

**September 28, 2021 Posting Date**  
**Buck Road/Glenwood Road – Signal & Median Improvements**  
**WOO-TR68-0.85**  
**PID No. 113737**  
**City of Rossford, Ohio**  
**Response Due Date: October 20, 2021**

### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Rossford during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selection, communication with 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 RFP requirements.

### **Project Description**

The services include preparation of construction plans, specifications, and cost estimates to construct intersection and access management improvements at the intersection of Buck Road and Glenwood Road.

Site is a 90 degree signalized intersection just east of I-75. The northbound ramps of a diamond interchange with Interstate 75 are located about 700 feet west of the intersection on Buck Road, a four and five lane undivided street. Fast food and gas station drive movements within the 700 feet conflict with the eastbound left turn lane. Third Street to the east connects Ampoint Industrial Park and Owens Community College. New industrial growth is anticipated along Glenwood Road to the south.

Construct a new Buck Road median barrier to eliminate EB left turn lane conflicts. Reduce Buck Road lane width to avoid new right-of-way for median. Upgrade current signal with mast arm supports, protected/permissive phasing, retroreflective backplates, near side signals and stop line radar detection to provide better signal visibility.

**Estimated Construction Cost:**     \$525,000

### **Prequalification Requirements**

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

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or 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;  
Limited Right-of-Way Development;  
Basic Traffic Signal Design;  
Limited Highway Lighting Design;

**ENVIRONMENTAL SERVICES**

Environmental Document Preparation – CE

**COST ACCOUNTING SYSTEM**

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

**Selection Subfactors**

Understanding of project requirements.

**Project Schedule**

It is anticipated that the selected Consultant will be authorized to proceed by November 11, 2021.

All engineering must be completed in a timely fashion and in no case, any later than what is specified in the grant agreement.

Interested firms shall submit a project schedule with their response.

**Suspended or Debarred Firms**

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

**Compliance with Title VI of the Civil Rights Act of 1964**

The City of Rossford, 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**

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

Firms interested in being considered for selection should respond by submitting three (3) paper copies and one (1) electronic copy of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Todd Audet, P.E., Economic Development Director  
City of Rossford  
133 Osborn Street  
Rossford, Ohio 43460

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

## **Requirements for Letters of Interest, Programmatic Selection Process**

### 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 two (2) 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 Content

1. A brief description of the firm's related experience and individuals' experience, familiarity with the area, and past work experience with industrial subdivision development projects.
2. Past record of performance on contracts with City of Rossford and other similar clients, including quality of work, timeliness, and cost control.
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. List significant subconsultants and the percentage of work to be performed by each subconsultant. 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 within time limitations, taking into consideration the current and planned workload of the firm.
5. Provide a description of your Project Approach, not to exceed two 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  
for  
Programmatic Selections

Project: Buck Rd./Glenwood Rd. – Signal  
and Median Improvements

Selection Committee Members

Firm Name: \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	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 City of Rossford and other agencies. The selection committee may contact 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 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.

# Evaluated Countermeasures

## Signal Upgrade

### with Median

- Add Median on West
- EB U-Turns Impractical
- Convert span Wire Signal to Mast Arm
- Improve Signal Visibility
- Modify change plus clearance interval to ITE 1985 Recommended
- Pedestrian Upgrades

Exhibit A

