

# FAIRFIELD COUNTY **TID**

## TRANSPORTATION IMPROVEMENT

### DISTRICT



3026 W. Fair Avenue, Lancaster, Ohio 43130  
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TO: Any Interested Firm

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

DATE: May 22, 2023

RE: Request for Letters of Interest for Basil-Western Roadway Improvements

The Fairfield County Transportation Improvement District (FCTID) is requesting letters of interest for the preparation of plans 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) paper copies of the LOI package responses to this letter of interest request on or before **June 16, 2023 at 3:00 PM**. No submissions will be accepted after this date and time.

attachments

**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. Confirm that the firm has visited the site. 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 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**

# LOI-3

## PROJECT SCOPE OF SERVICES

Project Name: Basil-Western Roadway Improvements

Project Description: (1) Design roundabout at the Kings Crossing/Hill Road/newly aligned Basil-Western intersection. (2) Widen Basil-Western Road to 3 lanes from new roundabout to Amanda Northern Road. A pedestrian multi-use path/lane shall be incorporated into 1 side of the roadway.

Approximate Project Limits:

Roundabout: Kings Crossing/Hill Road/newly aligned Basil-Western  
Distance from proposed center of roundabout: 800 feet each direction  
Left of proposed centerline (Weiser Property) of road: 100 feet  
Right of proposed centerline (Weiser Property) of road: 100 feet

CR13 – Basil-Western Road:  
Along the existing centerline of road: Approximately 1.5 Miles  
North of existing centerline of road: 150 feet  
South of existing centerline of road: 100 feet

Exhibits:

- Exhibit #1 – Roadway Improvements Overview
- Exhibit #2 – DHL Peak Hour Traffic Volumes

General Scope of Services:

1. Create a topographic/base map of the area with 1-foot contours. Locate and show on plan sheets and centerline plat any property pins or land reference monuments within construction limits. Ground survey of centerline of road and edge of pavement with points taken as needed to establish horizontal and vertical profile of road. Survey points shall be taken at a maximum of 50' intervals.
2. Establish a best-fit existing centerline of road establishing existing horizontal and vertical alignments. The best-fit existing centerline shall be within a horizontal tolerance of 0.50' and a vertical tolerance of 0.25' of the actual existing centerline or as otherwise approved by the Fairfield County Engineer's Office (FCEO). The best-fit existing centerline shall be within a vertical tolerance of 0.05' of the actual existing centerline at any tie-in points between the proposed new construction and existing.
3. Establish the centerline of the road right-of-way and create a centerline plat with the approximate locations of property lines shown.

4. Develop proposed horizontal and vertical alignments and typical sections for the project. A speed study is currently being conducted by FCEO.
5. Establish horizontal and vertical control monuments, per FCEO 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  $0.03 * M^{0.05}$  feet (M = distance in miles). At a minimum, three 2" PK nails or equivalent shall be set on each leg of the intersection on the proposed centerline. The 2" PK nails or equivalent shall be within a horizontal and vertical tolerance of 0.03 feet.
6. Design the intersection to be a round-about per current ODOT and AASHTO Standards to meet a level of service of C for design year 2034 traffic volumes. See "Exhibit #2" for design year 2034 traffic volumes.
7. Ensure adequate drainage, design any needed drainage structures, and perform any necessary hydraulic analysis.
8. Analyze open ditch section vs. curb and gutter section for ROW take comparisons.
9. Regardless of selected cross section, the project will require storm piping for future storm outlets of undeveloped properties.
10. Show profiles of all driveways and drainage structures. Locate and show all existing utilities.
11. The plan shall be developed in order to minimize the closure time of the roadways at the intersection, and the appropriate MOT Plan will be developed including limited detours and limit disruption to adjoining businesses.
12. Provide construction drawings per FCEO standards.
13. Provide a plat of survey and legal descriptions for all needed right-of-way takes per FCEO standards.
14. Write and get approved any needed design exceptions per County and ODOT standards.
15. 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, and Final Plans.
16. Provide environmental assessment for project limits.



