

10/09/2023 Posting Date
CCTID Letter of Interest No. 15
Clermont County Transportation Improvement District
Response Due Date: Thursday, 11/16/2023

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>
<i>90810</i>	<u>CLE-CR 45-2.45 Felicity Cedron Road Bridge Rehabilitation</u>

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 Doug Royer at:

droyer@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
Felicity Cedron Bridge Rehabilitation
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 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 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

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.

Selection Subfactors:

Federal funds are associated with this project so ODOT review or coordination will be required. We will be following ODOT's PDP process. Environmental clearance will be required, however, the process will be minimal since all work will be performed within the existing ROW and no work in the creek will be permitted.

The owner has already performed the surveying and will provide CAD files to the consultant.

Traffic will be closed during the construction of this project.