

**02-04-19 Posting Date**  
**LUC-2-22.51**  
**PID No. 109596**  
**City of Oregon**  
**Response Due Date: 02-26-19**

### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Oregon 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. Specific questions concerning the project details can be emailed to [rshultz@ci.oregon.oh.us](mailto:rshultz@ci.oregon.oh.us).

### **Project Description**

The City of Oregon is requesting Letters of Interest (LoI) from Consultants for Planning and Engineering services. The services involve engineering recommendations from a completed Traffic study to increase capacity and Level of Service (LOS) at the intersection of Navarre Avenue (SR 2) and Coy Road in the City of Oregon.

The existing intersection of Navarre Avenue and Coy Road is signalized and is intended to be coordinated with the other signals along Navarre Avenue. Navarre Avenue (SR 2) runs east-west and is a five-lane facility with two lanes in both directions and a two-way-left-turn-lane (TWLTL) that transitions to left turn lanes at the Coy Road intersection. Navarre Avenue (SR 2) is classified as a Principal Arterial with a speed limit of 40 MPH. Coy Road is classified as a Major Collector south of Navarre Avenue/SR 2 and is classified as a Minor Arterial roadway north of Navarre. Coy Road is a two-lane facility with a left turn lane for each leg at the intersection of Navarre Avenue and has a speed limit of 35 MPH.

The traffic study recommendations include the following:

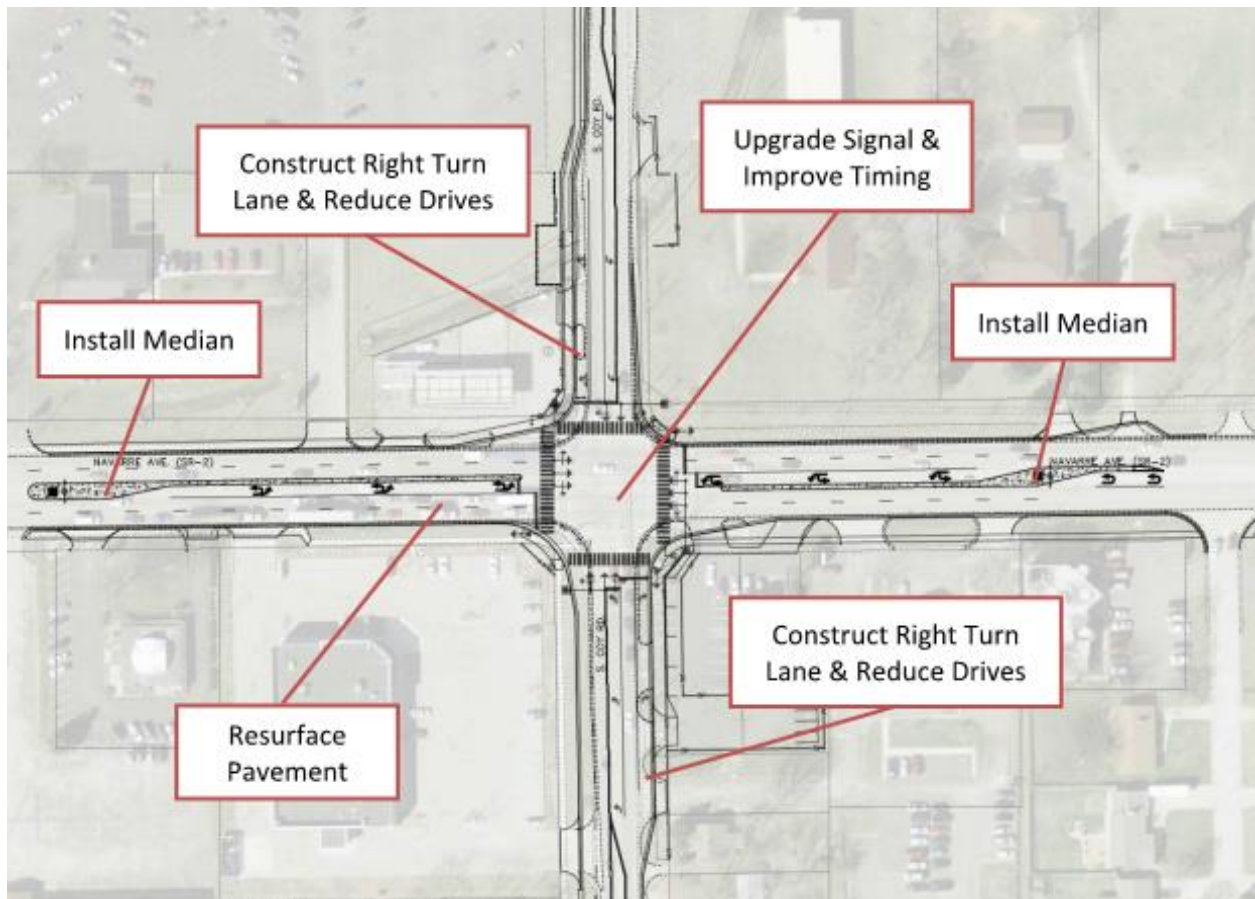
- Installing a median along Navarre Avenue with accommodations for U-turns
- Adding a right turn lane for Northbound Coy
- Adding an additional thru-right lane for southbound Coy and extending the lane to Dustin Road
- Replacing the traffic signal with all new poles and signal equipment to improve visibility and accommodate pedestrians including adding supplemental signal heads, signal backplates and ADA compliant pedestrian signals.

