



**REQUEST FOR QUALIFICATIONS
CITY OF OREGON
HARBOR DRIVE EXTENSION – OREGON TOWN CENTER PROJECT**

Notice is hereby given that the City of Oregon is requesting qualification statements from interested professional engineering firms for performing professional planning and professional engineering services for the extension of Harbor Drive as part of the Oregon Town Center Project. The firm selected will be responsible for preparing detailed construction plans and specifications for the installation of public infrastructure to include roadways, storm sewers, sanitary sewers, waterlines, drainage structures, and SWP3 for the extension of Harbor Drive.

Interested firms need to obtain a complete copy of the Request for Qualifications from the City's website at www.oregonohio.org/engineering/engineering/bidding-information.html. Specific questions concerning the project details can be emailed to proman@oregonohio.org.

Firms interested in being considered for selection must respond by 4:30 PM on Thursday, March 5, 2020 to Paul Roman, P.E., Director of Public Service, City of Oregon, 5330 Seaman Road, Oregon, Ohio 43616 by submitting three (3) paper copies and one (1) electronic copy of a Letter of Interest. The City of Oregon will directly select a qualified consultant based on the responses to this RFQ.

By Order of the Council of the City of Oregon, Ohio. Ordinance No. 1-2020.

A handwritten signature in blue ink, appearing to read "Paul Roman", is written over a horizontal line.

Paul Roman, P.E.,
Director of Public Service

PR:rms

Published: February 19, 2020
February 26, 2020

02-18-20 Posting Date
Harbor Drive Extension – Oregon Town Center Project
City of Oregon, Ohio
Response Due Date: 03-05-20

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon 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 extending Harbor Drive from Dustin Road to Pickle Road as part of the Oregon Town Center Project along with adding some connecting roads to provide for residential and commercial development opportunities. The City of Oregon has control of various parcels in area and is actively working to develop a pedestrian friendly mixed residential and commercial downtown area. (See attached Map)

A key element of the project is the approximate 1840 ft extension of Harbor Drive from Dustin Road to Pickle Road that shall include the installation of public infrastructure to include roadways, bikeways, sidewalks, street lighting, storm sewers, sanitary sewers, waterlines, drainage structures, and storm water pollution prevention plan elements to serve the future develop of the area. The additional design of over 3000 lf interior roadways and public infrastructure may also be included in the scope of services for the development.

The selected consultant shall work with officials from the City of Oregon and their team to finalize the layout of the road network for the proposed area. Deliverables for the project shall include, as a minimum, a topographic survey, preparation of a right of way plat map, detailed design engineering, bid document preparation that meet Prevailing Wage Rate requirements, bid review and recommendation letter for construction contract award.

Estimated Construction Cost: N/A

Prequalification Requirements

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

DESIGN SERVICES:

Bicycle Facilities & Enhancement Design;
Non-Complex Roadway Design;
Limited Right of Way Plan Development;
Level 1 Bridge Design;
Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

Waterway Permits;

Scope of Services

The selected firm will be responsible for preparing detailed construction plans and specifications for the installation of public infrastructure to include roadways, bikeways, sidewalks, street lighting, storm sewers, sanitary sewers, waterlines, drainage structures, and SWP3 elements for the extension of Harbor Drive and additional area development.

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
- Bikeway Design
- Culvert Design
- Storm Water and Drainage Design
- Storm Water Pollution Prevention Plan
- 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

Selection Subfactors

Experience with the design of public infrastructure for residential and commercial development projects of similar size and character.

Project Schedule

It is anticipated that the selected Consultant will be authorized to proceed by March 24, 2020.

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. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
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 development projects. List any 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 local and ODOT 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: Harbor Drive Extension Project -
Oregon Town Center Project
Selection Committee Members:
Director of Public Service
Deputy City Engineer
Staff Engineer

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. 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.

