

6/24/2022 Posting Date
CCTID Letter of Interest No. 14
Clermont County Transportation Improvement District
Response Due Date: 7/22/2022

The Clermont County Transportation Improvement District (CCTID) is requesting Letters of Interest (LOI) from consultants and subconsultants for consultant services for projects 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>
90740	Bach Buxton Road Roundabout Project
90750	Deerfield Road/Woodville Pike Roundabout Project

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 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 administration activities for **authorized agreements**, scope and negotiation activities for **projects selected but not under contract**, training or related activities

Any questions shall be submitted by e-mail to Amanda Beiting at:

abeiting@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.

When completed, selections will be announced through the CCTID website at:

<http://www.goclermont.org/>

Mailing Instructions and Addresses

Firms interested in being considered for selection should respond by submitting An Original and Three(3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Jeremy P. Evans, P.E., P.S., CCTID Secretary/Treasurer
2381 Clermont Center Drive
Batavia, OH 45103**

LOI submitted after this time or to any other address will not be considered.

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. 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) 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.

- (4) LOI must be received by 4:00 p.m. on the due date. LOI received after 4:00 p.m. will not be considered. (Please refer to Mailing Instructions)

B. LOI Content shall at a minimum include:

- (1) A list of the Project/s and PID No./s 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 10.5 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 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 Consultant Agreement and Insurance Requirements

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

D. 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 project, unless otherwise stated in the Project Description. CCTID may utilize 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 # 90740 Date: _____
 Project Name: Bach Buxton Road Roundabout Project
 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		

Rating Form Scoring Criteria Notes

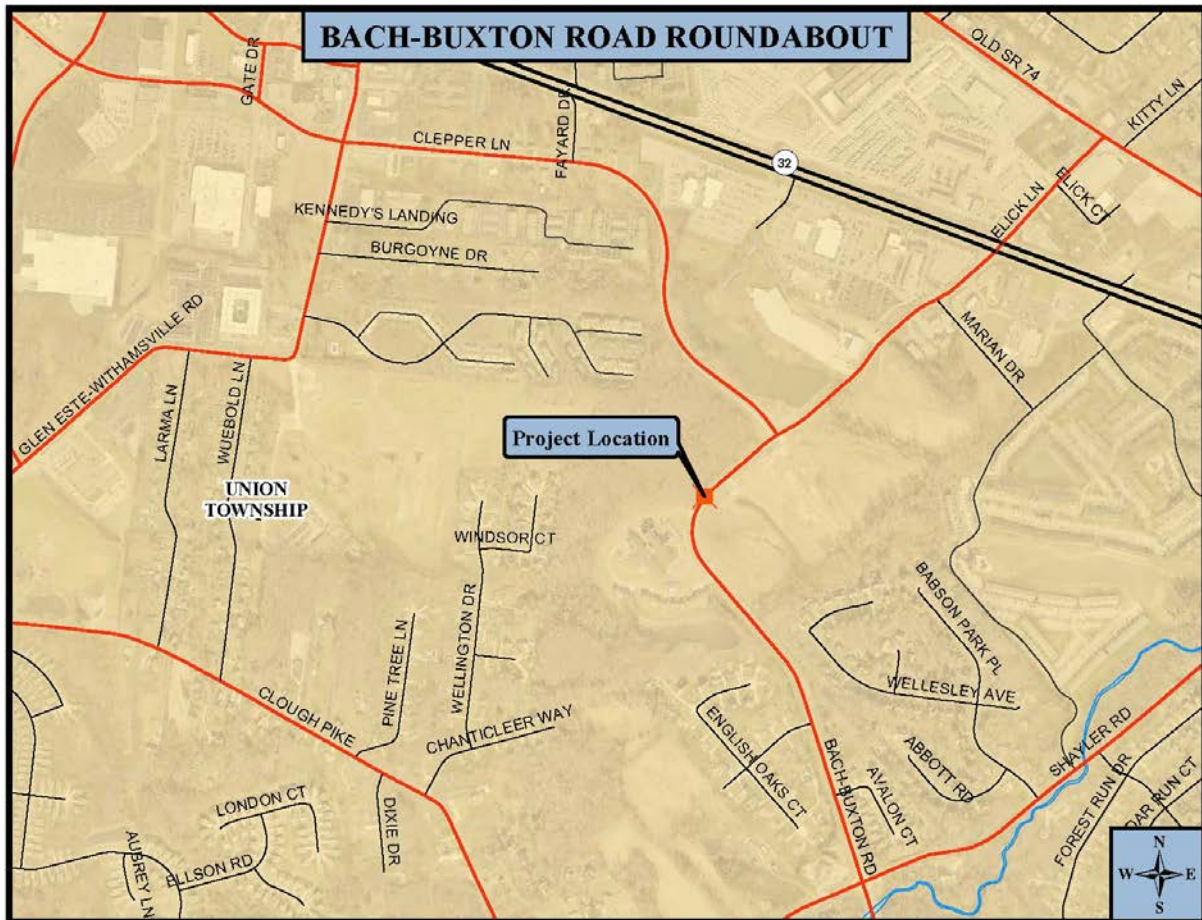
- (1) The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience 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: Bach Buxton Road Roundabout PID: 90740

