

03-21-11 Posting Date
LAK- Metropark Pedestrian Bridge
PID No. 87616
Lake Metroparks, Lake County
Response Due Date: 04-18-11

The services requested will utilize the ODOT Project Development Process (PDP) for Minor Projects to develop construction contract plans, right-of-way plans and environmental documentation requirements for the construction of a new bicycle/pedestrian bridge over the Norfolk and Southern Railroad tracks linking two sections of the existing Lake Metroparks Greenway Corridor in the City of Painesville, Lake County. The services will be divided into Part A and Part B. Part A will follow Steps 1 through 4 of the PDP for Minor Projects and Part B will complete Steps 5 through 8.

Estimated Construction Cost: Not Available at this time. Will be determined based on the identified preferred alternative.

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Non-Complex Roadway Design; Bridge Design – Level I, Bicycle Facilities Design, Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory.

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE; Ecological Surveys; Environmental Document Preparation - Section 4(f); Archaeological Investigations; History/Architectural Investigations; ESA Screening, Phase I ESA and Phase II ESA;

RIGHT OF WAY ACQUISITION SERVICES:

Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Negotiation; Closing;

There will be selection subfactors for this project. Specifically past experience working with Norfolk and Southern (or other railroads) in regard to track crossings, particularly overhead crossings, will be considered. Steps 1 through 4 are to be completed within 9 months from the date of authorization. Completion of Steps 5 through 8 will be determined based on the identified preferred alternative. It is anticipated that the selected Consultant will be authorized to proceed by June 2011.

Selection Procedures

The LPA will directly select a consultant based on the Letter of Interest (LoI). The requirements for the Letter of Intent and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

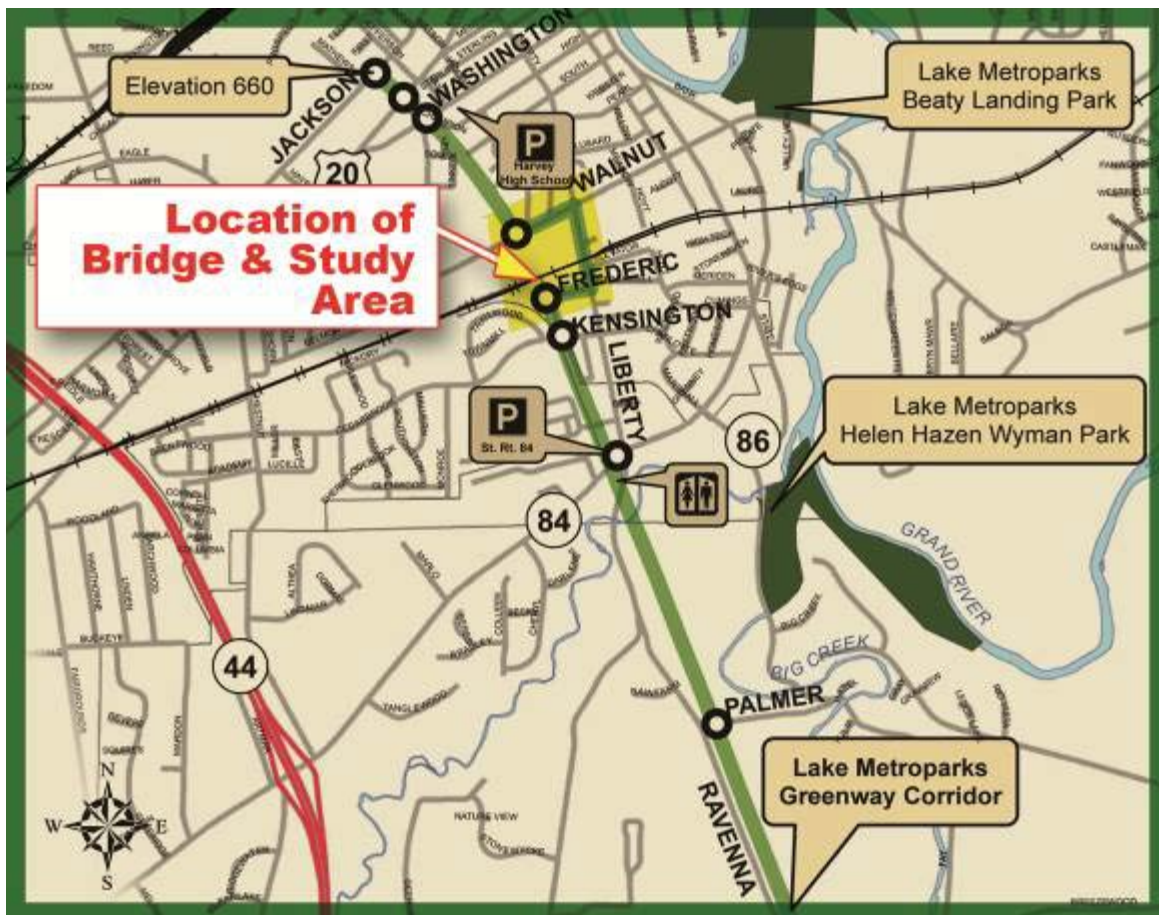
Firms interested in being considered for selection should respond by submitting Four (4) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Mr. Vince Urbanski
Chief of Park Planning
Lake Metroparks
11211 Spear Road
Concord Township, Ohio 44077

