



Fairfield County Engineer

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TO: Any Interested Firm

FROM: Jeremiah D. Upp, P.E., P.S.
Fairfield County Engineer

DATE: August 24, 2022

SUBJ: Request for Letters of Interest to Perform Bridge Load Ratings

The Fairfield County Engineer's Office (FCEO) is requesting letters of interest for the above referenced project. You must be pre-qualified with the Fairfield County Engineer and the Ohio Department of Transportation to submit a Letter of Interest (LOI).

Subsequent to our evaluation of responses to this letter, we intend to narrow the candidates to a short list of three to five. We will then rank the short list based on the point system shown on Attachment LOI-2 "Evaluation of Statement of Qualifications." Listed on Attachment LOI-1 "Content of Consultant's Statement of Qualifications," are the items to be addressed from which the point system will function. The project description in Attachment LOI-3 should be used as a reference by the Consultant to respond to the items in Attachment LOI-1. We will then begin discussions with the most highly ranked firm for this project.

Please submit three (3) copies of the LOI package responses to this letter of interest request on or before September 16, 2022 at 3:30 p.m. No submissions will be accepted after this date and time.

attachments

Jeremiah D. Upp, P.E., P.S., County Engineer

FAIRFIELD COUNTY ENGINEER'S OFFICE
ATTACHMENT LOI-1
CONTENT OF CONSULTANT'S
STATEMENT OF QUALIFICATIONS (SOQ)

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, 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.
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. List significant sub-consultants, their current prequalification categories, and the items of work to be performed by each sub-consultant.

4. 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.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the Project.

5. 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.
6. Provide a description of your Project Approach, not to exceed two pages. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures, and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring quality, reduced project delivery time and reduced project costs.

Items 1 thru 5 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.

FAIRFIELD COUNTY ENGINEER'S OFFICE ATTACHMENT LOI-2

EVALUATION OF STATEMENT OF QUALIFICATIONS (SOQ)

Outlined in the table below is criteria that will be used to evaluate the SOQ of the consulting firm for this project. Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firms SOQ. Evaluation of SOQ and ultimate selection is based on, but not limited to, this criterion.

STATEMENT OF QUALIFICATION EVALUATION CRITERIA AND POINTS AVAILABLE

1. Project Manager - 10 points
2. Strength/Experience of Assigned Staff including Subconsultants - 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

LOI-3

PROJECT SCOPE OF SERVICES

Project Name: Various Load Ratings Fairfield County Engineers Office (FCEO)

Project Description: Perform Load Rating of Bridges

Project Overview:

The required services include:

- Create new system models of bridges in the most recent version of the AASHTO Bridge Rating BrR program to the most current loading conditions; a list of bridges will be provided.
- Furnish the updated BrR files and their load rating results.

The services shall also include acquisition and review of all related bridge plans, inventory information and the most current bridge inspection reports.

The load rating analyses shall be in accordance with the State and Federal requirements and the most current AASHTO Manual of Bridge Evaluation.

Acquisition & Review of Data Files Collection:

FCEO will provide access to bridge plans, inventory data, inspection reports and any other information available for each bridge.

The consultant shall be required to examine ODOT's bridge drawings for the structures' design and repair/rehabilitation plans. Where the construction plans are non-existent or incomplete, the consultant shall acquire the necessary information from various FCEO resources, such as, but not limited to: electronic and paper files; on-line inventory and inspection information; aperture cards; microfilm or microfiche; CDs and DVDs; on-line archived ODOT Standard Drawings; request to the FCEO Bridge Engineers and; on-site measurements and observations.

Load Ratings:

The consultant shall be required to update the bridge rating files to the most current dead load and inspection conditions of the bridges prior to performing the load ratings.

The consultant shall perform the load ratings using the AASHTO Load and Resistance Factor Rating (LRFR) method for AASHTO HL93 loading (or LFR method for AASHTO HS20 loading if LRFR method requires posting of the bridge) at inventory and operating rating levels and all Ohio Legal Loads 2F1, 3F1, 4F1, 5C1, Type 3, Type 352 and Type 3-3; AASHTO Special Hauling Vehicles SU4, SU5, SU6, SU7 and NRL; and FAST Act Emergency Vehicles EV2 and EV3 (Ohio Legal Loads as given in the ODOT Bridge Design Manual, Section 900) at operating rating level as per the AASHTO The Manual of Bridge Evaluation, 3rd Edition and all of its interims. The bridge rating model shall be complete, error free and prepared as per ODOT formatting guidelines.

Project Deliverables:

Deliverables will be submitted to the FCEO as follows:

1. An error-free, working, electronic copy of the database of all updated bridge files compatible with the latest version of AASHTO BrR program.
2. An electronic copy of each bridge's data file as exported from BrR in XML format.
3. Electronic copies of each structure's final load rating summary in "PDF" format.
4. All data and dimensions obtained from field reviews along with digital photos of all bridges.
5. Immediate notification to the pertinent FCEO Engineer for any structure where it is determined that posting for reduced load capacity is required.
6. A master Microsoft Excel spreadsheet containing all the information included in the individual summary reports.
7. Electronic (PDF) copies of the bridge plans used in creating bridge data models.

The information provided in the load rating summaries shall conform to the ODOT-BR-100. The rating results, in particular, must include the following: inventory and operating load rating for AASHTO LRFD HL93 loading (or AASHTO LFR HS20 loading); the operating load rating for all Ohio Legal Loads 2F1, 3F1, 4F1, 5C1, Type 3, Type 352, Type 3-3, SU4, SU5, SU6, SU7, NRL, EV2 and EV3 as per ODOT Bridge Design Manual Section 900; rating factors for all loads at the described rating levels and; the percent of safe Ohio Legal Load based on the minimum rating factor of the twelve Ohio Legal Loads.

Each load rating summary shall be signed & stamped by an Ohio licensed professional engineer and shall include the full name and the Ohio PE Registration number.

Minimum Requirements:

The professional engineers shall be proficient in load rating and in particular the use of BrR. The work shall be performed at the location that best suits the needs of the project.