

02-20-15 Posting Date
CCTID Project Group No. 09
Clermont County Transportation Improvement District
Response Due Date: 03-16-15

The Clermont County Transportation Improvement District (CCTID) is requesting Letters of Interest (LOI) from consultants and subconsultants that are currently prequalified with the Ohio Department of Transportation (ODOT) for consultant services for the project listed below. Interested firms may respond in accordance with the LOI requirements specified below.

LISTING OF PROJECTS:

<u>PID</u>	<u>Project</u>
82554	Aicholtz Road Widening
<i>90300</i>	Wards Corner Road Corridor
<i>90310</i>	Loveland-Miamiville Road Corridor
<i>90320</i>	Donna Jay / Deerfield Road Improvements
<i>90260</i>	SR 32 Improvements at Bell's Lane
<i>90270</i>	CCTID ITS – Phase 3

Italicized PID's have been assigned by the CCTID. If/when Federal/State funding is secured, an ODOT PID will be assigned through the LPA process.

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.goclermont.org/>

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. No notification of responses will be made and interested parties must check the CCTID website for posted responses.

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, OH 45103**

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

DBE Policy

It is the policy of the CCTID that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform contract services which the consultant enters into pursuant to agreements included in this request for LOI. Consequently, the requirements of Title 49 CFR Part 26 will apply to agreements noted as having DBE goals. For projects with DBE goals, the consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in CFR 26.55. For projects noted as having DBE goals, at least the listed percent of the agreement shall be subcontracted to certified DBE firms as applicable.

The consultant LOI must include the percentage of work to be performed by each DBE, and a description of the work to be performed by each. Consultant LOI that do not include the minimum percentage of DBE participation for Projects noted above with DBE goal will be rejected. If selected, the consultant's price proposal shall reflect required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

Suspended or Debarred Firms

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

Selection Procedures

The CCTID intends to select consultant services for each of the agreements listed above and further described herein based on an enhanced LOI. CCTID may select more than one consultant services firm for task order projects (Surveying Services; Environmental Services; and Real Estate Appraisal & Acquisition Services.). DBE firms are encouraged to submit LOI as prime for task order projects in disciplines where the firm meets prequalification requirements.

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.

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) 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 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 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 and list the types of services for which your firm is currently prequalified by the 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 subconsultants, their current prequalification categories and DBE / EDGE status, and the percentage of work to be performed by each subconsultant.
 - c. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted. For projects that include bridge design (prequalification required in Bridge Design Level 1 or Level 2), address the training and experience of the proposed staff in Load and Resistance Factor Design (LRFD).
 - 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:

- CCTID Standard Consulting Agreement and Insurance Requirements
- Ohio Statewide Urban CMAQ Application for the Bell's Lane at SR 32 Improvements
- Ohio Statewide Urban CMAQ Application for the CCTID ITS – Phase 3 project

The above documents and related information is available for electronic download through the CCTID website at <http://www.goclermont.org/>

D. ODOT Project Development Process

All projects will follow the LPA Project Development Process through the ODOT Locally Administered Transportation Projects (LPA) Manual of Procedures for local-let projects, unless otherwise stated in the Project Description. CCTID may utilize Environmental Services; Integrated Traffic Modeling and Simulation; Real Estate Appraisal & Acquisition 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**

ODOT/CCTID PID # _____ Date: _____
 Project Name: _____
 Name of Consultant: _____
 Name of Evaluator: _____

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

If applicable, has Consultant met DBE? _____ Yes. _____ No.

Consultants are not eligible for selection if their LOI does not meet stated goal.

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. The selection committee may contact ODOT and other outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.
- 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. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As noted above, ODOT and other outside agencies may be contacted.

- 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. The selection team may consider contacting ODOT and other outside agencies as appropriate to obtain ratings.
- 6) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

Project Descriptions

**Project: ODOT PID 82554
Aicholtz Road Widening**

Estimated Construction Cost: \$6,250,000

This project will improve Aicholtz Road from Eastgate Boulevard to Glen Este-Withamsville Road at the existing entrance to Glen Este High School for a distance of approximately 5100 feet. It is anticipated that Aicholtz Road will be on new alignment beginning at Eastgate Square Drive for approximately 1350 feet to Glen Este-Withamsville Road (refer to attached exhibit). The project will also include improvements to Glen Este-Withamsville Road from the high school to Kennedy's Landing to match the improvements being made to Glen Este-Withamsville Road as a part of the Segment IVa (Eastern Corridor) preferred alternative. The proposed typical section will include curb and gutter storm drainage, four foot paved shoulders, street lighting, and sidewalks. CCTID will provide travel demand modeling and certified traffic through existing TDM Task Order contract and geotechnical investigations through existing Task Order contract.

