03-03-25 Posting Date
LUC-Wynn Road
PID No. N/A
City of Oregon
Response Due Date: 03-17-25

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.

Project Description

The City of Oregon is seeking a qualified consultant to perform preliminary design services for the development of 3roundabouts at the following intersections along Wynn Road:

Wynn Road & Brown Road
Wynn Road & Pickle Road
Wynn Road & Corduroy Road

The services include developing preliminary designs to assess the feasibility of the roundabouts, determining right of way requirements, providing cost estimates, and supporting the City's efforts to secure potential grant funding through submissions to relevant agencies.

Estimated Construction Cost: N/A

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.

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;
Non-Complex Roadway Design;
Safety Study;
Limited Right of Way Plan Development;
Limited Highway Lighting Design

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

Experience in designing, planning, and implementing roundabouts in both urban and rural settings, with a focus on similar traffic conditions and environments. Demonstrated understanding of modern roundabout design principles, including traffic flow optimization, safety considerations, and the mitigation of environmental impacts.

The consultant should have the following qualifications:

In-depth experience in transportation planning and roundabout design.
Familiarity with ODOT and FHWA guidelines.
Proven track record of successful grant applications and project funding strategies.
Experience in stakeholder engagement and public outreach for roundabout projects.

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 2025.

Completion Schedule

The Consultant shall complete the preliminary design services within an estimated timeframe of 6 months from the Notice to Proceed. The schedule shall be subject to review and adjustment based on coordination with the City of Oregon, agency reviews, and public input.

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

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 City of Oregon 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 three (3) copies of the Letter of Interest and one (1) electronic pdf file by email 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
proman@oregonohio.org

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.

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 LoI. 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
for
Preliminary Design of Roundabouts

City of Oregon, Ohio – Wynn Road Corridor
(Wynn Rd / Brown Rd, Wynn Rd / Pickle Rd, and Wynn Rd / Corduroy Rd)

1. PROJECT UNDERSTANDING

The City of Oregon, Ohio is seeking a qualified consultant to perform preliminary design services for the development of three roundabouts at the following intersections along Wynn Rd:

Wynn Rd / Brown Rd

Wynn Rd / Pickle Rd

Wynn Rd / Corduroy Rd

The scope of this project includes developing a preliminary design to assess the feasibility of the roundabouts, determine right-of-way (ROW) requirements, provide cost estimates, and support the effort to secure potential grant funding through submissions to relevant agencies.

2. SCOPE OF SERVICES

2.1 Preliminary Design and Layout

Task 1.1: Site Assessment and Data Collection

1. Perform site visits and field evaluations to assess existing conditions, including traffic flow patterns, vehicle types, pedestrian movements, and any environmental constraints.
2. The City will provide the consultant with current drone aerial images of each intersection, along with digital elevation models (DEMs) to use for preliminary design.
3. The City will provide the consultant with traffic volume data for each intersection.
4. Review utility locations, existing infrastructure, and other relevant data, such as topography and existing right-of-way (ROW) boundaries.

Task 1.2: Preliminary Layouts

1. Develop conceptual layouts for each of the three roundabouts, ensuring compliance with Ohio Department of Transportation (ODOT) and Federal Highway Administration (FHWA) guidelines.
2. Design alternative layouts (if applicable) to address any potential challenges such as existing utilities, pedestrian accessibility, and environmental impacts.
3. Present draft layouts to the City of Oregon and adjust designs based on feedback.

Task 1.3: Right of Way Evaluation

1. Evaluate and determine the necessary extent of ROW to be acquired for the roundabouts. This includes preliminary ROW impact analysis and mapping.

2. Assess potential landowner concerns and identify areas where easements or property acquisition may be required.

2.2 Cost Estimation

Task 2.1: Preliminary Cost Estimate

1. Provide an initial construction cost estimate for the three roundabouts, including materials, labor, and potential mitigation measures (e.g., relocation of utilities).
2. The estimate should provide a breakdown for each roundabout individually and account for project contingencies and inflation rates
3. Develop a project schedule and provide a timeline for the design, permitting, and construction phases

2.3 Stakeholder Engagement and Public Outreach

Task 3.1: Stakeholder Identification and Coordination

1. Identify key stakeholders such as adjacent property owners, local residents, businesses, and other relevant parties who may be impacted by the proposed roundabouts.
2. Coordinate meetings, presentations, and communications to inform stakeholders of the proposed design, expected impacts, and timelines.
3. Incorporate public feedback into the final preliminary designs as appropriate.

2.4 Reporting and Deliverables

Task 4.1: Preliminary Design Report

1. Prepare and submit a comprehensive Preliminary Design that includes:
    a) The final preliminary roundabout layouts for each intersection.
    b) Right-of-way impact analysis and recommendations.
    c) Preliminary construction cost estimates and schedules.

Task 4.2: Grant Application Support

1. Assist the City of Oregon in the preparation of grant applications to secure funding for the project. This may include compiling necessary documentation, justifying the need for roundabouts based on traffic studies, safety improvements, and environmental benefits.
2. Provide support documentation as needed for each grant application.
3. Present the preliminary design and supporting grant data to the relevant authorities for approval, if necessary, during the grant review process.

3. CONSULTANT DELIVERABLES

1. Preliminary design layouts for the three roundabouts.
2. Right of way impact assessment and recommendations.
3. Preliminary project cost estimate and construction timeline.
4. Support documents for grant applications and related documentation.
5. Presentation materials for City Council meetings and other stakeholders.