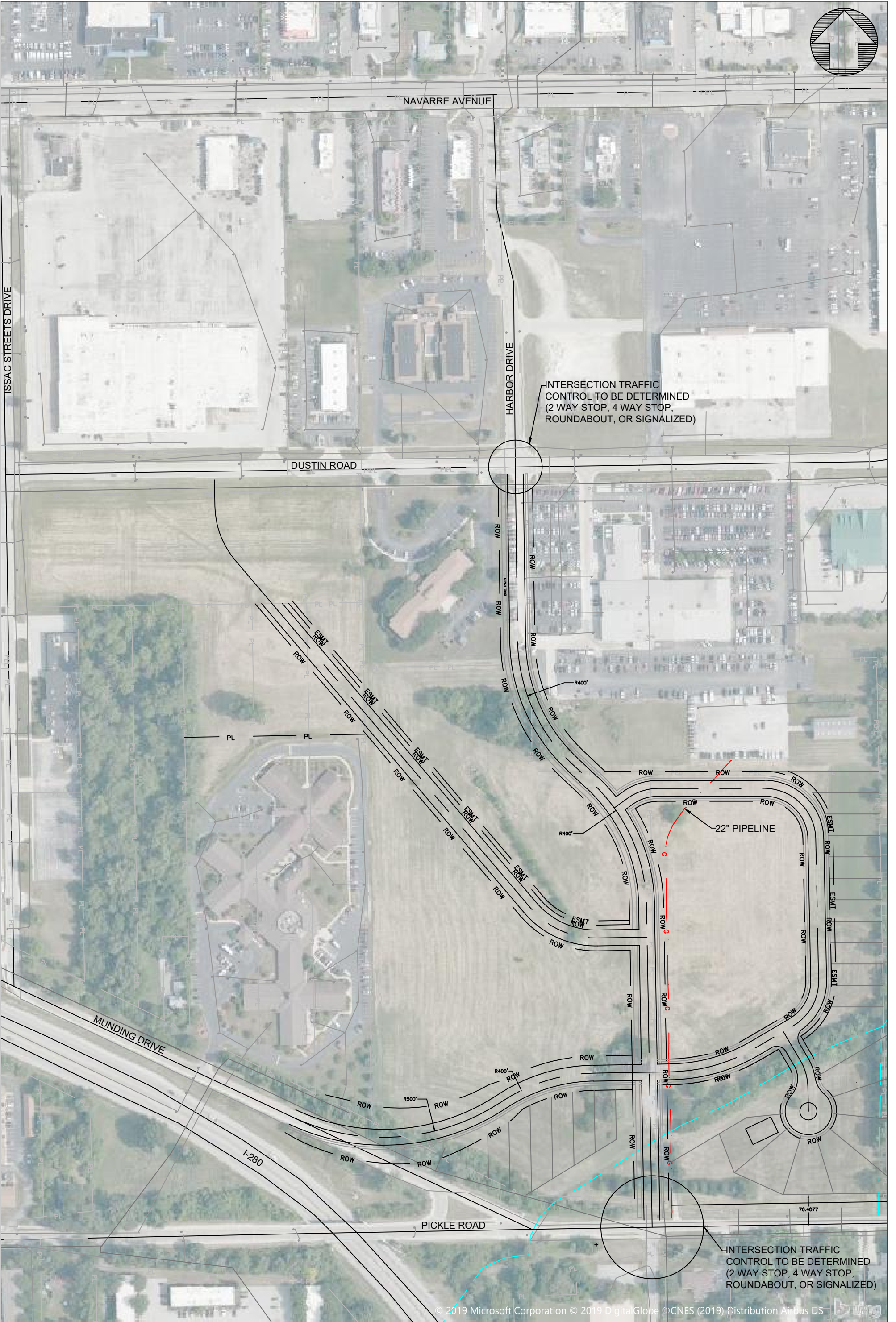
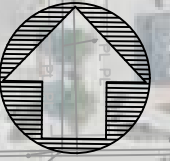
2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential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



INTERSECTION TRAFFIC CONTROL TO BE DETERMINED (2 WAY STOP, 4 WAY STOP, ROUNDABOUT, OR SIGNALIZED)

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