

Welcome to



## Request for Qualifications

Ironton Signalization and Intersection Improvements, City of Ironton, Ohio

**ODOT Project Identification:** LAW – Ironton Signals, Downtown

**PID #:** 85825

**Response Due Date:** Monday, August 30, 2010

The City of Ironton, Ohio is soliciting letters of interest and statements of qualifications for consulting engineers to provide general planning, engineering design, environmental reviews, right-of-way acquisition, and related construction engineering services for the above-referenced project. This project is to upgrade existing traffic signals and necessary intersection improvements throughout the City. This is a readvertisement of the May 2009 Request for Qualifications.

### **ODOT Pre-qualification:**

The consulting engineer shall be pre-qualified by ODOT to conduct Non-complex Roadway, Traffic Signal System Design, Environmental Documentation CE, Historical /Archeological Investigation, ESA I and II.

Consulting engineers are invited to submit a letter of interest and qualifications to the City of Ironton **until 12:00 PM local time, on the response due date** listed above.

PLEASE NOTE: Letters received after that time shall not be considered.

### **Submit (6) six copies to:**

Mayor Rich Blankenship  
City of Ironton  
301 South 3<sup>rd</sup> Street, 3<sup>rd</sup> Floor  
Ironton, Ohio 45638

Label the front lower right hand corner of the envelope, "City of Ironton Signalization".

### **Project Description:**

This project is to develop plans, specifications and bid documents for signalized intersections throughout the City of Ironton to meet current city, state and federal standards.

### **Project Type:**

The project is a **local-let** project.

### **Project Timetable:**

The consultant hired will be required to develop and maintain a project schedule.

### **Project Budget:**

\$1,500,000.00 (all phases of work)

The project will be funded by the Ohio Department of Transportation through KYOVA Interstate Planning Commission and the City of Ironton.

### **Major Work Elements:**

Work by the consulting engineer to develop plans, specifications and bid documents for signalized intersections throughout the City of Ironton to meet current city, state and federal standards.

See <http://www.dot.state.oh.us/pdp> for more information regarding the ODOT Plan Development Process.

### **Proposed Scope of Services:**

The Agreement will be implemented in Parts appropriate to the PDP Steps. The initial price proposal and authorization will include Minor Process **Step 3 thru Step 10**. The specific scope of work and cost proposal for succeeding PDP Step(s) will be developed as the current Step(s) is completed.

Implement the recommendations in the Ironton Traffic Flow Study Traffic and Signal Optimization Report. The Project Location/Project Limits for the signal design include the signals that are warranted inside the City of Ironton limits. This includes the design of possible 7 signals including:

- Improve ADA access at the intersection
- Replace signal poles and field equipment with decorative poles
- Install LED signals

- Implement optimized timings
- Central system signal control with signal interconnect
- Lighting with the signal poles

Design activities also include assistance to the city with traffic and pavement marking design where the city will be removing unwarranted signals.

Scope of work will also include any assistance with Public Involvement for the project if necessary.

Scope will also include work with CE Documents, ESA and Hist/Arch inventory. It is anticipated that a CE Level 1 document will be developed. Work associated with this will be an ESA Screening. The Environmental Site Assessment (ESA) Screening will include:

- Regulatory Database Review for the entire project area (USEPA CERCLIS/NPL, OEPA Master Sites List, Ohio RCRA Notifier's List, BUSTR Registered/Leaking UST List)
- ESA Screening Checklist Form for all parcels within the project limits;
- Photographic Log for all parcels within the project limits;
- Research and documentation on any BUSTR Registered/Leaking UST List sites within the study area.

### **Cultural Resources**

Complete a literature search and complete all necessary NRHP district forms and Ohio Historic Inventory (OHI) forms for coordination with the OHPO. If necessary, complete a site visit and compile a photographic log of the project area which can be used for coordination with the OHPO.

Scope of work includes On-Going Consultant Involvement during the Construction Phase.

### **Notice to Proceed Date:**

The approximate Notice to Proceed date for the consulting engineer is October 1, 2010.

### **Special Contractual Provisions:**

"Required Contract Provisions – Federal-aid Construction Contracts" will be incorporated into all City of Ironton contracts involving the development or administration of the project.