ODOT Path 5 Project Development Process (PDP)

NEPA Process: CE TBD

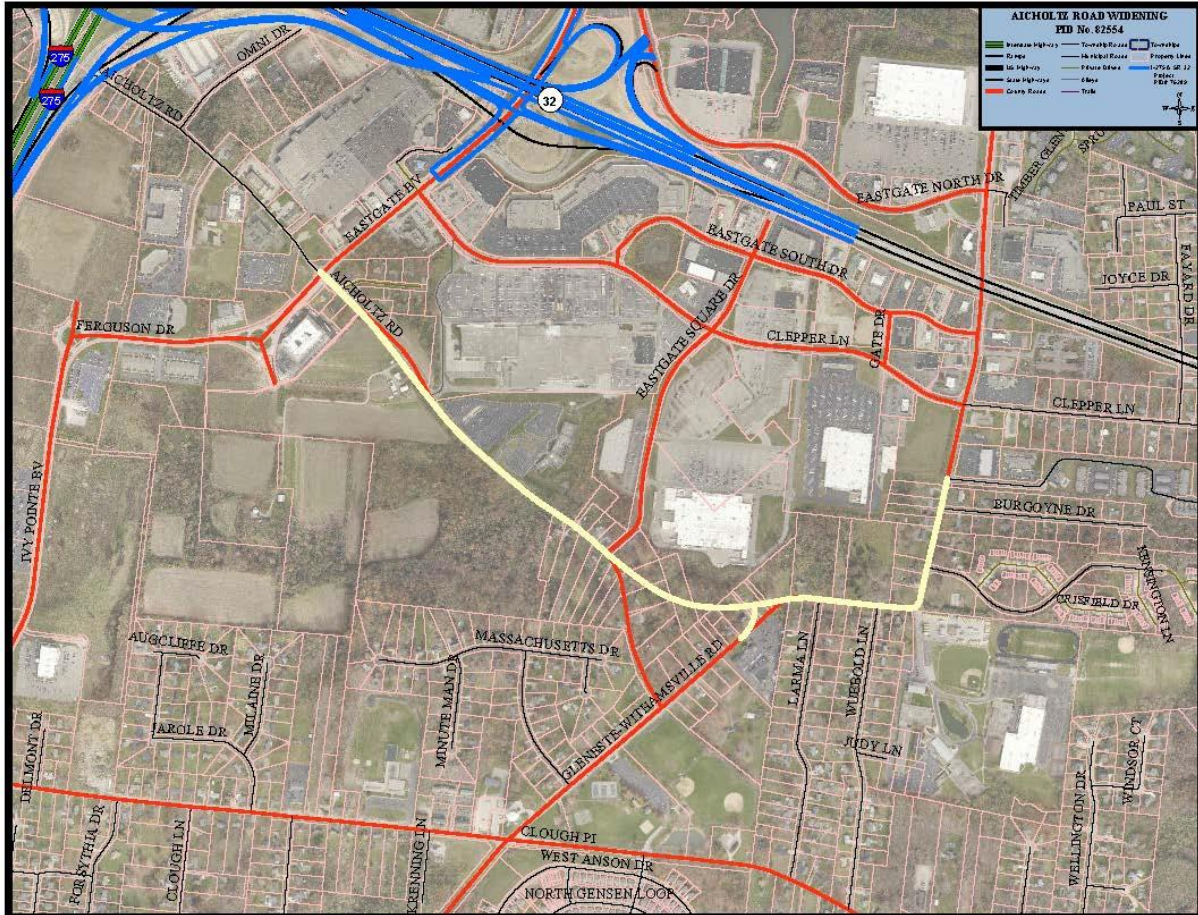
ODOT Prequalification Required:

- Non-complex Roadway Design
- Level 1 Bridge/Culvert Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design
- Complex Lighting Design

