

02-24-25 Posting Date
ALL-CR11-4.54
PID No. 121962
Allen County
Response Due Date: 03-17-25

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Allen County Engineer's Office 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 Description

The services include preparation of construction contract and right of way plans for a roundabout at the intersection of County Road 11 (Ft. Amanda Road) and County Road 123 (Buckeye Road) in Shawnee Township in Allen County with a project length of approximately 0.25 miles (as far as needed for the roundabout approaches). Construction of the roundabout shall be part-width. Also included is the installation of solar rectangular rapid flashing beacons at the existing crossing of the shared-use path at Ft. Amanda Road west of the proposed roundabout location. Additional information is available at <https://allencountyohengineer.com/engconsultants/>

Estimated Construction Cost: \$1,903,500.00 (Federal Safety HSIP)

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION 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 services. 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.

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. 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).

DESIGN SERVICES:

- Bicycle Facilities & Enhancement Design;
- Complex Roadway Design;
- Limited Right of Way Plan Development;
- Subsurface Utility Location Services;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Geotechnical Drilling Inspection Services;
- Limited Highway Lighting Design

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation - CE;
- Environmental Document Preparation - Section 4(f);
- Ecological Surveys;
- Waterway Permits;
- Archaeological Investigations;
- History/Architectural Investigations;
- Regulated Materials Review

FINANCIAL MANAGEMENT SYSTEM EVALUATION

Compliant with Federal Requirements (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

Previous experience in the design of roundabouts.

Contract Type and Payment Method

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by May 2025.

Completion Schedule

Plan development shall proceed as per the Milestone Dates listed in ELLIS. The sale date is 02/26/2027.

Disadvantaged Business Enterprise (DBE) Participation Goal

None

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 Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

Compliance with Title VI of the Civil Rights Act of 1964

Allen 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

Allen County 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 four (4) copies of the Letter of Interest to the following address **by 3:00 PM on the response due date** listed above:

Brion E. Rhodes, P.E., P.S.
Allen County Engineer
1501 N. Sugar St.
Lima, OH 45801

Responses received after 3:00 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

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 ten (10) 8½" x 11" single sided pages plus two (2) pages for the 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 12-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 Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager 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, and the project responsibility of each.

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 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.

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.

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.

SCOPE OF SERVICES

A. Project Identification

County	ALL	Route	CR 11	Section	4.54
Project sponsor / Maintenance responsibility:		Allen County			
Local Let		X	ODOT Let		
Scope field review:	11/21/2024	Scope meeting:	11/21/2024		
Highway Functional Classification		Major Collector			
PID	121962				
Fiscal Year	2027	Proposed Sale Date	February 2027		

B. Design Standard

AASHTO/ODOT

C. Project Description

Description of Proposed Improvements:		Constructing a roundabout at the existing intersection of Fort Amanada Road and Buckeye Road.			
Prior studies / plan (identify):		<u>Fort Amanda Corridor Safety Study 2023</u>			
Estimated Project Length: (begin pavement to end pavement including bridge)					<u>0.25 miles</u>
Work Length: (including project length & approach work)				0.25 miles	
Alignment:	Existing	X	Relocated		
Profile:	Existing	X	New		
Logical Termini: (w/explanation)	Fort Amanda & Buckeye Intersection extending as far as needed for roundabout approaches				

D. Typical Sections

Existing:

Width:	Pavement		Graded Shoulder		Treated Shoulder	
R/W						
Bridge:	face to face of rails	NA	or toe to toe of parapets	NA		

Curbs	Yes		No	X
Curb ramps	Yes		No	X
Sidewalks	Yes	X	No	Comment Existing shared use trail
Guardrail	Yes		No	X Type

Proposed:

Width:	Pavement	Match existing	Graded Shoulder		Treated Shoulder	
Bridge	NA					
Median:	Yes		No	X	Type	
Curbs:	Yes	X	No		Type	
Curb ramps:	Yes	X	No			
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	X	Type	

Supplemental Information

ADT	6,800	Design ADT	7,000
DHV	800	Certified Traffic	
T24	15		
Design Speed	50	Legal Speed	45
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	3			
Do you have quick take authority?	Yes			
Known relocations:	Yes		No	X
Railroad Involvement:	Yes		No	X
Railroad Name:	NA			
Encroachments:	To be permitted as needed during plan development			
Airway Highway Clearance:	Yes		No	X Remarks

Airport Name	NA
Survey:	All monuments adjacent to the project construction limits need to be identified and inventoried as part of the survey base mapping.
Comments:	

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

Aerial:

Phone	Yes	X	No		Name of Company	TSC
Cablevision	Yes	X	No		Name of Company	Charter (Spectrum)
Power	Yes	X	No		Name of Company	AEP

Buried:

Phone	Yes		No	X	Name of Company		
Cablevision	Yes		No	X	Name of Company		
Power	Yes		No	X	Name of Company		
Gas	Yes	X	No		Name of Company	Enbridge	
Pipelines:	Yes	X	No		Name of Company	Buckeye	
Water	Yes	X	No		Private	Public	City of Lima
Sanitary Sewer	Yes		No	X	Private	Public	
Storm Sewer	Yes	X	No		Private	Public	County
Other							
Comments							

G. Structure Requirements: NA

Existing Structure information:

Structure type:						
Sufficiency Rating:		General Appraisal		Bridge No.		

