

**05-09-19 Posting Date**  
**Cedar Point Development Phase 2 Project**  
**City of Oregon, Ohio**  
**Response Due Date: 05-24-19**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Oregon Department of Public Service 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 City of Oregon is considering expanding the existing Cedar Point Development Park (industrial subdivision) by constructing approximately 3,050 ft of roadway to connect Parkway Road and Wynnscap Drive, including storm drainage, sanitary and water infrastructure. The selected firm will be responsible for writing an Economic Development Administration (EDA) grant proposal and if selected, an EDA grant application in accordance with Federal Regulations. As part of this process, the A/E firm will be responsible for planning services associated with the completion of an economic development strategy for the City of Oregon.

Upon successfully securing funding, the A/E firm selected will be responsible for completing a topographic survey, right of way preparation, design engineering, preparing bid documents that meet Davis Bacon Federal Prevailing Wage Rate requirements and Prevailing Wage Rate requirements; reviewing bids and recommending contract award. The A/E firm will assist the City of Oregon in the administration of the EDA Grant, and in complying with all Federal regulations applicable to this funding source.

**Estimated Construction Cost:** TBD

**Scope of Services**

The selected firm will be responsible for the following in assisting the City of Oregon in applying for Economic Development Administration (EDA) grant funding for the project. The following are some of the services that are anticipated to be needed for this portion of the project:

- Preparing preliminary plans and estimates
- Completion of an economic development strategy
- Assisting the City in submitting EDA grant proposal

- Preparing EDA grant application in accordance with Federal Regulations

The consultant shall be responsible for preparing detailed plans, specifications, and estimates upon successful securing funding. The following are some of the services that are anticipated to be needed for the design portion of this project:

- Field survey
- Location and verification of existing utilities
- Utility Coordination
- Roadway Design
- Storm Water and Drainage Design
- Erosion Control Design
- Waterline Design
- Sanitary Sewer Design
- Signage and Pavement Marking Design
- Street Lighting Design
- Intersection Design
- Maintenance of traffic design
- Preparation right of way plans and legal descriptions
- Preparation of final construction plans, specifications and cost estimate
- Construction management and inspection services (If authorized)

### **Selection Subfactors**

Experience in submitting Economic Development Administration (EDA) grant proposals and applications.

### **Project Schedule**

It is anticipated that the selected Consultant will be authorized to proceed by June 10, 2019.

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 Oregon, 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 Oregon 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.

Paul Roman, P.E.  
Director of Public Service  
City of Oregon  
5330 Seaman Road  
Oregon, Ohio 43616

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 Oregon and other similar clients, including quality of work, timeliness, and cost control. List specialized experience or technical expertise of the firm and its personnel in connection with

the Economic Development Administration program, preparing EDA funding applications and managing projects with multiple funding sources.

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: Cedar Point Development Phase 2

Selection Committee Members:  
Director of Public Service  
Deputy City Engineer  
Staff Engineer

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 Oregon 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.