- ESA Screening, Phase I ESA and Phase II ESA
- Ecological Surveys and Cultural Resources
- Environmental Document Preparation - CE

Selection Subfactors:

- Land Use and Site Plan Development
- Water and Sanitary sewer design and permitting



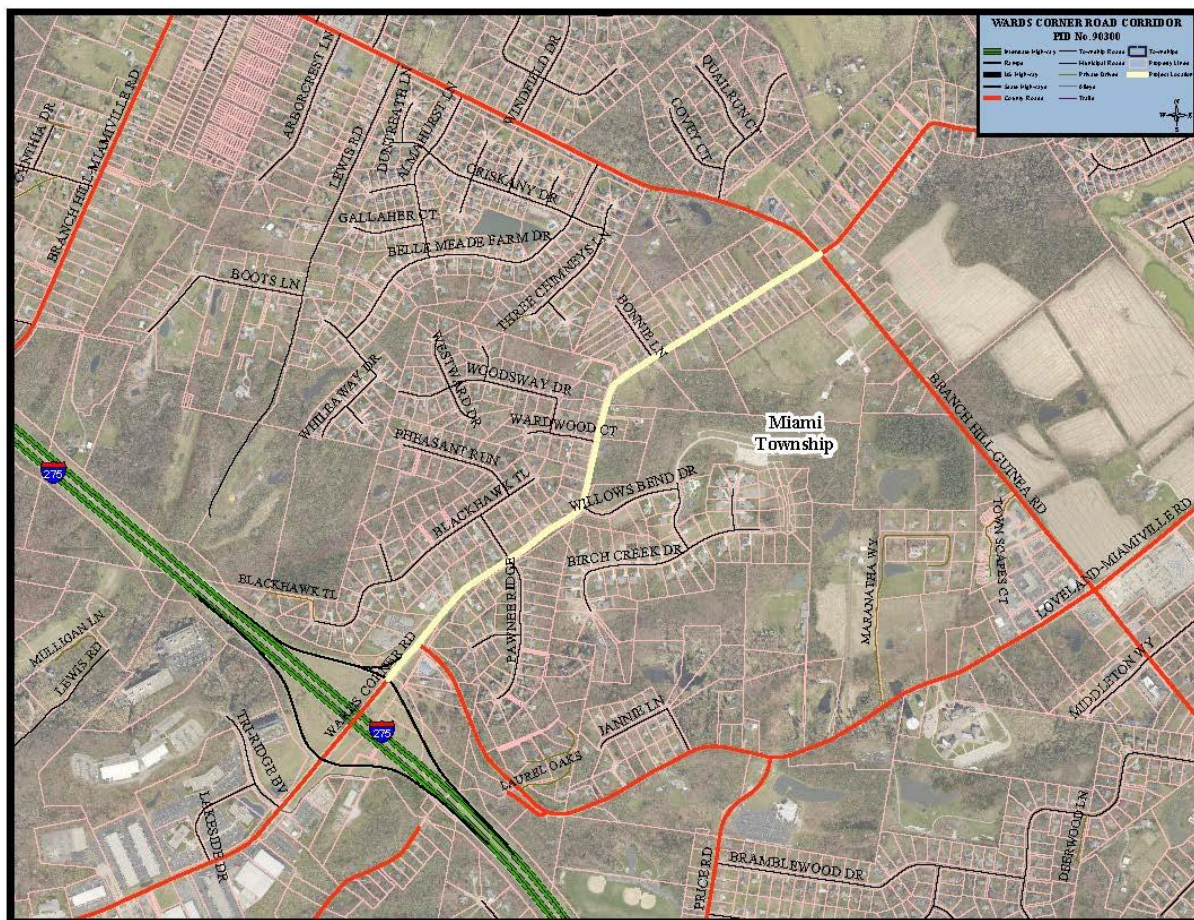
**Project: CCTID PID 90300
Wards Corner Road Corridor**

Estimated Construction Cost: TBD

This project involves preliminary engineering and conceptual planning for safety/congestion upgrades to Wards Corner Road from I-275 NB ramp to Branch Hill-Guinea Pike in Miami Township. The corridor length is approximately 5600 feet. Preliminary engineering is expected to identify areas or geometric deficiencies, poor drainage, sight distance issues, etc.

