

02-24-25 Posting Date
DEL- February 2025 Programmatic Selection Group
PID No. - Various
Delaware County Engineer's Office
Response Due Date: 03-14-2025

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.

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).

Right of Way Acquisition Services are defined as follows:

Project Management for Right of Way Acquisition Services;
Title Research;
Value Analysis;
Appraisals;
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.

PROJECT #1:
DEL-CR72-3.83 Cheshire Road over Alum Creek State Park Road (PID 121065)

Project Description

Replacement or rehabilitation of a 3-span prestressed concrete box beam bridge carrying Cheshire Road over an access road for Alum Creek State Park campground and boat ramp.

Services include a bridge structure type study, preliminary engineering, environmental engineering and detailed design. No right-of-way acquisition is expected.

The bridge structure type study will be under contract part 1 and completion of Phase PE through Phase FE Final Tracings under contract part 2.

Estimated Construction Cost: \$1,300,000 (95% Federal LBR funds for construction).

Design Engineering Contract Budget: \$100,000 base fee for contract through Part 1, not including if-authorized items. Part 2 contract will be negotiated after Part 1 is complete. This contract is 100% county funds.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. The Consultant must be prequalified with the Delaware County Engineer's Office (DCEO) or ODOT.

DESIGN SERVICES:

Non-Complex Roadway Design;
Level 1.1 Bridge Design
Subsurface Utility Location Services;

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE
Ecological Surveys;

Selection Subfactors

None

PROJECT #2:
DEL-CR91-0.54 Berlin Station Road, Phase 3 (DCEO PID 1809)

Project Description

Minor widening of Berlin Station Road from CSX Delaware spur to CSX Railroad.

Contract includes services from Phase PE through Phase FE Final Tracings under a single contract authorization.

Estimated Construction Cost: \$3,000,000 using 100% county funds.

Engineering Contract Budget: \$450,000 base fee not including if-authorized items, for all services through final tracings submittal. This contract is 100% county funds.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. The Consultant must be prequalified with the Delaware County Engineer's Office (DCEO) or ODOT.

DESIGN SERVICES:

- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Subsurface Utility Location Services;

Selection Subfactors

None

PROJECT #3:

DEL-CR39-0.68 Rome Corners and Plumb Road Intersection (DCEO PID 1315)

Project Description

New single-lane roundabout at the intersection of Rome Corners Road and Plumb Road.

Contract includes services from Phase PE through Phase FE Final Tracings under a single contract authorization.

Estimated Construction Cost: \$1,800,000 using 100% county funds.

Engineering Contract Budget: \$260,000 base fee, not including if-authorized items, for all services through final tracings submittal. This contract is 100% county funds.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. The Consultant must be prequalified with the Delaware County Engineer's Office (DCEO) or ODOT.

DESIGN SERVICES:

- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Limited Lighting Design;

Selection Subfactors

None

PROJECT #4:

DEL-CR91-3.45 BERLIN STATION ROAD PART 2 (DCEO PID No. 1307)

Project Description

This contract includes appraisal and acquisition services for additional right of way in accordance with the plans for DEL-CR91-3.45 (Berlin Station Road – Part 2). The project includes 44 ownerships with 23 parcels needing Warranty Deeds and 36 parcels needing Temporary Easements.

Estimated Construction Cost: \$4,500,000

Prequalification Requirements

Prequalification requirements for this agreement are listed below. Individuals must be prequalified with 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;
- Title Research;
- Value Analysis;
- Appraisals;
- Negotiation;
- Closing;

Also, please note that only individuals (not firms) are prequalified for right of way acquisition. 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

No selection subfactors.

Contract Type and Payment Method

Projects 1-3 will use a lump sum contract. Project 4 will use a fee schedule per parcel up to a maximum contract allowance. Contracts will be with the Delaware County Board of Commissioners.

Estimated Date of Authorization

It is anticipated that the selected Consultants will be authorized to proceed on each project by July 2025.

Completion Schedule

Refer to the Scope of Services for each project for completion schedule.

Disadvantaged Business Enterprise (DBE) Participation Goal

No DBE GOAL for projects listed above.

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 provisions of the Professional Services Agreement for this project, together with the approved fee proposal and scope of services will govern terms and conditions.

Compliance with Title VI of the Civil Rights Act of 1964

Delaware County, 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 2025 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 documents are 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.