Estimated Construction Cost: \$2,000,000.00

This project will involve the construction of a new roundabout on Bach Buxton Road which will allow continuous flow to/from the new Bach Buxton/SR 32 interchange (ODOT PID 103953 & 103954) while also providing access to adjacent developing properties. The proposed roundabout will be located in the general vicinity of the existing Provision Living facility at 4299 Bach Buxton Road. Design considerations should include providing access to Provision Living as well as the vacant properties on either side of Bach Buxton Road. No federal funds are associated with this project.



ODOT Prequalification Required:

- Non-complex Roadway Design
- Right-of-Way Plan Development

Selection Subfactors:

No Federal funds are associated with this project so no ODOT review or coordination will be required. We will be loosely following ODOT's PDP process with the exception of the environmental steps will not be required.

The owner has already performed the surveying and will also prepare any necessary easement plats upon the consultant providing digital drawings with the necessary right of way shown. It is anticipated that the consultant will sub contract any geotechnical borings or investigation required as a part of their contract.

Traffic will be maintained during the construction of this project.

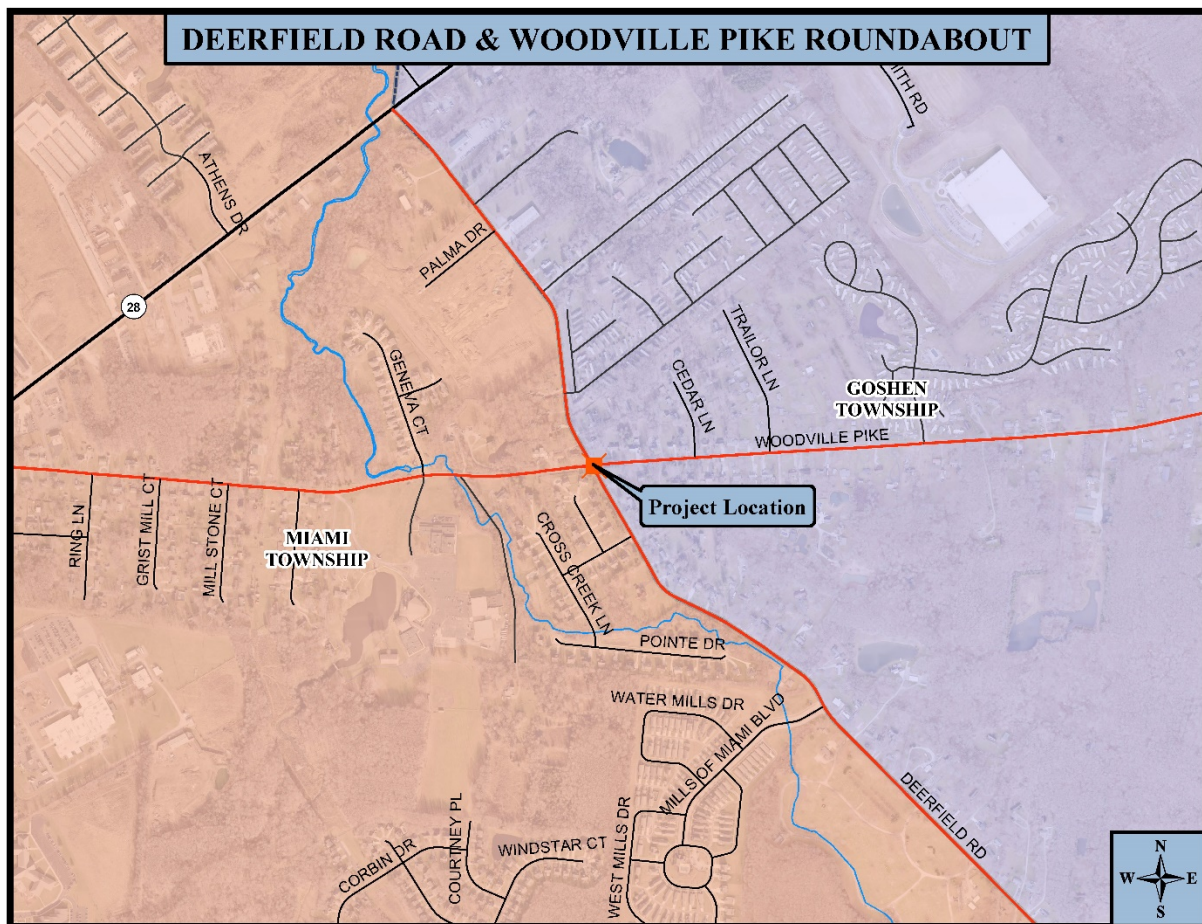
Project Description

Project: Deerfield Road & Woodville Pike Roundabout PID: 90750

Estimated Construction Cost: \$1,500,000.00

This project will involve the improvement of the existing 4-way stop controlled intersection of Deerfield Road and Woodville Pike to reduce traffic congestion and increase safety. Consultant will prepare a brief evaluation of design alternatives prior to implementing design of these improvements. Construction funding has not yet been identified.

See Exhibit 1 – Traffic Count Report (the same information is available in spreadsheet format upon request)



ODOT Prequalification Required:

- Non-complex Roadway Design
- Right-of-Way Plan Development

Selection Subfactors:

The owner will pursue grant funding to subsidize the cost of construction. As such, federal funds may be associated with this project and ODOT review or coordination may be required.