ODOT Path 3 Project Development Process (PDP)

NEPA Process: CE Level TBD



ODOT Prequalification Required:

- Non-complex Roadway Design
- Level 1 Bridge/Culvert Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design

- ESA Screening, Phase I ESA and Phase II ESA
- Ecological Surveys and Cultural Resources
- Environmental Document Preparation - CE

Project: CCTID PID 90310
Loveland-Miamiville Road Corridor

Estimated Construction Cost: TBD

This project involves preliminary engineering and conceptual planning for safety/congestion upgrades to Loveland-Miamiville Road from Wards Corner Road to Branch Hill-Guinea Pike in Miami Township. The corridor length is approximately 7300 feet. Loveland-Miamiville Road currently handles significant commuter traffic to and from I-275 – the project scope will include the identification of areas with substandard shoulder widths, poor drainage, and geometric deficiencies.

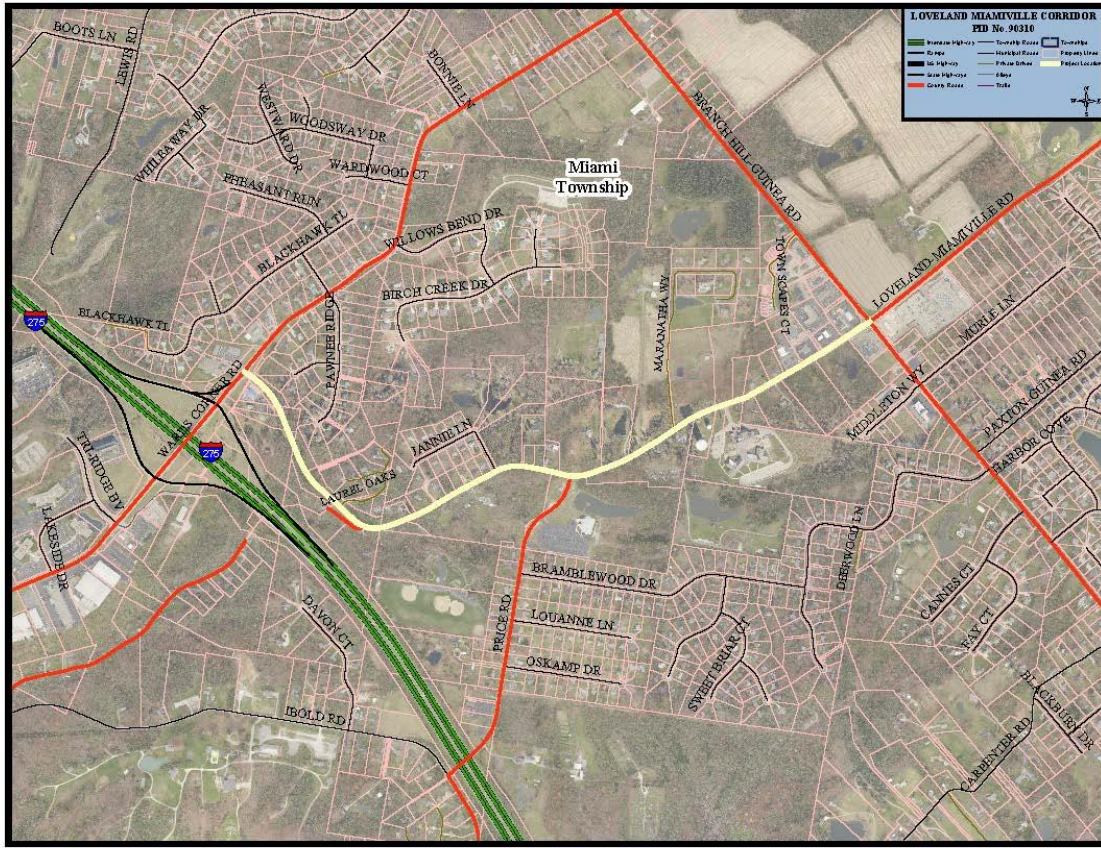
The project will include the upgrade of Loveland-Miamiville Road to include paved shoulders, curb and gutter drainage, landscaping/lighting, sidewalk connections, and a possible boulevard section near I-275/Wards Corner. It is expected that the project may be phased for future construction.

