



# FAIRFIELD COUNTY UTILITIES

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TO: Interested Firms

FROM: Tony J Vogel, PE  
Director

DATE: December 5, 2014

SUBJECT: Request for Qualifications for Plan Preparation for the Access Drive and Bridge  
for the Fairfield County Utilities Administrative Building Access to US 33.

Fairfield County Utilities (FCU) is requesting letters of interest and statement of qualifications for preparation of plans for the above referenced project. Please direct any questions or to schedule a site visit, please contact Don Sherman, Deputy Director at the above numbers of [dsherman@co.fairfield.oh.us](mailto:dsherman@co.fairfield.oh.us).

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the point system given in section "Consultant Selection Process". A short list of three to five firms based on the given point system will make a presentation to the selection panel. Discussions will begin with the most highly ranked firm from the presentation.

Please submit five (5) copies of the letter of interest and statement of qualifications package responses to this request for qualifications on or before January 9, 2015 at 4:00 PM. The submittal package shall be clearly marked "Professionals Engineering Services for FCU Administrative Building Access Drive" at the address above. No submissions will be accepted after this date and time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony J Vogel".

Tony J Vogel, PE  
Director

## **PROJECT SCOPE OF SERVICES**

Project Name: Fairfield County Utilities Access Drive

Project Description: Access drive for the Fairfield County Utilities Administrative Building

Approximate Project Limits:

Twenty eight feet wide access drive to begin at the current intersection of Lockville and Hummel Roads at the current Administrative Building drive. The drive will head generally in a northern direction (see attached exhibit) terminating at the intersection of Columbus Lancaster and Allen Roads (approximate 4200 linear feet depending on alignment).

General Scope of Services:

The following is an outline of tasks required to do this work. The tasks should include, but not be limited to what is outlined below. Consultants preparing qualifications should elaborate on these tasks within their application. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process by the County, and to provide standards to better compare proposals.

### **1. Survey and Base Mapping**

- a. The Consultant shall provide all work in order to create a topographic/base map of the area with 1-foot contours for the project corridor. The work will include ground surveys, record data search and a boundary survey.
- b. The Consultant shall also establish horizontal and vertical control monuments, per Fairfield County Engineer standards, with at least one monument on each leg of the intersection. Monuments are to be within a horizontal tolerance of 1:20,000 and a vertical tolerance of  $0.03 \times M \times 0.05$  feet ( $M$  = distance in miles) for the project.

### **2. Hydrology/Hydraulic Studies**

- a. The Consultant shall prepare hydrology/hydraulic studies, a flood-plain risk assessment, and all work required for the Regional Planning Commission.
- b. Insure adequate drainage, design any needed drainage structures, and perform any necessary hydraulic analysis.

### **3. Geotechnical Investigation**

- a. The Consultant shall provide all work in order to complete the geotechnical investigation. The work shall include but not be limited to site visits, permits, subsurface exploration, laboratory testing, analysis and foundation report.
- b. The County will work with the Consultant to provide an encroachment permit.

### **4. Preliminary Engineering**

- a. This task will include all work to develop the roadway and bridge design to be used for final design. The Consultant shall prepare an advanced planning

- study which will include project drawings, a description of alternatives, and preliminary Engineer's estimate.
- b. Establish the centerline of the road right-of-way and create a centerline plat with the approximate locations of property lines shown.
  - c. Develop proposed horizontal and vertical alignments and typical sections for the project.
5. Environmental Studies/Permitting
- a. The Consultant shall prepare all required studies and documents to obtain clearance with the Fairfield County Regional Planning Commission.
6. Final Design and Engineering Services
- a. The Consultant shall show the ability to perform detail plan design.
  - b. Provide construction drawings per Fairfield County Engineer standards.
  - c. Write and get approved any needed design exceptions per County and ODOT standards.
  - d. At a minimum, the plans shall be submitted to the county for review and comments at the following stages: Line Grade and Typical, Final Plans without quantities, Final Plans.
7. Utility Coordination
- a. Locate and show all existing utilities.
  - b. Coordinate and prepare all correspondences with the utility companies during the preliminary and final design process.
  - c. The Consultant shall provide all necessary exhibits and drawings needed for coordination with the utility companies.
8. Right-of-Way
- a. The County will be responsible for obtaining all necessary easements and/or right-of-way needed to accomplish the work associated with this project.
  - b. The Consultant shall prepare the legal descriptions and plats of surveys related to this task to Fairfield County Engineer standards and provide the County any mapping files needed to prepare the necessary documents for the easements and/or right-of-way.
9. Bid Assistance and Construction Support Services
- a. Consultant shall show the ability to perform project bidding.