The owner will perform the surveying and will also prepare any necessary easement plats upon the consultant providing digital drawings with the necessary right of way shown. It is anticipated that the consultant will sub contract any geotechnical borings or investigation required as a part of their contract.

Traffic will be closed during the construction of this project unless low cost maintenance of traffic measures can be identified.

Exhibit 1

Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

File Name : Deerfield_Rd_&_Woodville_Rd_10-13-21
Site Code :
Start Date : 10/13/2021
Page No : 1

Groups Printed- Lights - Other Vehicles

Start Time	Deerfield Road From North					Woodville Pike From East					Deerfield Road From South					Woodville Pike From West					Int. Total
	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	
06:00 AM	5	2	1	0	8	1	70	0	0	71	0	3	27	0	30	3	1	2	0	6	115
06:15 AM	11	2	0	0	13	6	70	1	0	77	1	9	28	0	38	5	6	0	0	11	139
06:30 AM	20	11	4	0	35	4	50	0	0	54	1	10	35	0	46	9	6	1	0	16	151
06:45 AM	4	6	0	0	10	5	75	2	0	82	4	9	41	0	54	10	9	0	0	19	165
Total	40	21	5	0	66	16	265	3	0	284	6	31	131	0	168	27	22	3	0	52	570
07:00 AM	9	5	4	0	18	5	80	0	0	85	1	8	56	0	65	9	7	0	0	16	184
07:15 AM	15	7	7	0	29	6	88	1	0	95	1	8	56	0	65	15	16	0	0	31	220
07:30 AM	7	8	3	0	18	7	102	0	0	109	0	15	65	0	80	17	24	6	0	47	254
07:45 AM	15	9	4	0	28	5	56	1	0	62	0	14	52	0	66	23	29	8	0	60	216
Total	46	29	18	0	93	23	326	2	0	351	2	45	229	0	276	64	76	14	0	154	874
08:00 AM	6	12	3	1	22	4	58	2	0	64	1	14	39	0	54	13	14	3	0	30	170
08:15 AM	4	8	3	0	15	1	66	0	0	67	1	8	36	0	45	14	21	4	0	39	166
08:30 AM	8	8	1	1	18	3	45	3	0	51	1	10	25	0	36	19	15	1	0	35	140
08:45 AM	8	10	3	0	21	4	50	1	0	55	1	10	34	0	45	10	17	1	0	28	149
Total	26	38	10	2	76	12	219	6	0	237	4	42	134	0	180	56	67	9	0	132	625
09:00 AM	6	11	3	0	20	1	47	0	0	48	1	6	19	0	26	19	30	2	0	51	145
09:15 AM	6	5	1	0	12	1	42	1	0	44	3	7	16	0	26	15	15	0	0	30	112
09:30 AM	4	6	4	0	14	1	45	2	0	48	0	10	26	0	36	9	25	5	0	39	137
09:45 AM	4	9	2	0	15	2	42	5	0	49	1	7	20	0	28	13	22	4	0	39	131
Total	20	31	10	0	61	5	176	8	0	189	5	30	81	0	116	56	92	11	0	159	525
10:00 AM	5	10	4	0	19	3	30	3	0	36	1	7	26	0	34	16	22	2	0	40	129
10:15 AM	4	8	3	0	15	1	33	1	0	35	0	4	21	0	25	15	24	2	0	41	116
10:30 AM	4	13	6	0	23	2	38	1	0	41	0	6	24	0	30	14	22	5	0	41	135
10:45 AM	8	4	2	0	14	3	38	2	0	43	2	6	11	0	19	16	26	2	0	44	120
Total	21	35	15	0	71	9	139	7	0	155	3	23	82	0	108	61	94	11	0	166	500
11:00 AM	5	10	6	0	21	0	36	0	0	36	1	5	18	0	24	18	25	2	0	45	126

Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

File Name : Deerfield_Rd_&_Woodville_Rd_10-13-21
Site Code :
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Page No : 2

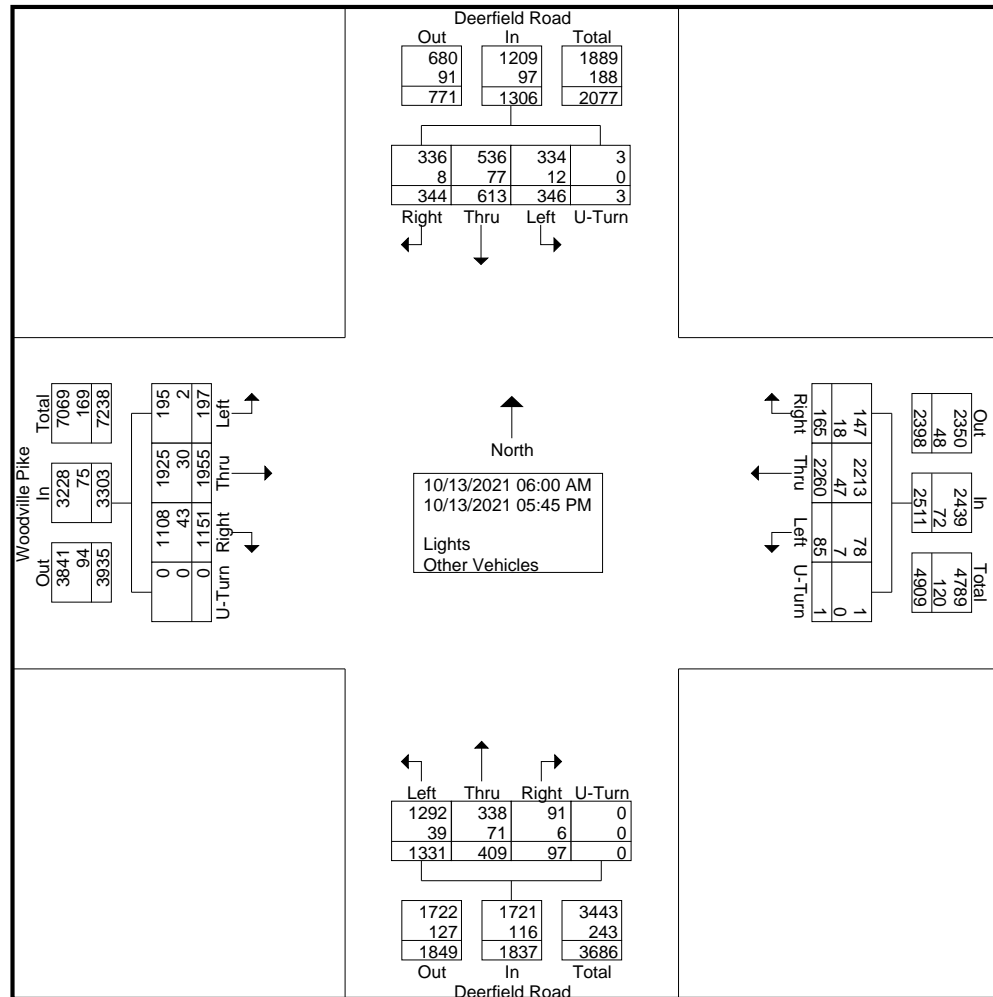
Groups Printed- Lights - Other Vehicles

Start Time	Deerfield Road From North					Woodville Pike From East					Deerfield Road From South					Woodville Pike From West					Int. Total
	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	
11:15 AM	8	9	1	0	18	2	43	2	0	47	0	8	15	0	23	19	30	2	0	51	139
11:30 AM	6	14	9	0	29	3	51	1	1	56	3	10	31	0	44	21	41	2	0	64	193
11:45 AM	7	13	7	0	27	2	41	4	0	47	0	5	24	0	29	21	40	4	0	65	168
Total	26	46	23	0	95	7	171	7	1	186	4	28	88	0	120	79	136	10	0	225	626
12:00 PM	7	9	9	0	25	2	39	1	0	42	1	7	25	0	33	16	44	10	0	70	170
12:15 PM	4	14	13	0	31	8	30	2	0	40	2	9	24	0	35	23	35	3	0	61	167
12:30 PM	6	12	3	0	21	3	28	0	0	31	4	9	22	0	35	12	41	5	0	58	145
12:45 PM	4	5	3	0	12	3	28	1	0	32	3	8	17	0	28	20	31	3	0	54	126
Total	21	40	28	0	89	16	125	4	0	145	10	33	88	0	131	71	151	21	0	243	608
01:00 PM	6	17	4	0	27	4	39	0	0	43	2	6	15	0	23	29	39	6	0	74	167
01:15 PM	6	11	7	0	24	2	30	1	0	33	2	13	20	0	35	17	46	4	0	67	159
