

01/11/19 Posting Date
Mecca Street Resurfacing and Intersection Upgrades
PID No. – 104626
City of Cortland, Trumbull County
Response Due Date: 02/08/19

The City of Cortland is requesting Letters of Interest (LoI's) with supporting documents from qualified consultants for professional design services for the Mecca Street Resurfacing and Intersection Upgrades. A design firm will be selected based upon the submitted information and in accordance with the Qualifications Based Selection Process.

The selected consultant will assist the City of Cortland in the preparation of environmental documents and development of right-of-way plans, construction plans, specifications and cost estimates for the construction project. The limits of the project are along North and South Mecca Street from Wakefield Drive to the northern corporation limit, total project length of approximately 1.72 miles.

Estimated Construction Cost: \$932,200.00

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Non-Complex Roadway Design; Right of Way Plan Development; Basic Traffic Signal Design; Traffic Signal System Design; Limited Lighting Design

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE; Ecological Surveys; Archaeological Investigations; History/Architectural Investigations; ESA Screening, Phase I ESA and Phase II ESA

RIGHT OF WAY ACQUISITION SERVICES:

Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Appraisal Review; Negotiation; Closing

The plans are to be completed and on file with the City of Cortland within six (6) months from the date of authorization. It is anticipated that the selected Consultant will be authorized to proceed in July of 2019.

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 five (5) copies of the Letter of Interest to the following address **by 4:00 PM** on the response due date listed above.

City of Cortland
Attn: Don Wittman, Service Director
400 North High Street
Cortland, OH 44410

Responses received after the close of business on the specified 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, in the same order listed, in a letter signed by an officer of the firm.
 - 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach.

- B. Letter of Interest Content
 - 1. Brief overview of the firm's history
 - 2. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
 - 3. List firm's owners and key technical personnel. Include education, technical expertise and experience of project construction engineers and project manager that will be responsible for the work.
 - 4. Provide a description of the firm's equipment and facilities and 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. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project and any other information regarding your firm's qualifications.

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

City of Cortland
Evaluation of Consultant Letters of Interest

PID #

Date:

Project Name:

Name of Design Firm

Name of Evaluator

CRITERIA	TOTAL VALUE	SCORING CRITERIA	SCORE
Capacity to Perform Work			
• Proximity to project site of Firm's office where majority of work will be done. Availability to meet schedule	5		
• Ability to manage subcontractors, schedules, deadlines, costs and budgets.	10		
• Firm's current workload.	5		
Firm & Individual Qualifications			
• Clarity and quality of transmittal letter and related qualification documents.	20		
• Firm's demonstrated understanding of this project's potential problems and project approach.	15		
• Qualifications of firm's current personnel and overall background of the firm.	20		
• Quality of similar projects completed by the firm.	15		
References and Past Performance			
• Demonstrated ability to prepare contract documents for final PS&E approval and meet project budgets.	10		
CONSULTANT SCORE	TOTAL SCORE =		

Mecca Street Resurfacing and Intersection Improvements
Scope of Services
January 7, 2019

A. Project Description

The project is a combination of a resurfacing, intersection improvement and signal upgrade project. The project is the resurfacing of North and South Mecca Street in the City of Cortland. The project calls for drainage, widening and upgrades to two (2) traffic signal in the SR46/5 corridor based on recommendations from a traffic study.

B. Purpose and Need

The project originated as a resurfacing project of Mecca Street through the City of Cortland. The roadway was last resurfaced in 2008 and funding was secured to address the declining PCR ratings. The project area included the S46/5 corridor and an area with two traffic signals. A traffic study was conducted to assess the traffic conditions before the opening of a new PK-8 school and predict any impacts. The study provides recommendation to the corridor which include minor widening, drainage improvements and upgrades to the traffic signals.

C. Project Limits

The overall project limits extend from Wakefield Drive to the northern corporation limits along State Route 46, aka North and South Mecca Street. The limit entails the following sections of roadway; 1.) Wakefield Drive to South High Street – the SR5/46 corridor – 0.17 miles 2.) South High Street to West Main Street – South Mecca Street – 0.72 miles 3.) West Main Street to Northern Corporation Limit – North Mecca Street – 0.81 miles, from West Main Street to the northern corporation limit.