Parcel Map



12/9/2022, 9:39:17 AM

- Corporation Boundaries

Roads

US Routes

County Roads

Township Roads

Ramps

Private

Railroads

Active


Parcel Boundaries

Tract Lines

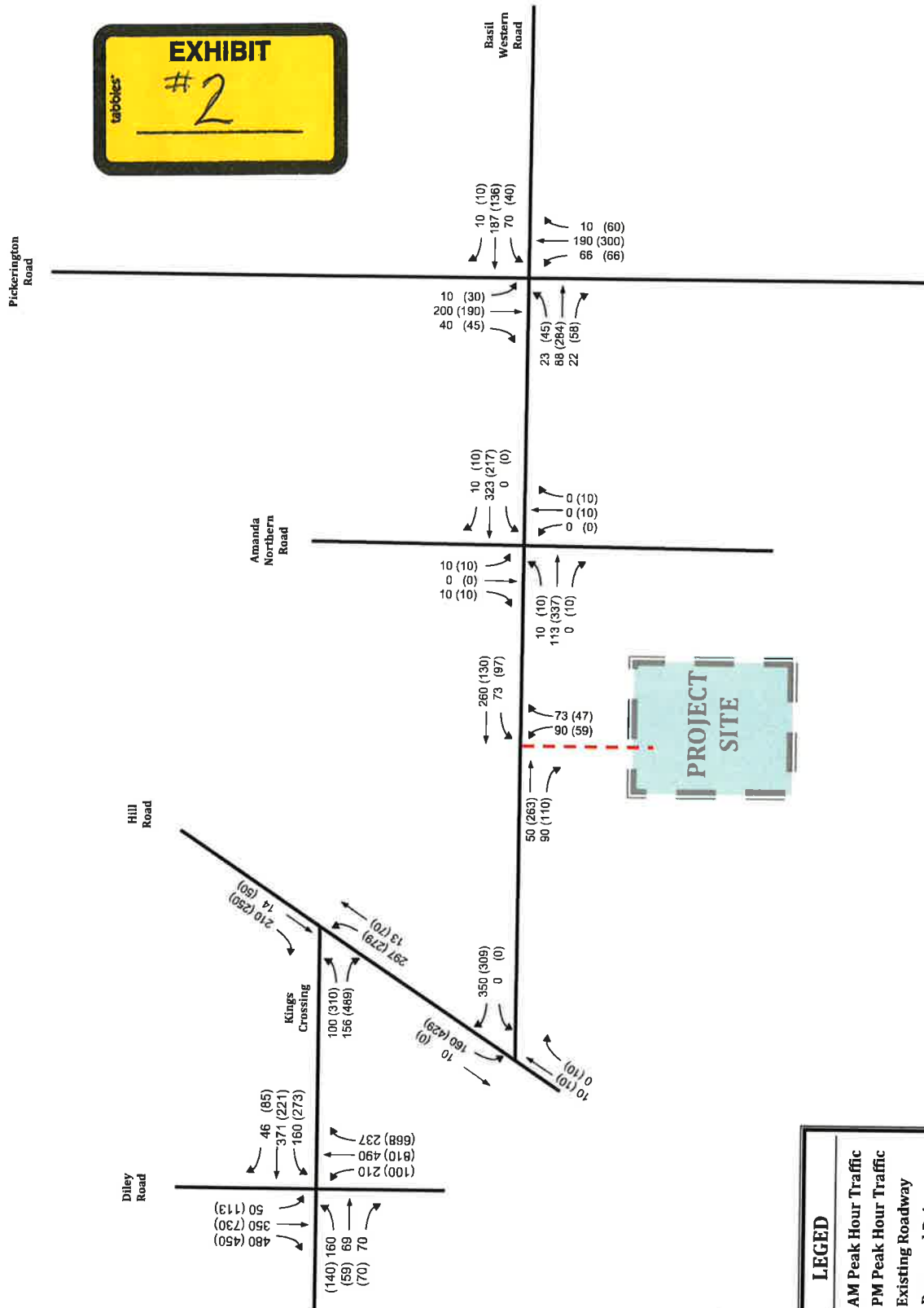
County Boundary

Waterbody

River Polygons

Streams
- 
-  Roadway Improvements
- 
- © OpenStreetMap (and) contributors, CC-BY-SA
- Fairfield County Auditor Data Portal  
The user expressly agrees that the use of Fairfield County's data is at the user's sole risk.





**TMS Engineers, Inc.**

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**Proposed Development  
Traffic Impact Study  
Violet Twp, Ohio**

**Weekday 2034  
Build Peak Hour  
Traffic Volumes**