01:30 PM	6	14	4	0	24	2	47	2	0	51	2	13	19	0	34	28	48	5	0	81	190
01:45 PM	2	8	5	0	15	1	43	1	0	45	3	7	32	0	42	24	43	2	0	69	171
Total	20	50	20	0	90	9	159	4	0	172	9	39	86	0	134	98	176	17	0	291	687
02:00 PM	1	15	8	0	24	2	47	2	0	51	3	4	23	0	30	26	41	4	0	71	176
02:15 PM	5	12	10	0	27	7	39	1	0	47	4	6	20	0	30	41	45	3	0	89	193
02:30 PM	12	9	4	0	25	7	47	0	0	54	2	11	21	0	34	39	55	1	0	95	208
02:45 PM	15	14	9	1	39	4	47	4	0	55	2	12	33	0	47	43	52	7	0	102	243
Total	33	50	31	1	115	20	180	7	0	207	11	33	97	0	141	149	193	15	0	357	820
03:00 PM	6	15	9	0	30	5	32	1	0	38	3	7	13	0	23	38	80	16	0	134	225
03:15 PM	8	14	15	0	37	6	27	3	0	36	2	14	42	0	58	30	58	10	0	98	229
03:30 PM	12	22	16	0	50	4	42	1	0	47	2	7	19	0	28	36	79	5	0	120	245
03:45 PM	4	16	11	0	31	2	44	3	0	49	4	11	19	0	34	28	86	6	0	120	234
Total	30	67	51	0	148	17	145	8	0	170	11	39	93	0	143	132	303	37	0	472	933
04:00 PM	10	19	17	0	46	4	45	3	0	52	3	8	20	0	31	34	83	8	0	125	254
04:15 PM	5	34	20	0	59	5	43	3	0	51	7	13	31	0	51	38	65	5	0	108	269
04:30 PM	11	26	13	0	50	2	43	2	0	47	3	13	32	0	48	61	80	3	0	144	289
04:45 PM	9	25	18	0	52	7	42	4	0	53	6	10	27	0	43	33	80	13	0	126	274
Total	35	104	68	0	207	18	173	12	0	203	19	44	110	0	173	166	308	29	0	503	1086

Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

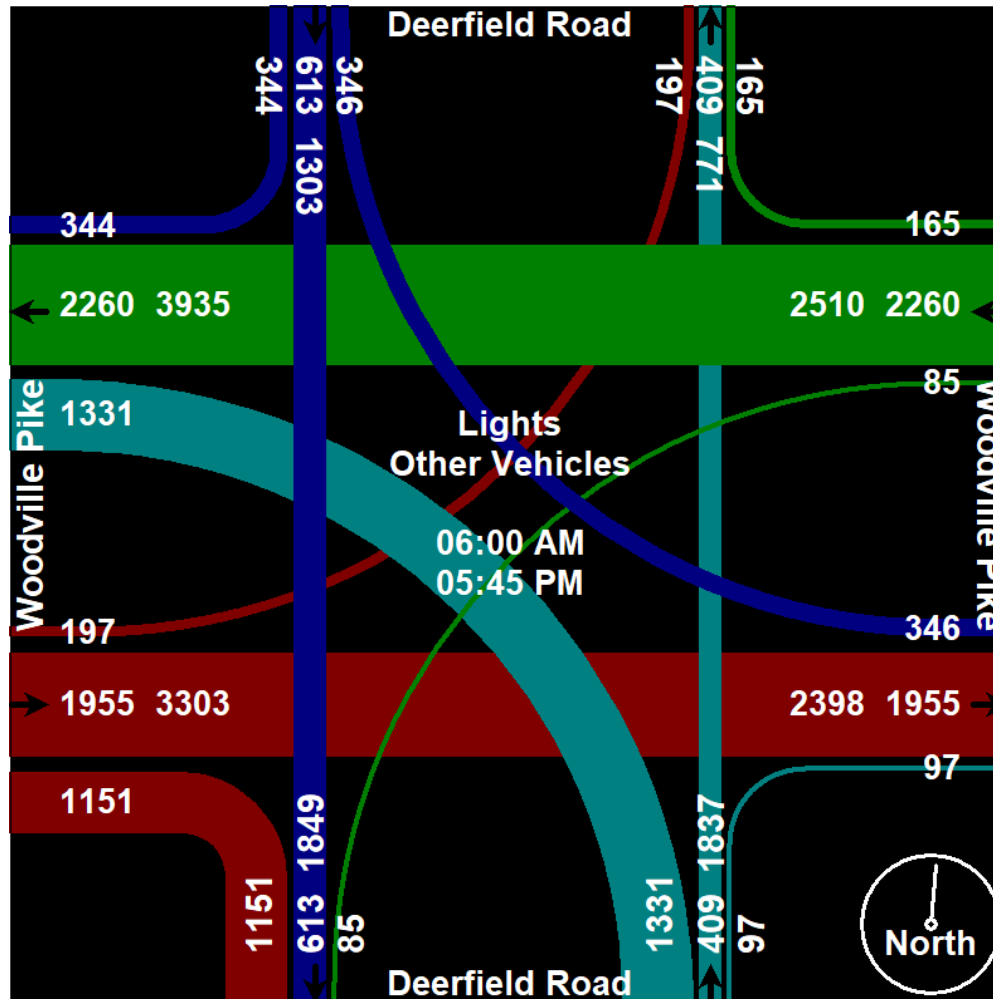
File Name : Deerfield_Rd_&_Woodville_Rd_10-13-21
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Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

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Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