Structure File No.		Crossing	
Bridge length:			
Number of Spans			
Eligible for the National Historical Register	Yes		No

Proposed Structure:

New Structure:	Yes		No	
Rehabilitate Existing Bridge	By:			
Structure width:		Structure type:		
Number of spans:				
Beam Type:	Concrete Box		Steel	
Other Design Considerations / Explanation of Change in Line/Grade:				
Guardrail Type:				

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	
Striping:	Yes	X	No		Remarks	
Lighting:	Yes	X	No		Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour		Part Width	X
Remarks:	Lane closures as needed, but road to remain open		

K. Driveways

Yes		No	X	Type	
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L. Project Funding

Project Cost Estimate	\$2,486,745				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:					
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:	Adgate Bridge construction nearby in FY 2028 FYI				

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$352,800	100		
DETAILED DESIGN	\$88,200	100		
RIGHT OF WAY	\$9,000	100		
UTILITIES				
CONSTRUCTION	\$1,903,500	100		
CONST ENGINEERING			\$133,245	100
TOTAL	\$2,353,500		\$133,245	

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X

What Cost Recovery method does the LPA intend to utilize?				
<input checked="" type="checkbox"/> 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs. <input type="checkbox"/> 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate ^a <input type="checkbox"/> 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only) ^b , plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate. <input type="checkbox"/> 4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.				
Does the LPA currently have a timekeeping system in place?	Yes	X	No	
If so, does that system track both payroll and project hours concurrently?	Yes	X	No	
If different systems, how does the LPA reconcile project hours to payroll?				
How often are payroll records prepared?				
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes	X	No	
Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	

N. Environmental

Scope of the Proposed Action /Involvement with Resources:				
These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.				
	Not required	Required	Responsibility	Comments
Tentative CE Level <u>C2</u>		X	County/Consultant	
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X	County/Consultant	
Cultural Resource Phase 1	X			

^a The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.

^b Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

Cultural Resource Phase II	X			
Cultural Resource Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation		X	County/Consultant	Minor temporary impacts to bikepath
Recreational Boating	X			
Level 1 Ecological Survey Report		X	County/Consultant	
Level 2 Ecological Survey Report	X			
Wetland Survey		X	County/Consultant	Standard part of the Level 1 Ecological Survey Report
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		TBD	County/Consultant	Needed if any stream or wetland impacts will occur.
404 PCN-Army Corps of Engineers		TBD	County/Consultant	Not likely needed.
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			
Scenic River	X			
Farmland Screening or FCIR		X	County/Consultant	
Public Involvement		X	County	At a minimum, the following will be needed:1. Property Owner Notification Letters.2. Press Release – announcing project, road closures, potential 4f (bikepath) impacts, and floodplain impacts (if any).3. Email coordination with local schools and EMS announcing planned road closures.
Public Meeting	X			
RMR Screening		X	County/Consultant	Adjacent to a landfill (to the east).
RMR Assessment/Investigation		TBD	County/Consultant	The need for this is based on the results of the RMR Screening above.
Drinking Water Resources		X	County/Consultant	
Flood Plain/Flood Way		X	County/Consultant	May be very minimal effort (mapping only) – the Ottawa River floodplain might not be impacted, depending on

				design.
Underserved Populations		X	County/Consultant	
Noise Study	X			
Air Quality Analysis	X			
Mussel Survey		TBD	County/Consultant	If any impacts were occurring below the OHWM of the Ottawa River (drainage outlets?), a mussel survey would need to occur.

Asbestos Inspection Required:	Yes		No	X
Comment:				

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

Old landfill site located west of the first silo on Buckeye Road. Project might have minor impacts to the refinery property to the east. Drainage design should try to avoid impacts below OHWM of the Ottawa River. 4(f) impacts would occur if the bikepath is temporarily closed.
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O. Roles / Responsibilities

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	LPA
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	LPA
Construction inspection:	LPA
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility Coordination / Relocation:	LPA
Environmental	County and ODOT Prequalified Consultant

P. Field Review

Date:	11/21/2024
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
Kylie Schnipke	ODOT	419-999-6885	Kylie.schnipke@dot.ohio.gov
Hailey Robey	ODOT		Hailey.robey@dot.ohio.gov
Brion Rhodes	Allen County	419-228-3196	brhodes@allencountyohio.com
Mark Droll	Allen County	419-228-3196	mdroll@allencountyohio.com
Zach Gerdeman	Allen County	419-228-3196	zgerdeman@allencountyohio.com

Q. COMMITMENT DATES	ODOT-let	Local-let	Reservoir
ACTIVITY	DUE DATE		
Authorization to Proceed	March 2025		
Stage 1 Plans Submitted			
Stage 1 Plans Complete			
Preliminary R/W Plans Submitted	August 1, 2025		
Preliminary R/W Plans Complete	September 1, 2025		
Stage 2 Plans Submitted	October 13, 2025		
Stage 2 Plans Complete	November 14, 2025		
Compliance R/W Plans Submitted	October 13, 2025		
Compliance RW Plans Approved	November 14, 2025		
Final R/W Plans Approved/Not Required	December 19, 2025		
Environmental Clearance	December 19, 2025		
R/W Authorized	January 26, 2026		
Stage 3 Plans Submitted			
Stage 3 Plans Complete			
Final Tracings/ PS&E to District	December 23, 2026		
Local RW Certification	December 9, 2026		
R/W and Utility Clearance	December 16, 2026		
Plan Package to C. O.	January 21, 2027		
Sale Date	February 26, 2027		
Award Date	March 26, 2027		

Schedule Explanation: Authorization to Proceed Start Date is the date that the District submits the

programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.

Project Schedule Approval:	Signature	Date
Environmental Coordinator	<i>Nate Tessler</i>	01/24/2025
Real Estate Admin.		
Program Manager		
Project Manager		