- Extending or replacing the existing Coy Road bridge over Amolsch Ditch north of Navarre Avenue to accommodate additional pavement width and sidewalks
- Resurfacing the pavement within project limits
- Upgrading lane control and directional signage, including adding overhead lane-use signs.
- Eliminating some drives near the intersection

This project involves the Preliminary Engineering (PE), Environmental Engineering (EE), and Final Engineering (FE) phases of the ODOT's Project Development Process (PDP) phased approach and is anticipated to follow a Path 2 Project. The scope will include preparing the construction plans with all associated traffic and maintenance of traffic items, utility coordination, geotechnical services, environmental clearance, R/W plans, and legal descriptions. The design shall include decorative features that were included as aesthetic enhancements as part of the recently completed safety project on Navarre Avenue between I-280 and Isaac Street Drive.

The project limits will be approximately 500 ft in each direction from the intersection.

The project has received Federal Highway Administration (FHWA) approval and funding for the project through Ohio Department of Transportation (ODOT) Highway Safety Program. The City of Oregon is the lead Local Public Agency administrating the engineering design, right of way acquisition, utility coordination, and construction of the project through the ODOT LPA policy process.



**Estimated Construction Cost:**      \$1,089,400.00

**Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting - Unlimited the requirement may be met by the prime consultant or a subconsultant.

For agreements that require prequalification in Cost Accounting - Unlimited 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;  
Non-Complex Roadway Design;  
Complex Right of Way Plan Development;  
Subsurface Utility Location Services;  
Geotechnical Engineering Services;  
Geotechnical Testing Laboratory;  
Geotechnical Field Exploration Services;  
Geotechnical Drilling Inspection Services;  
Basic Traffic Signal Design;  
Traffic Signal System Design;  
Limited Highway Lighting Design

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation - CE;  
Environmental Document Preparation - Section 4(f);  
Waterway Permits;  
ESA Screening, Phase I ESA and Phase II ESA;  
ESA Remedial Design

**COST ACCOUNTING SYSTEM**

Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

### **Selection Subfactors**

Experience in with projects that have incorporated safety countermeasures, access management principles, urban roadway design including adding center medians. Consultant's experience in managing ODOT local-let projects in accordance with ODOT's Manual of Procedures for locally administered transportation projects and the ability to demonstrate that the project can be delivered on time and within budget.

### **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 April-2019.

### **Completion Schedule**

Consultant Authorization	Apr-2019
NEPA Start	Jul-2019
Stage 2 Submitted	Sep-2019
Preliminary R/W Plans Submitted	Dec-2019
Environmental Approval	Feb-2020
Final R/W Plans Submitted	Jan-2020
Stage 3 Submitted	May-2020
PS&E to District	Aug-2020
R/W Certification	Oct-2020
Plan Package to Central Office	Nov-2020
Sale	Jan-2021
Award	Feb-2021
Begin Construction	Jun-2021
End Construction	Oct-2021

### **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**

The City of Oregon, 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 (Lol). The requirements for the Lol 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 three (3) copies of the Letter of Interest and one (1) electronic pdf file of the entire qualification package to the following address **by 4:30 PM on the response due date** listed above.

**Paul Roman, P.E.**  
**Director of Public Service – City of Oregon**  
**5330 Seaman Road**  
**Oregon, Ohio 43616**

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

## **Scope of Services**

The Scope of Services document is included below.

