

10-23-2023 Posting Date
POR-Newton Falls Road
PID No. 119501
Portage County
Response Due Date: 11-17-23

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Portage County Engineer during the announcement and selection process:

During the 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 contract plans for replacement of Newton Falls Road Bridge No. 131 (SFN 6732569) in Paris Township. Work will include the improvement of 0.06 miles of Newton Falls Road by the replacement of an existing Steel Pony Truss structure with a new single-span superstructure and substructure including minimal approach work.

Estimated Construction Cost: \$1,271,950.00

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 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:

- Non-Complex Roadway Design
- Limited Right of Way Plan Development
- Complex Right of Way Plan Development
- Subsurface Utility Location Services
- Bridge Design Level 1
- Bridge Design Level 2
- Geotechnical Engineering Services
- Geotechnical Testing Laboratory
- Geotechnical Field Exploration Services
- Geotechnical Drilling Inspection Services

FINANCIAL MANAGEMENT SYSTEM EVALUATION

Compliant with Federal Requirements (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

There are no selection subfactors for this project.

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 January 2024.

Completion Schedule

The plans are to be completed and on file with the Portage County Engineer within eighteen (18) months from the date of authorization.

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 Portage County Engineer, 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 Portage County Engineer 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 four (4) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Larry D. Jenkins Jr., P.E., P.S., County Engineer
Portage County Engineer's Office
5000 Newton Falls Road
Ravenna, Ohio 44266
Attn: William J. Vermes, P.E., Bridge Engineer

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

Scope of Services

The Scope of Services document is included in Attachment A

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: Newton Falls Bridge No. 131
PID: 119501
Project Type: Bridge Design
District: Portage County
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		

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.

ATTACHMENT A

LPA PROJECT SCOPE

A. PROJECT IDENTIFICATION

ATTACH MAP OF PROJECT LOCATION

County	Portage	Rte	Newton Falls Road, CH177 (SFN 6732569)		Section	H
Project Sponsor/Maintenance Responsibility			Portage County Engineers Office			
Local Let	Yes	If yes, please complete LPA Local-let Participation Review Form - separate electronic submittal				
ODOT Let		Project Manager		Mike Collins		
Scope Field Review Date		TBD	Scope Meeting Date		TBD	
Highway Functional Class		Rural Local				
PID		TBD				
Fiscal Year	PE	24/25	RW	n/a	CO	2026
Proposed Sale Date		2nd Quarter 2026				
PDP Classification		Minor		Environmental Document		

B. DESIGN STANDARD TO BE UTILIZED

ODOT L&D Manual & ODOT BDM, AASHTO LRFD Specifications

C. PROJECT DESCRIPTION

Transportation Issue to Be Corrected:

Improvement of 0.06 Miles of Newton Falls Road, in Paris Township, by the replacement of an existing Steel Pony Truss structure over the West Branch of the Mahoning River with a new single span superstructure and substructure including minimal approach work. The bridge will be on the same horizontal and vertical alignment.

Prior Studies/Plans [identify]

None

Estimated Project Length	[begin pavement to end pavement, including bridge]	300'
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Work Length	[including project length and approach work]	300'
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Limits:	begin		end	
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alignment	existing	X	relocated	
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profile	existing	X	new	
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logical termini [with explanation]:

The beginning and end work limits of this project will be approximately 100' on each side of the proposed structure.

D. TYPICAL SECTIONS *EXISTING*Primary Route: Newton Falls Road

Width

pavement: 26' graded shoulder: 2' treated shoulder: 2' RW: 60'Bridge: face to face of rails 28' toe to toe of parapets _____curbs yes no X comment _____curb ramps yes no X comment _____sidewalks yes no X comment _____guardrail yes X no type Type 5**TYPICAL SECTIONS *PROPOSED***Route Newton Falls Road

Width

pavement: 30' graded shoulder: 2' treated shoulder: 2' RW: _____Bridge: face to face of rails 30' toe to toe of parapets _____curbs yes no X comment _____curb ramps yes no X comment _____sidewalks yes no X comment _____guardrail yes X no type MGS**SUPPLEMENTAL INFORMATION**ADT 823 Design ADT 823

