



## **REQUEST FOR QUALIFICATIONS**

**Date: January 5<sup>th</sup>, 2024**

**ERI - US 0006 - 16.07 Phase II**

**Reconstruction Project (PID 107223)**

**City of Huron**

**Erie County, Ohio**

**Response Due Date: 2 PM on January 24<sup>th</sup>, 2024**

The City of Huron is requesting Qualification Statements (RFQ) in the form of a Letter of Interest (LoI) from ODOT pre-qualified, professional engineers to provide engineering and surveying services for the City's PID 107223 ERI - US 0006 - 16.07 Phase II Reconstruction Project (SR2 to Center St).

The project scope and associated tasks have been outlined to meet the requirements of the ODOT LPA Scope of Services for ERI-6-16.07 (PID 107223) as revised on January 8<sup>th</sup>, 2024. Specifically, the project development will resurface US 6 from the SR 2 split to the William Street intersection. The project also includes removal of the existing signal at Center St and US-6 and associated intersection improvements and re-configurations, construction of a single lane roundabout at a new intersection west of Center St., lane modifications to US-6 both eastbound and westbound, traffic signing, pavement markings, and pedestrian facilities will be upgraded at Center Street and Williams Street.

The City was awarded funding from Erie Regional Planning and ODOT for this project. This project will be a Local Public Agency (LPA) project. ODOT will be performing the environmental clearance requirements for this project.

### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Huron 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 RFQ requirements.

## **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 pre-qualification for these services is required, a pre-qualified 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).

### **Section 1 - Submission of RFQ**

The RFQ may be submitted in person or emailed to the Safety Service Director's office as follows:

Mr. Stuart Hamilton, Service Director  
City of Huron  
417 Main St  
Huron OH 43420-3065  
[stuart.hamilton@huronohio.us](mailto:stuart.hamilton@huronohio.us)

Note that non-compliance with the instructions provided may result in rejection of the RFQ.

Additional information concerning the RFQ may be obtained by contacting Mr. Hamilton via email at the email address listed above.

## Section 2 - Description of Services

The City intends to retain an engineering consulting firm to perform engineering and surveying services to complete ODOT LPA program requirements which include but are not limited to development of alternatives, public involvement, Stage 1, 2 and 3 plans and cost estimates for submission and approval by the City and ODOT, required permitting, coordination with various franchise utilities, necessary meetings and other tasks. The anticipated improvements include a new intersection connecting US6 to Jim Campbell Boulevard through the approval of a Limited Access Right of Way permit which has been previously determined with ODOT.

The project includes improvements to restore the pavement of US6 from SR 2 Gore (16.27) to Center St (17.49) eastbound overpass to the Main Street intersection, constructing a new single-lane roundabout providing access to Jim Campbell Boulevard, removing the unwarranted signal at Center Street and revising the intersection geometry including closing access to Jim Campbell Boulevard, upgrading of walks and curb ramps to ADA standards, and possible lane-reassignment to accommodate bicycles and improve mobility through the intersection.

Services to be provided are as follows:

- Topographic and utility survey of the right-of-way.
- Geotechnical borings and analysis of the pavement section and subgrade.
- Storm sewer system design, calculations and plans.
- Surveying services for layout, stationing, construction stakes and other project needs.
- Contact with OUPS and utility owners for location of existing utilities and coordination of these utilities into the design plans as well as relocation of franchise utilities necessary to complete the project.
- Establish existing right-of-way location and provide a right-of-way certification control letter that complies with the ODOT office of real estate policy and procedures manual.
- Prepare Stage 1, 2 and 3 design plans and calculations acceptable by the City and ODOT.
- Provide construction cost estimates at various stages.
- Provide value engineering solutions.
- Final plans shall be 22 by 34-inch full size plan sheets which can be reproduced to 11 by 17 inch scaled prints for distribution and per ODOT standard requirements, including any revisions.
- Attend meetings as needed.
- Provide three complete sets of construction plans and an electronic file of the plans on CD or USB drive.
- Assist the City in preparation of the preparation of bidding documents and answering of bidding questions.
- Assist the City in submittal review and prepare letter of bid award.
- Attend pre-construction meetings.

Note: The above is a minimum listing of services the city expects to be provided by the selected consultant. Provide a statement regarding consultant's ability to provide the minimum services and other services that may be necessary to complete this project and ODOT's programmatic requirements.

### **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 on February 14<sup>th</sup>, 2024.

### **Section 3 - Schedule**

### **Suspended or Debarred Firms**

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

### **Terms and Conditions**

The Department's Specifications for Consulting Services most current 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**

The City of Huron, 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.

### **Section 4 - Requirements for Letters of Interest, Programmatic Selection Process**

The City of Huron will directly select a consultant based on the Lol. The requirements for the Lol and Selection Rating Form that will be used to select the consultant is shown below.

1. Provide the information requested in the Lol Content 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. Lol shall be limited to twenty (20) 8 ½ " x 11" single sided pages plus three (3) pages for the project approach.
3. Please follow the below requirements in preparing and binding the Lol (if physical):
  - a. 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 the page.
  - c. Use 8 ½" x 11" paper only.
  - d. Bind the Lol by stapling at the upper left-hand corner only. Do not use any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

4. Provide a statement of the firm's qualifications to provide the requested services including services which your firm is prequalified by ODOT. Describe the expertise and experience of your firm in providing the proposed services on projects of similar size. Identify and describe three (3) projects which your firm has completed of the past five (5) years that have similarities and relevance to the proposed project and scope of services.
5. Provide a list of at least five (5) references, including name, address and telephone number of previous clients on projects with a similar scope of work.
6. List a Project Manager and other key staff members, including key sub-consultant staff. Include project engineers/surveyors for important disciplines and staff members that will be responsible for 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 noted. List any sub-consultants/surveyors that might be employed on the project along with their qualifications. List key sub-consultants/surveyors personnel with will work on the project, their technical competence and related specialized experience.
7. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to the present workload, and availability of the assigned staff.
8. Provide a description of your Project Approach, not to exceed three (3) pages. Confirm that the firm has visited the site and 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 local, state and federal regulations, standards, procedures and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 through 7 must be included within the 20-page body of the LoI. Remaining space within the 20 pages may be utilized to provide personnel resumes or additional information concerning general qualifications. Responses received after 2:00 PM on the response due date will not be considered.

Consultant Selection Rating Form for Programmatic Selections

Project:

PID:

Project Type:

District:

Selection Committee Members:

**Firm Name:**

<b>Category</b>	<b>Total Value</b>	<b>Scoring Notes</b>	<b>Score</b>
<b>Project Manager Experience</b>	<b>10</b>		
<b>Strength/Experience of Assigned Staff including Subconsultants</b>	<b>25</b>		
<b>Firm's Current Workload/availability of Personnel</b>	<b>10</b>		
<b>Consultant's Past Performance</b>	<b>30</b>		
<b>Project Approach</b>	<b>25</b>		
<b>Total</b>	<b>100</b>		