**Letter of Interest Contents:**

Interested consulting firms shall submit the following information with the Letter of Interest:

- A general description of the consulting firm and any subcontractors;
- The location of the primary office where the bulk of the work will be performed;
- The current staffing of the primary office, broken down by number of professional engineers, planners, technicians, and other specialists;
- A listing of current projects similar in nature that are under design in the primary office;
- Staffing that may be provided by other offices or subcontractors;
- Identification of the proposed project manager, with resume detailing projects similar in nature;
- Identification of other key professionals, including subcontractors, proposed to be involved on the project, including resumes and their respective involvement on projects similar in nature;
- Other information that describes the firm’s capacity and the capabilities of the professionals proposed for the project that demonstrates knowledge and understanding in the Project Development Process, ODOT requirements, regulations, and directives; and
- A listing of references for similar type projects completed in the last three years by the firm and subcontractors.

**Selection Process:**

Consultants that submit a Letter of Interest by the specified date and time will be considered. A “short list” of no more than three firms may, at the discretion of the City, be made based on the information provided in the Letter of Interest.

Scoring Criteria will be as follows:

Category	Scoring Criteria
Project Manager	20

Strength/Experience of Assigned Staff including Subconsultants	15
Familiarity with the project	30
Firm's Current Workload/ Availability of Personnel	10
Consultant's Past Performance	25
Total	100

## Communications Restrictions

Please note the following policy concerning communication with the City during the announcement and selection process:

During the time period between advertisement and the announcement of the consultant selection, the City will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed a selection notification will be announced by U.S. mail.

**Project Development Process Activity Chart**

<b>Project Development Process Activity</b>	<b>Consultants</b>	<b>City</b>	<b>ODOT</b>	<b>If Authorized</b>
Step 1- Develop Purpose and Need				
Task 1.1 Initial Activities "Kick-off"				
Task 1.2 Define Study Area				
Task 1.3 Stakeholder Involvement and PIP				
Task 1.4 Site Visit				
Task 1.5 Technical Studies				
Task 1.6 Red Flags	X	X	X	
Task 1.7 Purpose and Need	X	X	X	
Task 1.8 Prepare Cost Estimate and Revise Milestone Dates				
Task 1.9 Project Management for Step 1	X			
Step 2- Determine Scope, Schedule, and Budget				
Task 2.1 Alternative Identification and Evaluation				
Task 2.2 Project Schedule and Budget				
Task 2.3 Concurrence Point #1				
Task 2.4 Update Cost Estimate and Milestone Dates				
Task 2.5 Project Management for Step 2				
Step 3-Perform Environmental Analysis and Begin Preliminary Engineering				
Task 3.1 Property Owner Notification				
Task 3.2 Preliminary Engineering and Constructability Review	X			
Task 3.3 Environmental Field Studies	X		X	X
Task 3.4 Preferred Alternative	X		X	
Task 3.5 Concurrence Point #2 and Scope of	X		X	

Detailed Design				
Task 3.6 Update Cost Estimates and Milestone Dates	X		X	
Task 3.7 Project Management for Step 3	X			
Step 4- Prepare Environmental Clearance and Develop Stage 1 Design				
Task 4.1 Environmental Field Studies				
Task 4.2 Stage 1 Detailed Design	X		X	
Task 4.3 Property Owner Notification				
Task 4.4 Final Waterway Permit and Conceptual Mitigation Plan				
Task 4.5 Floodplain Coordination				
Task 4.6 Environmental Commitments Summary	X		X	
Task 4.7 Final Categorical Exclusion	X		X	
Task 4.8 Update Cost Estimate	X			
Task 4.9 Project Management for Step 4	X			
Step 5 - Develop Stage 2 Design Plans				
Task 5.1 Stage 2 Detailed Plans	X			
Task 5.2 Second Constructability Review	X			
Task 5.3. Preliminary Right-of-Way Plans	X			X
Task 5.4 Final Mitigation Plans	X			
Task 5.5 Update Cost Estimates	X			
Task 5.6 Project Management for Step 5	X			
Step 6 - Complete Right-of-Way Plan and Begin Acquisition				
Task 6.1 Final Right-of-Way Plans	X			X
Task 6.2 Final Right-of-Way Tracings	X			X
Task 6.3 Update Cost Estimate	X			
Task 6.4 Project Management for Step 6	X			
Step 7 - Develop Stage 3 Design				
Task 7.1 Stage 3 Detailed Design Plans	X			
Task 7.2 Update Cost Estimate	X			
Task 7.3 Project Management Step 7	X			
Step 8 Prepare Final Plan Package				
Task 8.1 Final Plan Package	X			
Task 8.2 Update Cost Estimate	X			

Task 8.3 Project Management Step 8	X			
Step 9 - Award Contract		X		
Task 9.1 Pre-Bid Questions	X	X		
Step 10 - Construct Project		X		

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By Order of Mayor Rich Blankenship

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