

Notice to Professional Consultants Request for Qualifications – Geotechnical Services

At this time, the Ross County Board of Commissioners are soliciting Letter of Interest/Statements of Qualifications and other supporting information from Ohio Department of Transportation prequalified Geotechnical firms to provide professional services required to complete the plan. Interested prequalified firms can access the RFQ and scope of work at <https://www.rosscountyohio.gov/planning/>

The Ross County Commissioners will afford disadvantaged businesses equal opportunity to perform work on this project and will not discriminate on the basis of race, color, sex, religion, age or national origin.

This notice is posted on the Ross County Commissioners internet site on the World Wide Web, which may be accessed at <http://www.rosscountycommissioners.com/notices.html>

By Order of:

Board of Commissioners

Ross County, Ohio

Cathy Primer, Clerk

(LEGAL ADS: 05/09/2024)

05/09/2024 Posting Date
REQUEST for QUALIFICATIONS
Project Identifier No. ACGP 01
Ross County Board of Commissioners
Response Due Date: 06-03-24

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Ross County Board of Commissioners (Client) during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication between Client and consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or Letter of Interest (LoI) requirements.

Project Description

Ross County Ohio in conjunction with the City of Chillicothe, Ohio desire to make improvements to and around the area known as Yoctangee Park. The park is located in the heart of the City of Chillicothe. The park serves as a recreational and community gathering location for not only the City of Chillicothe but for Ross County and surrounding areas. With the recent 2023 World Heritage Designation of ancient Native American cultural and burial sites in Ohio, including many locations in Ross County, the anticipated need for a centrally located Informational and Visitor Center has led to the selection of the park as to the best location for such a facility.

This RFQ is for geotechnical work to guide the development of the area. The future desired improvements include the development of the former Ohio National Guard Armory into an Informational and Visitor Center with the addition of a convertible indoor/outdoor pavilion. Other improvements to be derived from this geotechnical work in the Park and surrounding streets include a possible outdoor amphitheater, associated parking lot(s) construction, roadway and traffic improvements all with associated necessary drainage improvements/changes.

It is anticipated that the project will be managed by the Ross County Planning and Development Department. Money for this work is derived from the American Rescue Plan through a grant from the State of Ohio's Appalachian Community Grant Program grant that is expected to be released by June 2024. The specifics of the geotechnical work is as spelled out on the attached exhibit. There are twelve (12) locations for future pavement work and seven (7) locations for structure foundation work.

Estimated Geotechnical Cost: \$85,000.00

Prequalification Requirements

Prequalification requirements for this agreement are as listed below. For all prequalification categories other than Cost Accounting - Unlimited the requirement may be met by either the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for construction inspection. In instances where prequalification for these services is required, a prequalified individual, employed either by the prime consultant or by a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in Cost Accounting - Unlimited the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

DESIGN SERVICES:

Non-Complex Roadway Design;
Subsurface Utility Location Services;
Geotechnical Engineering Services;
Geotechnical Testing Laboratory;
Geotechnical Field Exploration Services;
Geotechnical Drilling Inspection Services;

COST ACCOUNTING SYSTEM

Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

There are no selection subfactors for this project.

Contract Type and Payment Method

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the

appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by **June 2024**.

Completion Schedule

The plans are to be completed and on file with the Ross County Planning and Development Department within **Three (3)** months from the date of authorization.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred shall not be eligible for selection.

Terms and Conditions

The Ohio DOT Specifications for Consulting Services 2023 Edition will be included in all agreements selected under this request for letters of interest.

Compliance with Title VI of the Civil Rights Act of 1964

Ross County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

Ross County will directly select a consultant based on the Letter of Interest (LoI). The requirements, to be used, for the LoI and the Programmatic Consultant Selection Rating Form to select the consultant are as shown below.

Firms interested in being considered for selection should respond by submitting Three (3) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Devon Shoemaker
Ross County Planning and Development Department
15 North Paint Street
Suite 200
Chillicothe, Ohio 45601**

Responses received after 4:30 PM on the response due date shall not be considered.