File Name : Deerfield_Rd_&_Woodville_Rd_10-13-21
Site Code :
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Start Time	Deerfield Road From North					Woodville Pike From East					Deerfield Road From South					Woodville Pike From West					Int. Total
	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	
Peak Hour Analysis From 06:00 AM to 09:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	9	5	4	0	18	5	80	0	0	85	1										
07:15 AM	15	7	7	0	29	6	88	1	0	95	1	8	56	0	65	15	16	0	0	31	220
07:30 AM	7	8	3	0	18	7	102	0	0	109	0	15	65	0	80	17	24	6	0	47	254
07:45 AM	15	9	4	0	28	5	56	1	0	62	0	14	52	0	66	23	29	8	0	60	216
Total Volume	46	29	18	0	93	23	326	2	0	351	2	45	229	0	276	64	76	14	0	154	874
% App. Total	49.5	31.2	19.4	0		6.6	92.9	0.6	0		0.7	16.3	83	0		41.6	49.4	9.1	0		
PHF	.767	.806	.643	.000	.802	.821	.799	.500	.000	.805	.500	.750	.881	.000	.863	.696	.655	.438	.000	.642	.860
Lights	44	25	17	0	86	20	320	2	0	342	2	40	221	0	263	57	74	14	0	145	836
% Lights	95.7	86.2	94.4	0	92.5	87.0	98.2	100	0	97.4	100	88.9	96.5	0	95.3	89.1	97.4	100	0	94.2	95.7
Other Vehicles	2	4	1	0	7	3	6	0	0	9	0	5	8	0	13	7	2	0	0	9	38
% Other Vehicles	4.3	13.8	5.6	0	7.5	13.0	1.8	0	0	2.6	0	11.1	3.5	0	4.7	10.9	2.6	0	0	5.8	4.3
Peak Hour Analysis From 10:00 AM to 01:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 11:30 AM																					
11:30 AM	6	14	9	0	29	3	51	1	1	56	3	10	31	0	44	21	41	2	0	64	193
11:45 AM	7	13	7	0	27	2	41	4	0	47	0	5	24	0	29	21	40	4	0	65	168
12:00 PM	7	9	9	0	25	2	39	1	0	42	1	7	25	0	33	16	44	10	0	70	170
12:15 PM	4	14	13	0	31	8	30	2	0	40	2	9	24	0	35	23	35	3	0	61	167
Total Volume	24	50	38	0	112	15	161	8	1	185	6	31	104	0	141	81	160	19	0	260	698
% App. Total	21.4	44.6	33.9	0		8.1	87	4.3	0.5		4.3	22	73.8	0		31.2	61.5	7.3	0		
PHF	.857	.893	.731	.000	.903	.469	.789	.500	.250	.826	.500	.775	.839	.000	.801	.880	.909	.475	.000	.929	.904
Lights	24	43	35	0	102	14	158	6	1	179	6	20	100	0	126	79	156	19	0	254	661
% Lights	100	86.0	92.1	0	91.1	93.3	98.1	75.0	100	96.8	100	64.5	96.2	0	89.4	97.5	97.5	100	0	97.7	94.7
Other Vehicles	0	7	3	0	10	1	3	2	0	6	0	11	4	0	15	2	4	0	0	6	37
% Other Vehicles	0	14.0	7.9	0	8.9	6.7	1.9	25.0	0	3.2	0	35.5	3.8	0	10.6	2.5	2.5	0	0	2.3	5.3

Deerfield Road & Woodville Pike

Turning Movement
October 13, 2021

File Name : Deerfield_Rd_&_Woodville_Rd_10-13-21
Site Code :
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Page No : 7

Start Time	Deerfield Road From North					Woodville Pike From East					Deerfield Road From South					Woodville Pike From West					Int. Total
	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	Right	Thru	Left	U-Turn	App. Total	
Peak Hour Analysis From 02:00 PM to 05:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:30 PM																					
04:30 PM	11											13			48	61				144	
04:45 PM	9	25	18	0	52	7	42	4	0	53	6	10	27	0	43	33	80	13	0	126	274
05:00 PM	6	20	19	0	45	3	47	4	0	54	6	7	34	0	47	48	84	8	0	140	286
05:15 PM	6	42	13	0	61	2	61	5	0	68	3	3	26	0	32	46	85	7	0	138	299
Total Volume	32	113	63	0	208	14	193	15	0	222	18	33	119	0	170	188	329	31	0	548	1148
% App. Total	15.4	54.3	30.3	0		6.3	86.9	6.8	0		10.6	19.4	70	0		34.3	60	5.7	0		
PHF	.727	.673	.829	.000	.852	.500	.791	.750	.000	.816	.750	.635	.875	.000	.885	.770	.968	.596	.000	.951	.960
Lights	32	109	63	0	204	14	189	14	0	217	17	31	116	0	164	180	324	31	0	535	1120
% Lights	100	96.5	100	0	98.1	100	97.9	93.3	0	97.7	94.4	93.9	97.5	0	96.5	95.7	98.5	100	0	97.6	97.6
Other Vehicles	0	4	0	0	4	0	4	1	0	5	1	2	3	0	6	8	5	0	0	13	28
% Other Vehicles	0	3.5	0	0	1.9	0	2.1	6.7	0	2.3	5.6	6.1	2.5	0	3.5	4.3	1.5	0	0	2.4	2.4