Additional project related information can be found at the following site:  
*<http://www.oregonohio.org/Engineering/bidding-information.html>*

## **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. A statement of the firm's qualifications to provide the requested services. Describe the expertise and experience of your firm in providing the proposed services on projects of similar size. Identify and describe three (3) projects which your firm has completed over the past five (5) years that have similarities and relevance to this proposed project and scope of services. Provide a list of at least five (5) references, including name, address and telephone number of previous clients on projects with a similar scope of work. 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: **LUC-2-22.51 (Navarre & Coy)**  
 PID: **109596**  
 Project Type: **Intersection**  
 District: **2**  
 Selection Committee Members:  
**Dir. of Public Service - Oregon**  
**Deputy City Engineer - Oregon**  
**Staff Engineer - Oregon**

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
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	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	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**  
**LUC-2-22.51 Navarre / Coy**  
**Intersection Improvement Project**  
**PID No. 109596**

The intersection of Navarre Avenue (SR 2) and Coy Road is located in the City of Oregon, Lucas County, Ohio. Navarre Avenue (SR 2) runs east-west and is a five-lane facility with two lanes in both directions and a two-way-left-turn-lane (TWLTL) that transitions to left turn lanes at the Coy Road intersection. Navarre Avenue (SR 2) is classified as a Principal Arterial with a speed limit of 40 MPH. Coy Road is classified as a Major Collector south of Navarre Avenue/SR 2 and is classified as a Minor Arterial roadway north of Navarre. Coy is a two-lane facility with a left turn lane for each leg and has a speed limit of 35 MPH.

The intersection of Navarre Avenue (SR 2) and Coy Road is ranked 39th on the 2016 Urban Intersection Highway Safety Improvement Program list for Ohio. This intersection is along the Navarre Avenue (SR 2) corridor, a main commercial corridor through the City of Oregon. The corridor also experiences large volumes of summer tourist traffic traveling from I-280 to the recreational areas along Lake Erie and to the Cedar Point Amusement Park. The intersection has an average daily traffic entering volume of 28,800 vehicles.

A safety study for the intersection was prepared in September of 2018 by DGL Consultant Engineers for the City of Oregon. The purpose of the study was to analyze crash trends and to recommend countermeasures that will improve the safety of the intersection.

Crash data for the study area from 2015 to 2017 was collected and analyzed. During the three-year study period there were 151 crashes, where 128 of the crashes occurred within the influence of the Navarre Avenue (SR 2) and Coy Road intersection. Throughout the study area the top crashes were, 51% Rear End Crashes, 22% Left Turn, and 13% Sideswipe Passing crashes. Injury crashes make up 34% of the reported crashes.

Based on the recommendations of the traffic safety study, the following proposed countermeasures are to be implemented as part of the project:

- Install median along Navarre Avenue (SR 2) throughout the project limits
- Install right turn lane for northbound Coy Road
- Install thru-right turn lane for southbound Coy Road and extend to Dustin Road
- Decrease drive density near intersection
- Replace traffic signal to include supplemental signal heads, signal backplates and ADA compliant pedestrian signals
- Upgrade lane control and directional signage, including adding overhead lane-use signs.
- Expand Coy Road culvert over Amolsch Ditch to accommodate additional pavement width and sidewalks
- Improve pavement skid resistance by resurfacing

The project limits will be approximately 500 ft in each direction from the Navarre Avenue (SR 2) and Coy Road Intersection.

It is anticipated that this project will follow an ODOT Path 2 Project Development Process (PDP), which will involve Preliminary Engineering (PE), Environmental Engineering (EE), and Final Engineering (FE) phases. The scope will include preparing the construction plans with all associated traffic and maintenance of traffic items, utility coordination, geotechnical services, environmental clearance, R/W plans, and legal descriptions. The design shall also include decorative features that were included as aesthetic enhancements as part of the recently completed safety project on Navarre Avenue between I-280 and Isaac Street Drive.

The following are some of the services that are anticipated to be needed for the design portion of this project:

- Field survey
- Location and verification of existing utilities
- Environmental clearance
- Roadway design
- Traffic signal design
- Intersection design
- Storm water and drainage design
- Bridge design
- Erosion control design
- Signage and pavement marking design
- Maintenance of traffic design
- Preparation right of way plans and legal descriptions
- Preparation of final construction plans, specifications and cost estimate