

**03-23-20 Posting Date**  
**CLE-CR32-2.25 Segment IVa**  
**PID No. 82370**  
**Clermont County Transportation Improvement District**  
**Response Due Date: 04-13-20**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Clermont County Transportation Improvement District 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 Clermont County Transportation Improvement District is requesting Letters of Interest (LOI) from ODOT prequalified consultants for two individual contracts for the CLE-32 Segment IVa, Phase 4 and Phase 6:

**Contract #1 – Right of Way Acquisition Services**  
**Contract #2 – Appraisal Review and Relocation Review**

A consultant cannot perform both appraisal and appraisal review, relocation assistance and relocation review but can apply for both services. Consultants should indicate in their LOI which Contract they are interested in based upon their ODOT prequalification. Consultants are encouraged to indicate their interest in one or more of the services.

The scope of the Right of Way Acquisition Services, Appraisal Review, and Relocation Review by Phase is as follows:

Phase 4 - Bach Buxton Road realignment from Clepper Lane to Marian Drive project, just south of State Route 32 (approximately 0.59 miles)  
Approximately 27 parcels on 13 ownerships which includes 17 temporary easements, 1 total take.

Phase 6 - Old 74 Improvements from Schoolhouse Road to SR 32 project, just north of State Route 32 (approximately 0.62 miles)  
Approximately 76 parcels on 50 ownerships which includes 47 temporary easements, 1 parcel with a structure involved.

Right of Way Plans are available at:

<ftp://ftp.dot.state.oh.us/pub/Districts/D08/CLE%2032/County/>

**Estimated Construction Cost:**      \$10,119,984.03

**Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting - Unlimited the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in Cost Accounting - Unlimited the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services 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 architectural or 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).

**Contract #1**

RIGHT OF WAY ACQUISITION SERVICES:

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

**Contract #2**

RIGHT OF WAY ACQUISITION SERVICES:

Appraisal Review;  
Relocation Review

### **Selection Subfactors**

There are no selection subfactors for this project.

### **Contract Type and Payment Method**

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

### **Estimated Date of Authorization**

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

### **Completion Schedule**

The right of way appraisals and review appraisals are to be completed and on file with Clermont County Transportation Improvement District within six (6) months from the date of authorization.

Acquisition of all parcels are to be completed and on file with the Clermont County Transportation Improvement District by January 2021.

### **Suspended or Debarred Firms**

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

### **Terms and Conditions**

The Department's Specifications for Consulting Services 2016 Edition will be included in all agreements selected under this request for letters of interest.

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

The Clermont County Transportation Improvement District, 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**

The LPA 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 Three(3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Doug Royer, Deputy Engineer  
Clermont County Transportation Improvement District  
2381 Clermont Center Drive  
Batavia, OH 45103**

Responses received after 4:00 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, 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 three (3) pages for the Project Approach (Item B.5 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, and the project responsibility of each.

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 a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed three 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. 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: CLE-32 2.25 Segment IVa  
PID: 82370  
Project Type: Right of Way Acquisition Services  
District: ODOT District 8  
Selection Committee Members:

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 Subconsultants	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**

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.

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.

### **Scope of Services**

Consultant shall provide property acquisition services in accordance with the Letter of Interest received from said Consultant and will comply with all requirements of the Ohio Department of Transportation, to include the accepted real estate acquisition standards that are in compliance with the Ohio Revised Code, the Federal Uniform Act, and as outlined in the most current version of the Ohio Department of Transportation's Real Estate Policy & Procedures Manual. Applicable provisions of the following documents will be incorporated by reference into this Scope of Service: 1) Ohio Department of Transportation, Office of Real Estate Policy and Procedures Manual (*See link below to ODOT Right of Way Scope Definitions and Task Division Roles and Responsibilities*); 2) The Ohio Revised Code; and 3) The Ohio Administrative Code.

**Contract #1:** Title Research; Value Analysis; Appraisal; Negotiation; Closing; Relocation Assistance

**Contract #2:** Appraisal Review and Relocation Review

### **Project Area:**

- Phase 4 - Bach Buxton Road realignment from Clepper Lane to Marian Drive project, just south of State Route 32 (approximately 0.59 miles)  
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### **ODOT Scope Definitions and Task Division Sheets**

<http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Real Estate Forms/ScopeDefinitions AND TaskDivSheets.doc>