ODOT Path 3 Project Development Process (PDP)

NEPA Process: CE Level TBD

ODOT Prequalification Required:

- Non-complex Roadway Design
- Level 1 Bridge/Culvert Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design
- Complex Lighting
- ESA Screening, Phase I ESA and Phase II ESA
- Ecological Surveys and Cultural Resources
- Environmental Document Preparation - CE



Project: CCTID PID 90320
Donna Jay/Deerfield Road Corridor

Estimated Construction Cost: TBD

This project involves preliminary engineering and final design for safety improvements to Donna Jay and Deerfield Road intersections with SR 28 in Miami Township. The project length is anticipated to be approximately 1700 feet. However, the project scope could be increased based upon available funding and further identification of geometric, drainage, and safety issues further south on Deerfield Road. The selected consultant is expected to coordinate with ODOT to determine if safety monies are available to assist in funding the proposed improvements.

The project will include the re-alignment of Donna Jay Drive to the existing intersection with Deerfield Road and profile/alignment adjustments to Deerfield Road to improve safety. The project may include curb and gutter storm drainage and traffic signal design, if warranted. It is anticipated that the re-alignment of Donna Jay Drive will leave the proposed northeast corner of the new intersection available for new development.

ODOT Path 3 Project Development Process (PDP)

NEPA Process: CE Level TBD

ODOT Prequalification Required:

- Non-complex Roadway Design
- Level 1 Bridge/Culvert Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design
- ESA Screening, Phase I ESA and Phase II ESA
- Ecological Surveys and Cultural Resources
- Environmental Document Preparation - CE



Project: CCTID PID 90260
SR 32 Improvements at Bell's Lane

Estimated Construction Cost: \$3,000,000

This project is needed due to the closure of the south leg of the existing Old SR 74/SR 32 intersection just east of I-275. The project includes additional turning movements from SR 32 onto southbound Bell's Lane and northbound Old SR74. Additionally, existing Bell's Lane will be reconstructed from SR 32 to just south of Old SR 74 to accommodate the additional moves and Old SR 74 will be reconstructed from SR 32 to Summerside Road with a new mast-arm traffic

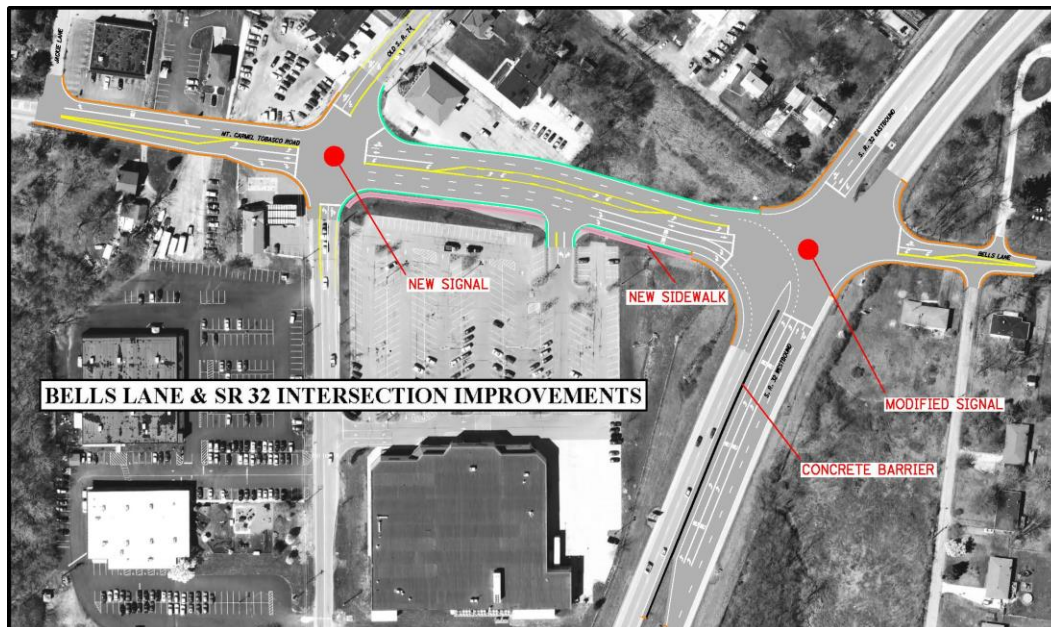
signal at that intersection. The project will include sidewalks along Old SR 74 and Bell's Lane as appropriate to accommodate pedestrian movements. Street lighting will also be included where appropriate.

