

TO: Any Interested Civil Engineering Design Firm

FROM: Walnut Township Board of Trustees

DATE: January 4, 2022

SUBJ: Request for Letters of Interest for the North Walnut Township Storm Water Conveyance Study

The Walnut Township Board of Trustees is requesting letters of interest for the preparation of plans for the above referenced project.

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.

During the time period between advertisement and the announcement of the final consultant selection, communications with consultants (or their agents) shall be limited. Communications which are strictly prohibited include any discussions or marketing activities related to this specific project. Technical or scope of services questions specific to the project or LOI requirements may be directed to Eric McCrady, Fairfield County Deputy Engineer at eric.mccrady@fairfieldcountyohio.gov.

Please submit two (2) copies of the LOI package responses to this letter of interest request on or before Friday, January 21, 2022 at 3:30 p.m. to the Fairfield County Engineer Office at 3026 West Fair Ave, Lancaster, Ohio 43130. No submissions will be accepted after this date and time.

attachments

WALNUT TOWNSHIP TRUSTEES
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.

WALNUT TOWNSHIP TRUSTEES

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: North Walnut Township Storm Water Conveyance Study

Project Description: Develop a Storm Water Master Plan for the area in north Walnut Township as described below.

Approximate Project Limits:

The study area is shown in the included map and shall include the following roads and areas:

1. Lakeside Road from West Bank Drive to North Bank Road (SR 360)
 - a. Clark St
 - b. Mcleish St
 - c. Hamilton St
 - d. Richardson St
 - e. Gearhart St
 - f. Holtsberry St
 - g. Sheppard Ave
2. North Bank Road (SR 360) from Lakeside Drive to County Line/Village of Buckeye Lake
 - a. First St
 - b. Second St
 - c. Fairfield Dr
 - d. Newark Dr
 - e. Sellers Dr
 - f. Hollywood Blvd
 - g. Marquardt Dr
 - h. Grand Ave
 - i. Avalon Dr
3. In addition to the roadways listed, the area from the toe of the Buckeye Lake Dam Embankment (south limit) to the South Fork Licking River, Lateral "A" Petition Ditch, Sellers Point Spillway Outlet Channel, and "No Name Creek" (in the Village of Buckeye Lake from Walnut Township to the South Fork of the Licking River) shall be included as these could potentially act as outlet for proposed storm water systems.

General Scope of Services:

1. Perform necessary survey work to develop a topographic map of the study area. The topographic survey/base map of the area shall include 1-foot contours, parcel lines from the County GIS, and aerial imagery. The topographic map of the area shall be sufficient to determine the hydrology in the study area and be developed per the ODOT survey and mapping standards section 504, Mapping Surveys. Included in the survey of the existing conditions of the study area, additional research shall be done to determine any existing storm water systems that may exist in the study area noting the routing and discharges as well as their size, material type, and structure types.
2. Provide a storm water plan to adequately drain the public road right-of-ways and surrounding areas. These systems shall be designed per County Standards and may include open ditches where feasible or underground storm water conveyance systems. With the development of these systems, the designs shall comply with current State of Ohio Storm Water Quality Standards since this area is within a MS4. The systems shall be designed to contain and prevent flooding for a 25 year storm.
3. Provide a preliminary phasing plan for the storm water improvements including cost estimates.
4. Provide base maps of the project and existing surfaces for Autodesk Civil 3D and existing surface models and alignments (if applicable) in LandXML format.
5. In addition to developing a plan, there will be required to have two (2) public involvement meetings which the selected consultant will be required to present the plan. The details and notices of these meetings will be the responsibility of the Township, and will be at a convenient location near or in the study area.

Project Schedule: Due to spring vegetation growth, survey and field documentation of No Name Creek must be completed by April 2022, unless other methods acceptable to the Township allow for collection of this data. The Study shall be completed by December 31, 2022.

North Walnut Township Storm Water Conveyance Study Area



1/3/2022, 11:40:34 AM