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

Scope of Services

The Scope of Services (see attached) involves following the ODOT PDP for Minor Projects to develop construction contract plans, right-of-way plans and complete environmental documentation requirements for the construction of a new bicycle/pedestrian bridge over the Norfolk and Southern Railroad tracks linking two sections of the existing Lake Metroparks Greenway Corridor in the City of Painesville, Lake County. Future maintenance and the aesthetics of the structure relative to the surrounding community and Greenway Corridor should be taken into consideration by the consultant.



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, 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.6 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.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted. Specifically, address key staff's experience working with Norfolk and Southern (or other railroads) in regard to track crossings, particularly overhead crossings.

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 technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's 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: **LAK-Ped. Bridge**
PID: **87616**
Project Type: **Engineering**
District: **12**
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	
Project Cost Containment	10		
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	15		
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 section "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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.

L P A S C O P E O F S E R V I C E S F O R M

A. Project Identification

County LAK Route Lake Metroparks
Greenway Corridor Section _____

Project sponsor / Maintenance responsibility: Lake Metroparks

Local Let ODOT Let PID (ODOT assigned): 87616

Scope Field Review: N/A Scope Meeting: _____

Proposed Sale Date: 3Q 2013 Fiscal Year: FY2013

Highway Functional Classification: N/A

B. Design Standard

ODOT L&D Manual, Standard Drawings and Specifications; AASHTO 1999 Bike Design Guide;
ODOT Bridge Design Manual

C. Project Description

Transportation Issues to be Corrected: Construct a pedestrian bridge (14' typical face-to-face)
over Norfolk & Southern railroad tracks on Lake Metroparks Greenway Corridor which is an existing
multi-use path.

Prior studies / plan (identify): N/A

Estimate Project Length: (begin pavement to end pavement including bridge) 1400 feet

Work Length: (including project length & approach work) 1400 feet

Alignment: Existing Relocated _____

Profile: Existing New _____

Logical Termini (w/explanation): Between Kensington Ave. and Walnut Ave. in the City of
Painesville, OH. Bike Path will bridge the Norfolk & Southern Railroad.

D. Typical Sections

Existing:

Width: Pavement 10 feet Graded Shoulder 2 feet Treated Shoulder _____

R/W 100 feet wide south side of railroad tracks, 70 feet wide north side of railroad tracks.

Bridge: face to face of rails N/A or toe to toe of parapets _____

	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Curbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Curb ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

Proposed:

Width: Pavement 10 feet Graded Shoulder 2 feet Treated Shoulder _____

R/W Railroad Right of Way.

Bridge: face to face of rails 14 feet or toe to toe of parapets _____

	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Curbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Curb ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Guardrail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

Supplemental Information:

ADT _____ Design ADT _____

DHV _____ Certified Traffic _____

T24 _____

Design Speed _____ Legal Speed _____

Comments: Certified Traffic Not Required

E. Right-of-Way

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Right-of-Way Plan:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Obtain new right-of-way if needed.</i>
Approximate Number of Parcels:			<i>Up to Five (5) parcels if needed.</i>
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Railroad Involvement:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Railroad Name:			<i>Norfolk & Southern</i>
Encroachments:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Airport Name	_____		

Comments: _____

Note: Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental 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 a hazardous waste cleanup.

F. Utilities

		<u>YES</u>	<u>NO</u>	<u>NAME OF COMPANY</u>		
AERIAL	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>ATT</i>		
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Time Warner</i>		
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Painesville Power</i>		
UNDERGROUND	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>ATT</i>		
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Time Warner</i>		
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Painesville Power</i>		
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Dominion/Orwell</i>		
	Pipelines:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>TBD</i>		
		<u>PRIVATE</u>	<u>PUBLIC</u>	<u>NAME OF COMPANY</u>		
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Painesville City Water</i>
	Sanitary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Painesville City Water</i>
	Storm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Painesville</i>

Other: _____

Comments: _____

G. Structure Requirements

Existing Structure Information:

Structure type: N/A

Sufficiency Rating: _____ General Appraisal _____ Bridge No. _____

Structure File No. _____ Crossing _____

Bridge Length: _____

Number of Spans: _____

Eligible for the National Historical Register Yes No

Proposed Structure Information:

New Structure Yes No

Rehabilitate Existing Bridge By: N/A

Structure Width: 14 feet Structure Type: Complete Bridge-Type Study

Number of Spans: 1

Beam Type: Concrete Box Steel TBD

Other Design Considerations / Explanation of Change in Line/Grade: _____

Guardrail Type: Bridge railing needs to meet bicycle design (high railing).