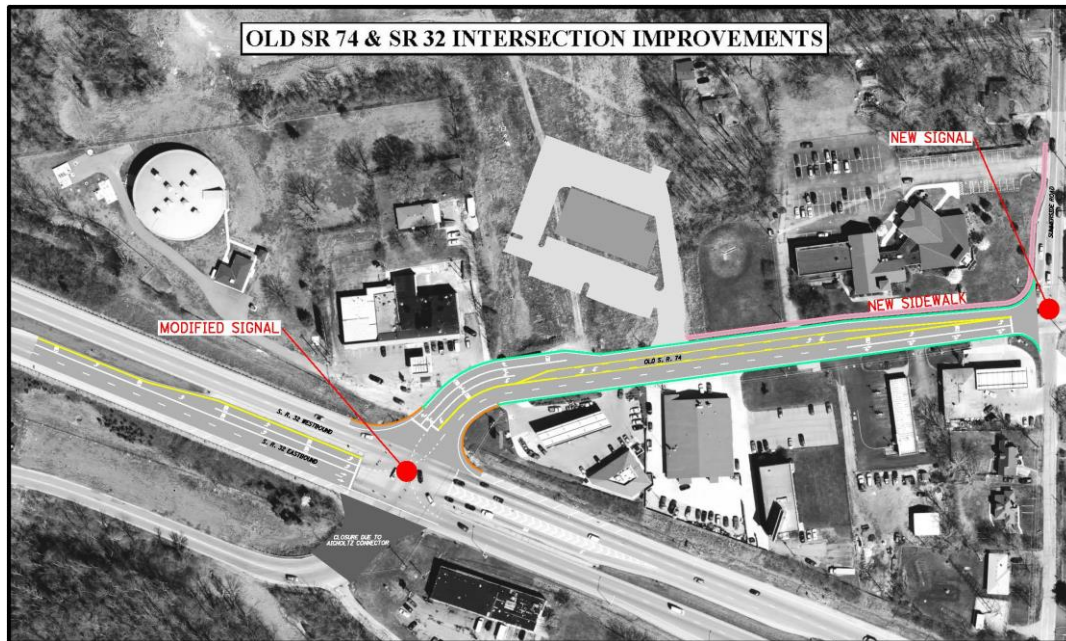
ODOT Path 3 Project Development Process (PDP)

NEPA Process: CE Level TBD

ODOT Prequalification Required:

- Non-complex Roadway Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design
- Complex Lighting Design
- ESA Screening, Phase I ESA and Phase II ESA
- Ecological Surveys and Cultural Resources
- Environmental Document Preparation - CE





Project: CCTID PID 90270
Clermont County Phase Three Intelligent Transportation System

Estimated Construction Cost: \$2,646,500

This project builds upon the previous work completed as part of Clermont County Its Phase 3 and includes the following:

- 15 traffic signals along the SR 28 and US 50 corridors in and around the City of Milford will receive upgrades including new controllers, LED vehicle and pedestrian displays, battery backup, video detection, radio interconnect to include two closed loop systems, and remote monitoring established as part of ITS Phase 2.
- 6 traffic signals in the Miami Township area (previously upgraded under ITS – Phase 2) will receive radio interconnect, CCTV, and remote monitoring.
- Upgrades to the previously installed Eastgate Adaptive system will include one additional CCTV camera, video detection at three locations, fiber optic cable interconnect, and the rehab of seven existing intersections with new poles and wiring.
- Emergency Vehicle preemption at 95 state, county and municipal traffic signals covering Fire/EMS jurisdictions of 3 townships, 2 villages, and 1 city in Clermont County
- Installation of push button, solar powered, rapid flash beacons at 6 non-signalized school crossings, 9 non-signalized crosswalks, and 3 Little Miami Bike Trail crossings.

ODOT Path 1 Project Development Process (PDP)

NEPA Process: CE Level TBD

ODOT Prequalification Required:

- Basic Traffic Signal Design
- Traffic Signal System design
- Limited Lighting Design
- Low Level Environmental Document Preparation (The CCTID reserves the right to use our Environmental Services Task Order for this work)