## **STATEMENT OF QUALIFICATIONS**

Instructions for preparing and submitting a Letter of Interest:

1. Provide the information requested in the Letter of Interest Content shown below, in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, brochures, or other material.

2. Letters of Interest shall be limited to twenty (20) 8½" x 11" single sided pages plus two (2) pages for the Project Approach.
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.

Letter of Interest Content:

1. Name of firm, address and telephone number. Name of contact person and their phone number and e-mail address.
2. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
3. The proposal must clearly describe the Consultant's ability for undertaking and performing the work. It must list projects of very similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team are recommended. Contact names and current telephone numbers are to be provided for each project. The projects listed should include the names of staff and other team members involved in the work.
4. List significant sub-consultants, their current prequalification categories, and the items of work to be performed by each sub-consultant. Three references are to be listed for each subconsultant. References will be contacted as part of the selection process.
5. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.
  - a. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the Project.
  - b. Any changes in key personnel and subconsultants after the award of contract must be requested in writing and approved by the County before the change is made.
6. 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.
7. Consultant and subconsultants must meet all Federal and State requirements as may be applicable. Consultant should address such requirements in the proposal.

8. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site. Address your firm's:
  - a. Technical approach
  - b. Understanding of the project
  - c. Your firm's qualifications for the project
  - d. Knowledge and experience concerning relevant ODOT and local standards, procedures, and guidance documents
  - e. Innovative ideas
  - f. Your firm's project specific plan for ensuring quality, reduced project delivery time and reduced project costs. A comprehensive schedule of work tasks will be included. The schedule will indicate the start date and length of time for completion of each task. Functions carried out by subconsultants should be clearly indicated. An arbitrary start of work date of March 1, 2015 may be used. Use of MS Project or similar program is recommended.

Items 1 thru 7 must be included within the 20-page body of the LOI. Remaining space within the twenty (20) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

## **QUALIFICATION EVALUATION CRITERIA**

After the period has closed for receipt of letters of interest and statement of qualifications proposals (RFQ), each proposal will be opened and examined to determine compliance with the requirements specified in the RFQ. FCU may reject any proposal if it is conditional, incomplete, or contains irregularities. FCU may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the Consultant from full compliance with the contract requirements if awarded the contract.

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the evaluation criteria shown herein. The firm will be rated in the following areas with the following weight system;

1. Project Manager - 10 points
2. Strength/Experience of Assigned Staff including Sub-consultants - 25 points
3. Firms Current Workload/Availability of Personnel - 10 points
4. Consultant's Past Performance - 20 points
5. Project Approach - 35 points

Total points available = 100

The panel members will meet to tally and average scores for each proposal. The technical proposals will be ranked based on the average scores and the Consultants will be notified in writing. The selection panel will prepare the final ranking based on the criteria contained

herein. Based on the rankings, the RFQ will conduct interviews with the top three to five ranked firms.

The FCU will then enter into negotiation with the top ranked Consultant. If agreement is reached, the firm will be recommended for award subject to approval by the Fairfield County Board of Commissioners. If agreement cannot be reached with the top ranked firm, the FCU will close negotiations and may enter into negotiations with the second ranked firm.

This Request for Qualifications does not commit FCU to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The FCU reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the FCU to do so.

All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

Upon approval of the selected Consultant by FCU, a mutually acceptable price will be negotiated; a written Agreement will be prepared, executed by the Consultant, and reviewed by the FCU for approval and execution. The Consultant will begin work immediately upon execution of the Agreement by the FCU.

Any proposal received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received prior to the specified deadline. Qualifications received after the time and date specified above will not be considered and will be returned to the proposer.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

## EXHIBIT 1

