

11-04-24 Posting Date
LAKE METROPARKS LAKEFRONT PATH Phase III
PID No. 122421
Lake Metroparks – RFP 2024-051
Response Due Date: 11-25-24

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Lake Metroparks 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. Please direct project specific questions to Vince Urbanski, Deputy Director AND Tim Lane, Park Planner at vurbanski@lakemetroparks.com and tlane@lakemetroparks.com. Questions must be received prior to 4:00 PM on Monday November 18, 2024.

Project Description

Lake Metroparks plans to construct a 2.5-mile bicycle/pedestrian path along the Lake Erie shoreline from its Painesville Township Park westward to its Fairport Harbor Lakefront Park in Lake County, Ohio. Phase I of the path is complete and covers the first 2,300 feet westward from Painesville Township Park. Phase II will be under construction in 2024-25 and will cover the next 800 feet westward from the terminus of Phase I. This request for LOI concerns Phase III.

The scope of services include the performance of engineering studies, design, the preparation of construction plans, and environmental services for a 10-foot-wide asphalt bicycle/pedestrian path from the western terminus of the project's second phase (approximately 3,100 feet west of Lake Metroparks Painesville Township Park) along the Lake Erie shoreline approximately 6,000 feet westward to a point near the Fairport Village Corp. Limit. The project will also include approximately 4,000 feet of paved access drive from Fairport-Nursery Road (SR 535) leading to two paved parking lots with paved paths linking to the main bicycle/pedestrian facility.

These facilities are being constructed on a brownfield site formerly occupied by the Diamond Shamrock Company. The site has undergone significant Ohio EPA-supervised remediation and is deed restricted.

Estimated Construction Cost: \$5,700,000 in 2026.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION 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 services. 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 FINANCIAL MANAGEMENT SYSTEM EVALUATION, 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

- Bicycle Facilities and Enhancement Design
- Non-Complex Roadway Design;
- Safety Study
- Limited Right of Way Plan Development

ENVIRONMENTAL SERVICES

- Environmental Document Preparation – D1;
- Environmental Document Preparation - Section 4(f);
- Ecological Surveys;
- Waterway Permits;
- Archaeological Investigations;
- History/Architectural Investigations;
- Regulated Material Review – 513 Authorization

FINANCIAL MANAGEMENT SYSTEM EVALUATION

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

Selection Subfactors

Submitting firms must meet the ODOT Prequalification identified above. Prior experience with the design of projects similar in nature is highly recommended.

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 December 2024.

Completion Schedule

Consultant Authorization	12/31/2024
Due Diligence	02/01/2025
Preliminary Design	03/01/2025
Engineering/Design	08/01/2025
100% Construction Plans	10/01/2025
Construction Contract Award ODOT-Let - expected by	01/01/2026

The plans are to be completed and on file with Lake Metroparks within 10 (ten) months from the date of authorization.

Disadvantaged Business Enterprise (DBE) Participation Goal

None.

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 2016 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 Lake Metroparks, 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 Lake Metroparks 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 two (2) hard copies of the Letter of Interest to the following address **by 4:00 PM on the response due date listed below**.

LOI SUBMITTAL DEADLINE. Letters of Interest must be submitted in sealed envelopes and should be properly identified with the following: **2024-051 LOI for Lakefront Path Phase III**. Responses are **due by 4:00 PM on Monday November 25, 2024** and must be sealed and delivered via mail to 11211 Spear Road, Concord Township, Ohio 44077 with delivery confirmation or in person. In person drop off is available at the address above during business hours – Monday – Friday 8:00 AM to 4:00 PM.

Telephone, telegraphic, facsimile, electronic, and late submissions will not be accepted or considered. It is the LOI respondent's responsibility to see that their submission has sufficient time to be received before the Submittal Deadline.

Responses received after 4:00 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

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. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
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 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:
PID:
Project Type: _____
District:
Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
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	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
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

LAKE METROPARKS LAKEFRONT PATH PHASE III ODOT PID #122421 ENGINEERING DESIGN SCOPE OF SERVICES LAKE METROPARKS – RFP 2024-051

Project Description

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Prequalification Requirements

Prior experience with the design of projects similar in nature is highly recommended.

Scope of Work

1. Due Diligence Investigations:

A Attend the Pre-Design meeting and record minutes.

B Field Survey Investigation:

- 1 Provide project control which shall reference horizontally the Ohio State Plane Coordinate System, North Zone NAD83 datum and vertically to the NAVD88 datum. Primary project control shall be 5/8 inch by 30-inch rebar with red plastic caps stamped "GPO Control Point" where possible. Boundary, centerline and R/W resolution shall be completed as part of this project. The parcel lines abutting the project limits will be shown by tax map or GIS records only. Research will include records from various City, County and State offices. Easements available on the Lake County's Recorder's website shall be shown. No title reports will be required at this time.

- 2 Topographic survey shall be completed to include all items within the project limits. Field survey information shall extend at least 100 feet beyond each terminus. The survey shall extend laterally in both directions from the centerline an additional ten feet beyond the limits of the R/W. The survey shall show all above ground planimetric site features, all above ground utilities and any underground utilities as apparent from above ground visual observations; as marked by Ohio Utilities Protection Services (O.U.P.S.); or as provided by Lake County records.
- 3 Topographical information through wooded areas will only locate ground shots, break lines and any trees 12-inch diameter and above.
- 4 Base mapping of survey will be completed in Autodesk Civil 3D 2018 or newer. An electronic copy of the existing base map shall be provided to Lake Metroparks.
- 5 Environmental services including a D1 Level environmental document, 513 Permit – Regulated Material Review, Ecological Survey Report (including Coastal Zone Management coordination), Phase I cultural resources study (if authorized), 4(f) coordination, Phase I and II Environmental Site Assessments (if authorized) and permitting, as needed.

2. Preliminary Engineering Design:

Based on the Due Diligence information, prepare preliminary drawings with the proposed alignment and existing information. Review layout and obtain preliminary approval with the stakeholders. Prepare a preliminary cost estimate for construction based on the approved preliminary plan.

3. Engineering Design, Permitting & Coordination:

Prepare construction drawings, prepare applications for all necessary permitting, and continue coordination with all stakeholders. Provide the following anticipated items and provide a detailed cost estimate for construction.

A Plan development to include the following:

1. Title Sheet
2. Schematic & Horizontal Control Plan
3. Typical Section(s)
4. General Notes
5. Maintenance of Traffic Plans, Notes & Details
6. General Summary
7. Plan & Profiles
8. Standards and Design Specific Details

B Submission and acquisition of necessary permits

C Stakeholder Coordination

4. Bidding:

Prepare and provide bidding documents including the construction plans, any necessary written specifications and the completed Bid Form to ODOT and attend a pre-bid meeting to explain the project.

5. On-Going Services:

Services for the review of construction documentation including the review of the shop drawings and any additional supplementary information required for the successful completion of the project. It is anticipated that there will be a Construction Kick-off meeting with mandatory attendance by design engineer and up to six monthly construction progress meetings at the job site that may require attendance of the design engineer. Services should also include creating Record Drawings based upon As-built information from the Contractor. Electronic copies of the redlined record drawings and the project's AutoCAD base map shall be provided to Lake Metroparks as well as one hard copy of the record drawings.

Exceptions

At this time property acquisitions are not anticipated. Should additional right-of-way become necessary as the project develops, additional scope and fee may be negotiated at a later date. Consultant may include possible right of way teaming information in their LOI.