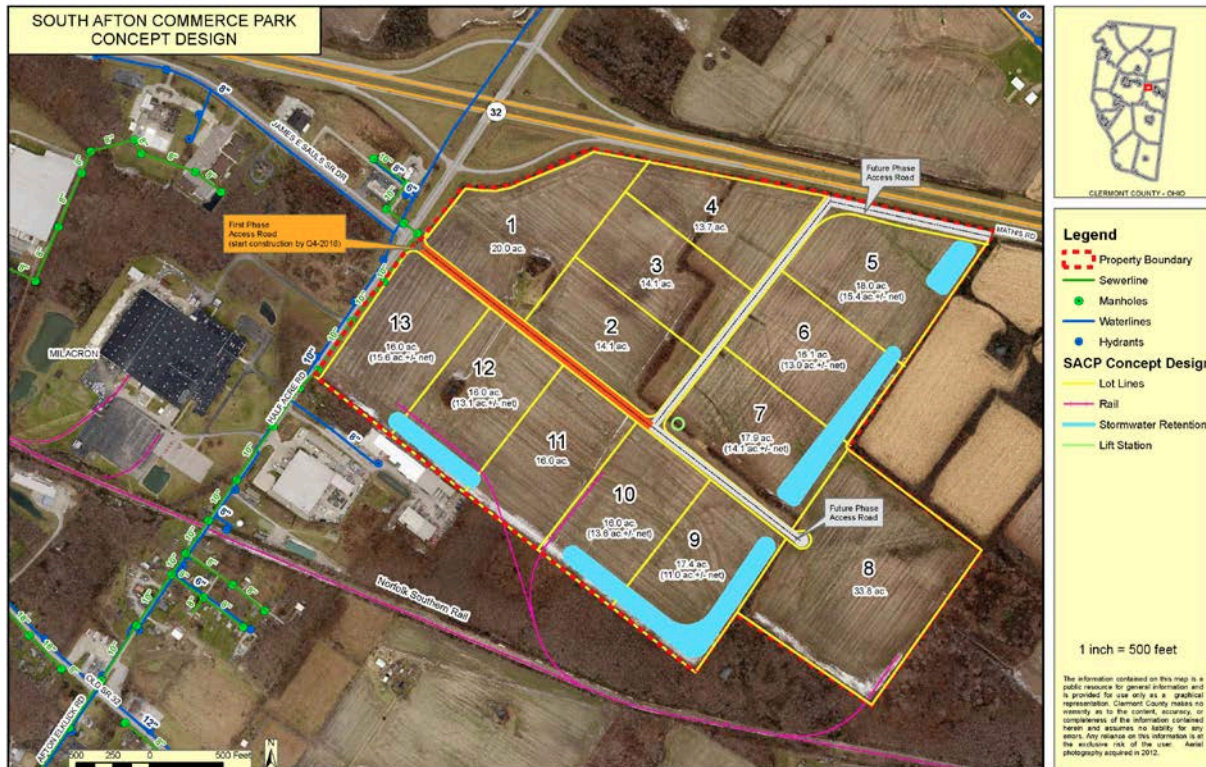
Project Description

Project: CCTID PID 90420

South Afton Commerce Park

Estimated Construction Cost: \$7,000,000

The South Afton Commerce Park is to be developed by the Clermont County CIC with design and construction managed by the Clermont County TID. The park is located on a 242 acre site at the southeast corner of the SR 32 interchange at Half Acre Road in Williamsburg Township, Clermont County, Ohio. Access to the park will be located opposite existing James E. Sauls Sr. Drive on Half Acre Road with a proposed future connection to Mathis Road.



South Afton Commerce Park Master Planning:

- Storm Water Management and Sediment Control Plan
- Sanitary Sewer Layout and Capacity
- Water Distribution and Capacity
- Site Plan Development
- Private Utility (gas, electric, telecommunications, etc.) Capacity
- OEPA and USACE Permitting
- Potential Norfolk Southern Rail Spur Development for applicable sites
- ODOT required Traffic Impact Study for the SR 32/Half Acre Road interchange

Phase I Design (construction to begin in 4th qtr 2016):

- Design of approximately 1800 LF of Access Road
- Water Service Design and Permitting
- Sanitary Sewer Design and Permitting (including Lift Station and Force Main) providing discharge to the existing sanitary sewer on Half Acre Road north of SR 32
- Private Utility Trench Design and Coordination
- Street Lighting and Landscaping Design
- Park Signage
- Storm Water Retention Design and Permitting