D. General

1. The project costs is secured through Surface Transportation Block Grant funds (80%) and local City of Cortland share (20%).
2. The contracting officer for the design engineering of this project is the City of Cortland.
3. The construction plans and specifications shall conform to the Ohio Department of Transportation (ODOT) design standards and shall utilize the ODOT Construction and Material Specifications, current edition, current ODOT standard construction drawings, and the Ohio Manual of Uniform Traffic Control Devices.
4. All sub consultants shall have the prior approval of the Director of Public Service and shall be preapproved by ODOT. It shall be the consultant's responsibility to assure the responsibility of the sub consultant(s) and the quality and timeliness of their work
5. The City of Cortland will furnish and/or make available all associated records currently on file. The City of Cortland does not guarantee the accuracy or completeness of the information. The Consultant shall verify all records and data used for completeness and accuracy.

E. Background

The City of Cortland applied for funding through the Eastgate Regional Council of Government Surface Transportation Block Grant. The funding is in place for the construction of the project.

F. Scope

1. The consultant shall prepare and submit environmental document to receive federal authorization and obtain clearance to proceed with the project. Consultant shall coordinate the completion of this scope item with the ODOT District office. The District will provide the resource documentation for the environmental document.
2. When authorized by the city, the Consultant shall provide professional design services that include but are not limited to the following work items.
 - All field surveys, engineering, and design needed to prepare the construction drawings for the project. This shall include collecting and coordinating all information necessary to complete the plans, including existing roadway and utility company information (i.e., gas, electric, telephone, cable, water, sanitary, etc.) as well as all other pertinent current site conditions.
 - Design and prepare construction drawings and specifications for the improvement in accordance with all current federal, state, and local standards. This shall include but not be limited to the American Disabilities Act (ADA), and the Ohio Department of Transportation (ODOT). The proposal should include all work, submissions, and review meetings required to prepare final construction plans. Construction documents must be developed per ODOT and FHWA standards. However, the level of design will vary based on the proposed work to be performed in each section.
 - Submittal of plans and coordination with all utility companies per ODOT requirements. The City of Cortland requires certified letters for each plan submittal be sent to all utility companies with facilities located within the project limits.
 - Selected Consultant will prepare and submit any permits necessary to complete this project. All fees should be included in the total cost for services.
 - Selected Consultant shall schedule and attend meetings at specific project milestones with City staff to communicate job progress and issues to be addressed. At a minimum, meetings shall be held at the beginning of the project, environmental authorization, preliminary and final reviews. The Consultant will also attend meetings with ODOT personnel and TIP reviews as necessary.
3. When authorized by the city, the Consultant shall provide bidding assistance that includes but is not limited to the following;
 - Answer Contractor's and/or Supplier's questions regarding the interpretation of the Consultant prepared contract documents, including plans and supplemental specifications during the bidding period. Attendance by a qualified representative at the pre-bid meeting is required, if such a meeting is held.

- Provide the City of Cortland with necessary drawings and/or other addenda items required due to errors and/or omissions by the Consultant.
 - Attend bid opening, prepare bid tabulations, review submitted bids and make recommendations of award.
4. The selected Consultant may provide the following services during construction, as authorized.
- Attendance by a qualified representative at the preconstruction meeting.
 - Reviews of shop drawings for conformance to the contract documents, as required.
 - Interpretation of Consultant's provided contract documents, as required, during construction.
 - Site visits and other services as requested by ODOT and/or the City.

G. Project Schedule

The selected consultant shall submit a proposal within 14 days from notice of selection. The Consultant shall submit a schedule with the proposal for approval as described in Section H9. Construction is programmed for FY2010.

H. Proposal

The selected Consultant shall submit a cost proposal for performing the services as described in the above sections. The cost proposal shall contain the following information:

1. Firm's qualifications and experience for projects of similar scope.
2. Project team, including resumes.
3. Task breakdown.
4. Employee classifications with estimated hours and hourly rates by task for scope items (provide separate hours for each section).
5. Overhead rates (direct and indirect) and multipliers or payroll costs. The multiplier shall include direct and indirect overhead costs and the Consultant's fee. Computer time shall not be billed separately. All computer expenses are to be included in overhead multiplier.
6. "Not to exceed" fees based on hourly costs plus reimbursables for scope items.
7. Insurance Certificates.
8. Workers' Compensation certificates.
9. Project schedule including all activities, durations and relationships. The schedule shall be prepared showing durations in calendar days and approximate start and finish dates of all activities.