

01-30-12 Posting Date
DEL-County January 2012 Programmatic Selection Group
PID No. Various
Delaware County Engineer's Office
Response Due Date: 02-17-12

The Delaware County Engineer requests planning and engineering services for the following three (3) projects. The required prequalification (combination of Prime Consultant and Subconsultants), selection subfactors (if any) and PDP type is listed after each project. Consultants must be prequalified by the Delaware County Engineer's Office and have a current statement of qualifications on file. Firms that are not already prequalified may submit their statement of qualifications to the Delaware County Engineer on or before the response due date listed above for consideration.

Project #1

PID: 1029/1030 (County)
Co-Rte-Sec: DEL-CR14-(CR10)
Title: East Powell Road Improvements
Estimated Construction Cost: \$7,500,000

DESIGN SERVICES:

Non-Complex Roadway Design; Safety Study; Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Basic Traffic Signal Design; Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

Ecological Surveys; Archaeological Investigations; History/Architectural Investigations; ESA Screening;

There are no selection subfactors for this project.

This project will be developed using the ODOT Minor Project Development Process (PDP). Initial agreement includes PDP Steps 1-3.

UPDATE to Project #2 (February 9, 2012)

PID: N/A
Co-Rte-Sec: GES 2012-1
Title: General Engineering Services
Estimated Construction Cost: N/A

The Scope of Services for the General Engineering Services contract has been changed to remove the following environmental categories of work:

Ecological Investigations
Wetland Mitigation
Cultural Resources Investigations
Environmental Document Preparation

The original programmatic announcement did not require any prequalification in the environmental categories; therefore, no change is being made to the required prequalification categories.

DESIGN SERVICES:

Non-Complex Roadway Design; Complex Roadway Design; Interchange Justification/Modification Study; Safety Study; Right of Way Plan Development; Level 1 Bridge Design; Level 2 Bridge Design; Minor Bridge Inspection; Underwater Bridge Inspection; Basic Traffic Signal Design; Traffic Signal System Design; Limited Highway Lighting Design

There are no selection subfactors for this project.

A Project Approach (Item B.5) is not required in the content of the Letter of Interest.

This is a two-year general engineering services contract and task orders will be assigned by the County on an as needed basis.

Project #3

PID: 1111 (County)

Co-Rte-Sec: DEL-TR111-(US23)

Title: Orange Road & US 23 Intersection Improvements

Estimated Construction Cost: \$1,000,000

DESIGN SERVICES:

Non-Complex Roadway Design; Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Basic Traffic Signal Design; Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE; Ecological Surveys; Archaeological Investigations; History/Architectural Investigations; ESA Screening;

There are no selection subfactors for this project.

This project will be developed using the ODOT Minor Project Development Process (PDP). Initial agreement includes PDP Steps 1-2.

It is anticipated that the selected Consultants for all projects will be authorized to proceed by June 2012.

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 **5 copies** of the Letter of Interest to the following address **by 4:30 PM** on the response due date listed above.

Ryan J. Mraz
Deputy Design Engineer
50 Channing Street
Delaware, Ohio 43015

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

Scope of Services

The Scope of Services documents can be downloaded from the Delaware County Engineer's website at www.co.delaware.oh.us/engineer/design/consultantinfo.htm

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. Consultant shall submit one Letter of Interest expressing interest in any or all of the projects listed in the programmatic group. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages (including cover letter) plus two (2) pages for each Individual Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 9-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling 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 copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Delaware County Engineer.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager(s) 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.

Address the experience of the key staff members on similar projects, and the

staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. 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 technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs. **For general engineering services (GES) contracts, a project approach is not required.**

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Additional Requirements

A. Campaign Finance Contribution Affidavit

Complete the "CERTIFICATION/AFFIDAVIT IN COMPLIANCE WITH O.R.C. SECTION 3517.13" available at the same website listed for download of the scope of services, and attach form to the end of the Lol. This form is not included in the page number limitations listed above. **Failure to complete and submit the form with the Lol may disqualify the Consultant from being considered.**

Consultant Selection Rating Form
for
Programmatic Selections

Project: _____
PID: _____
Project Type: _____
Owner: Delaware County
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	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	

Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	20		
Total	100		

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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.