Requirements for Request for Qualifications

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B 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 three (3) pages for the Project Approach (Item B.5 below).
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.

B. Letter of Interest (LoI) Content

1. List the types of services for which the Ohio Department of Transportation prequalifies your firm.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant 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 selection subfactors noted.

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

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Project: Yoctangee Park Geotechnical
Project Identifier: **ACGP 01**
Project Type: Geotechnical Services
Selection Committee Members: T.B.D.

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	20		
Total	100		

If Applicable: Adequate good faith efforts made to meet DBE goal Y/N

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Scope of Services

Chillicothe Street Work

- ❖ Geotech for Streets
 - Obtain pavement cores to determine existing pavement build up and soil borings to determine subgrade treatment requirements.
 - Consultant to follow ODOT Geotechnical Design Manual. Borings to be spaced according to ODOT guidelines.
 - Activities include:
 - Reconnaissance and Planning;
 - Boring, Sampling, and Field Testing;
 - Laboratory Testing;
 - Geotechnical Exploration Report.
 - Project limits are as follows:
 - Water Street –Western Ave to Bridge Street (approx. 5000 ft.)
 - Riverside Street –Mulberry Street to Bridge Street (approx. 1450 ft.)
 - Mulberry Street – Water Street to Riverside Street (approx. 500 ft.)
 - Yoctangee Parkway– Water Street to Mill Street (approx. 1600 ft.)
- ❖ Subsurface Utility Exploration
 - Obtain Level B utility locations within project limits (Right-of-Way to Right-of-Way) as follows:
 - Water Street –Western Ave to Bridge Street (approx. 5000 ft.)
 - Riverside Street –Mulberry Street to Bridge Street (approx. 1450 ft.)
 - Mulberry Street – Water Street to Riverside Street (approx. 500 ft.)
 - Yoctangee Parkway– Water Street to Mill Street (approx. 1600 ft.)
 - Develop Utility contact list with current/confirmed contacts (name, address, email, phone number).
 - Deliverable to be Civil 3d (.DWG)
 - List vertical depth to utilities in the basemap.

❖ Yoctangee Park

❖ Geotech for Structures and Pavement Areas

Activities include:

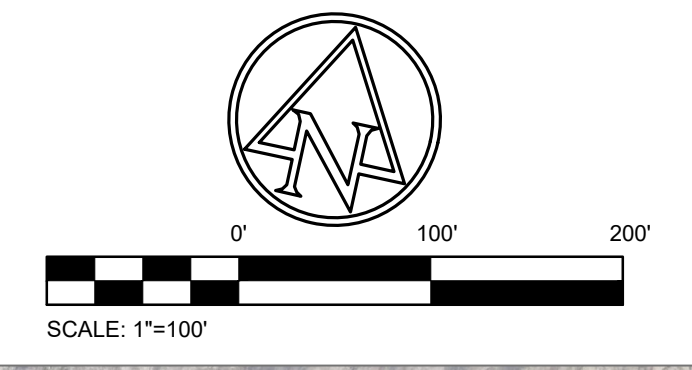
- Reconnaissance and Planning;
- Boring, Sampling, and Field Testing (up to 30 borings, 20' deep or up to refusal);
- Laboratory Testing;
- Geotechnical Exploration Report;
- Infiltration Testing (5 tests, 4' depth).

Project limits are as follows:

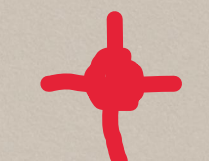

- per attached exhibit for Yoctangee Park and environs.

❖ Subsurface Utility Exploration

- Obtain Level B utility locations for potential utilities not shown in the existing survey.
- Develop Utility contact list with current/confirmed contacts (name, address, email, phone number).
- Deliverables to Civil 3d (.DWG).



LEGEND

-  - Boring for future foundation
-  - Boring for future pavement