DHV _____ Certified Traffic _____

T24 _____

Design Speed 45 mph Legal Speed 45 mph

Comments _____

TYPICAL SECTIONS - *EXISTING*Secondary Route: N/A

Width

pavement: _____ graded shoulder: _____ treated shoulder: _____ RW: _____

Bridge: face to face of rails _____ toe to toe of parapets _____

curbs yes no _____ comment _____curb ramps yes no _____ comment _____sidewalks yes no _____ comment _____guardrail yes no type _____**TYPICAL SECTIONS - *PROPOSED***

Route _____

Width

pavement: _____ graded shoulder: _____ treated shoulder: _____ RW: _____

Bridge: face to face of rails _____ toe to toe of parapets _____

curbs yes no _____ comment _____curb ramps yes no _____ comment _____sidewalks yes no _____ comment _____guardrail yes no type _____**SUPPLEMENTAL INFORMATION**

ADT _____ Design ADT _____

DHV _____ Certified Traffic _____

T24 _____

Design Speed _____	Legal Speed _____	
Comments _____		

E. RIGHT OF WAY

Right of Way Plan	yes _____	no <u>X</u> _____
Approximate number of parcels	N/A _____	
known relocations	yes _____	no _____
Railroad involvement	yes _____	no _____
Railroad name	_____	
Encroachments	_____	
Airway Highway Clearance	yes _____	no _____
Remarks	_____	
Airport Name	_____	
Comments	_____	

Note: Provide a footprint of proposed and existing right of way limits as soon as a available to District Env. Coordinator and District Real Estate Administrator. **Caution:** Environmental needs to be clear prior to the beginning of right of way acquisition. A local utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for hazardous waste cleanup.

F. UTILITIES

Aerial

Phone	yes _____	no _____	name of company _____
Cablevision	yes _____	no _____	name of company _____
Power	yes _____	no _____	name of company _____

Buried

Phone	yes _____	no _____	name of company _____
Cablevision	yes _____	no _____	name of company _____
Power	yes _____	no _____	name of company _____
Gas	yes _____	no _____	name of company _____
pipelines	yes _____	no _____	name of company _____
water	yes _____	no _____	private _____ public _____
sanitary sewer	yes _____	no _____	private _____ public _____
storm sewer	yes _____	no _____	private _____ public _____
other	yes _____	no _____	private _____ public _____
comments	_____		

G. STRUCTURAL REQUIREMENTS

EXISTING STRUCTURE INFORMATION

Structure Type 34A - Steel Pony Truss
Sufficiency Rating 29.5 General Appraisal 4 Bridge Number PAR-131-C177H
Structure File No. 6732569 crossing West Branch of Mahoning River
Bridge Length 107.0 feet
Number of Spans 1
Eligible for National Register yes no X

PROPOSED STRUCTURE INFORMATION

New Structure yes X no
Rehabilitate Existing Bridge by: _____
Structure Width 30' rail-to-rail Structure Type TBD - Design
Number of Spans 1
Beam Type Concrete Box TBD Steel TBD

Other Design Considerations/Explanation of change in Line Grade: Replace the existing structure with either a reinforced concrete slab, steel beam, or concrete box beam bridge with a composite concrete deck. No change of alignment nor grade. Bridge width is based on 11' lanes and 4' rail offset. Additional deck width may be called for due to horizontal curve at bridge (curve widening).

Guardrail Type To be determined

H. DESIGN EXCEPTION[S] REQUIRED

yes no X explain

I. TRAFFIC CONTROL

Signing	<u>yes</u>	<u>X</u>	<u>no</u>	<u>Remarks</u>
Striping	<u>yes</u>	<u>X</u>	<u>no</u>	<u>Remarks</u>
Lighting	<u>yes</u>		<u>no</u>	<u>X</u> <u>Remarks</u>
Signals	<u>yes</u>		<u>no</u>	<u>X</u> <u>Remarks</u>
RPMs	<u>yes</u>		<u>no</u>	<u>X</u> <u>Remarks</u>

J. MAINTENANCE OF TRAFFIC

Detour Yes Part Width _____
Remarks _____

K. DRIVEWAYS

yes no X Remarks

Newton Falls Bridge Location Map
Paris Township Portage County

