

3/23/2026 Posting Date
Right of Way Acquisition Services for Delaware County
Response Due Date: 4/13/2026

PROJECT: DEL-TR100-0.05 Shanahan Road (PID No.1211)

Project Description

This contract includes appraisal and acquisition services for additional right of way in accordance with the plans for DEL-TR100-0.05 (Shanahan Road). The project includes 35 ownerships with 31 parcels needing Warranty Deeds, 31 parcels needing Temporary Easements and 3 parcels needing other easements.

Estimated Construction Cost: \$4,200,000.00

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;
- 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

There are no selection subfactors for this project.

Contract Type and Payment Method

Project 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 Consultant will be authorized to proceed by June 1, 2026.

Completion Schedule

The required right of way clearance date is May 1, 2027.

Disadvantaged Business Enterprise (DBE) Participation Goal

There is no DBE goal.

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

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.

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.

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 April 13, 2026**.

To: DCEOConsultants@co.delaware.oh.us
Subject Line: March 2026 ROW 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.