

2/28/2023 Posting Date
Right of Way Acquisition Services for Delaware County
Response Due Date: 3/21/2023

PROJECT: DEL-CR125-1.46 Steitz Road Improvements (PID No.1306)

Project Description

This contract includes acquisition services for additional right of way in accordance with the plans for DEL-CR125-1.46 (Steitz Road). The project includes 29 ownerships with 28 parcels needing Standard Highway Easements and 12 parcels needing Temporary Easements. Titles and Appraisals will be provided to the selected consultant.

Estimated Construction Cost: \$2,384,000.00

Prequalification Requirements

The required prequalification (combination of Prime Consultant and Subconsultants) is listed below. Individuals must be prequalified by ODOT. The Project will follow the basic ODOT process for acquisitions; however, there is no ODOT oversight nor ODOT funding in this project.

RIGHT OF WAY ACQUISITION SERVICES:

Project Management for Right of Way Acquisition Services;
Negotiation;
Closing;

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.

Selection Subfactors

There are no selection subfactors for this project.

Contract Type and Payment Method

This is a 100% locally funded project and the contract will be between the Consultant and the Delaware County Board of Commissioners.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by April 17, 2023.

Completion Schedule

The required right of way clearance date is December 1, 2023.

Disadvantaged Business Enterprise (DBE) Participation Goal

There is no DBE goal.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Delaware County Engineer 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:

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Prequalification Requirements

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.

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).

Suspended or Debarred Firms

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

Terms and Conditions

Contracts will be with the Delaware County Board of Commissioners.

Compliance with Title VI of the Civil Rights Act of 1964

The Delaware County Board of Commissioners, 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 one (1) email with one (1) PDF attachment to the following email address **by 4:30 PM on the response due date** listed above.

To: DCEOConsultants@co.delaware.oh.us

Subject Line: February 2023 LOI Submittal - <Prime Consultant Firm Name>

A reply email to confirm the submittal will be automatically generated by the DCEOConsultants@co.delaware.oh.us email system for your records.

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is available on the Delaware County Engineer's website at the following URL: <https://engineer.co.delaware.oh.us/design/consultantinfo/>

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 the following:
 - a. One cover letter for the LOI (Item B1 below)
 - b. Three (3) 8½" x 11" single sided pages for **each** Project (Items B2 and B3 below).

Consultant may submit for any or all projects listed.

3. Please adhere to the following requirements in preparing and submitting letters of interest:
 - a. Please use a minimum font size of **10-point** and maintain margins of 1" on all four sides.
 - b. Use 8½" x 11" paper only.
 - c. Combine all LOI submittal pages into a single Adobe Acrobat PDF

document file formatted for printing on 8½ x 11” paper. An electronically generated PDF instead of a scanned paper document is preferred. Do not submit multiple PDF’s for multiple projects.

- d. Limit PDF attachment size to 8 MB. Files larger than 8 MB may be rejected by the email server.
- e. Send the completed LOI as an email attachment.

B. Letter of Interest Content

1. Provide **one (1) cover letter** for the entire LOI submittal, clearly listing each project which your firm is requesting consideration and any statements regarding the firm’s history, location of office(s) performing work, project manager and key staff experience, a statement that the project team does/does not possess all required prequalifications, relevant and recent project experience and any other relevant information.
2. For each project, provide **one (1) page** listing the project key staff (including project manager) and any significant subconsultants, including percentage of work to be performed by each subconsultant. Include current work assignments for the project manager and key team members.
3. For each project, provide a description of your Project Approach, not to exceed **two (2) 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.
4. Include a reference to the appropriate project number and designation (Project #__: CO-RTE-SEC) in the footer of each page of the LOI (except cover letter).

Personnel resumes or additional information concerning general qualifications should be included within the firm’s Statement of Qualifications on file with the Department.

Consultant Selection Rating Form
for
Programmatic Selections

Project:
PID:
Project Type: _____
District:
Selection Committee Members:

Firm Name:

| Category | Total Value | Scoring Criteria | Score |
|--|-------------|-----------------------|-------|
| Management & Team | | | |
| 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 | |
| Consultant's Past Performance | 30 | See Note 3, Exhibit 1 | |
| Project Approach | 25 | | |
| Total | 100 | | |

If Applicable: Adequate good faith efforts made to meet DBE goal Y/N

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.