H. Design Exception(s) Required

Yes No Explain _____

I. Traffic Control

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Signing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Striping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Lighting:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Signals:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
RPMs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

J. Maintenance of Traffic

Detour N/A Part Width X

Remarks: Coordination with Norfolk & Southern to minimize disruption for railroad traffic during construction.

K. Driveways

Yes No Type _____

L. Project Funding

Project Cost Estimate: \$2,260,00.00

Quantity splits needed in plans to differentiate funding participation: Yes No

Comments: _____

Coordination with Concurrent Projects Required: Yes No

Comments: _____

Cost Estimates:

	<u>Total Federal Funds</u>	<u>Percent Split</u>	<u>Total Local Funds</u>	<u>Percent Split</u>
PE	\$ <u>200,000</u>	<u>100</u> %	\$ _____	_____ %
Right of Way	\$ <u>60,000</u>	<u>100</u> %	\$ _____	_____ %
Utilities	\$ _____	_____ %	\$ _____	_____ %
Construction	\$ <u>2,000,000</u>	_____ %	\$ <u>TBD</u>	_____ %
Const. Engineer.	\$ _____	_____ %	\$ _____	_____ %
Total	\$ <u>2,260,000</u>	_____ %	\$ _____	_____ %

M. Environmental

Scope of the Proposed Action /Involvement with Resources:				
These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.				
	Required		Responsibility	Due Date
	NO	YES		
Tentative CE Level <u> 1 </u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Purpose and Need Statement	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
ODOT Bridge PA	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cultural Resource Phase I	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cultural Resource Phase II	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cultural Resource Section 4(f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Data Recover Plan - Documentation for Consultation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Section 4(f)/6(f) - Park/Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Ecological MOA	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Ecological Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Wetland Survey	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Section 9/Section 10 Stream	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
404 NWP-Army Corps of Engineers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
404 PCN-Army Corps of Engineers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
404 Individual Permit-Army Corps of Engineers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
401 OEPA Certification Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Coast Guard Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ODNR Coastal Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Scenic River	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Farmland Screening or FCIR	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Public Involvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Public Meeting/Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ESA-Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
ESA Phase I/Phase II/Remediation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Drinking Water Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Flood Plain/Flood Way	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Environmental Justice	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Noise Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Air Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Asbestos Inspection Required: Yes No

Comments: _____

Any known Environmental Concerns (ex. Historic properties on National Register, wetlands, underground storage tanks, stream relocation):

P. Commitment Dates

ODOT-Let

Local-Let

Reservoir

(See Explanation of Commitment Dates on the next page.)

ACTIVITY	START DATE	FINISH DATE	DURATION
Authorization to Proceed	7/1/10		
Stage 1 Review	7/1/11	9/1/11	
Stage 2 Review	12/1/11	3/1/12	
Stage 3 Review	6/1/12	8/1/12	
R/W Plans Approved (or "N/A")	12/1/11	1/1/12	
Bid Document and Tracings to District	9/1/12	11/1/12	
R/W and Utility Clearance	8/1/11	4/1/12	
Environmental Clearance	8/1/11		
Plan Package to C. O.	3/1/13		
Award Date	10/1/13		

Other due dates of interest:

- LPA submits plans, proposal, estimate (PS&E) to the District
- LPA certifies R/W and utility clearance to the District
- LPA submits bid results to District

Project Schedule Approval:

Environmental Coordinator

Real Estate Administrator

Program Manager

Project Manager

Production Administrator

Commitment Date Explanation:

ACTIVITY	START DATE	FINISH DATE
Authorization to Proceed	<i>District submits programming package to Central Office.</i>	<i>State job number established by ODOT.</i>
Stage 1 Review	<i>District receives Stage 1 submission.</i>	<i>Comments returned to the LPA. (Typically 45 days, Local-let; 60 days ODOT-let.)</i>
Stage 2 Review	<i>District receives Preliminary R/W plans.</i>	<i>Comments returned to the LPA. (Typically 45 days, Local-let; 60 days ODOT-let.)</i>
Stage 3 Review	<i>District receives Stage 3 submission.</i>	<i>Comments returned to the LPA. (Typically 45 days, Local-let; 60 days ODOT-let.)</i>
R/W Plans Approved	<i>District receives final R/W plans and documents.</i>	<i>District approves final R/W plans & documents.</i>
Bid Document and Tracings to District		
R/W and Utility Clearance	<i>LPA is authorized to begin acquisition.</i>	<i>District certifies clearance to FHWA. (LPA should certify to the District one (1) month before the Finish Date.)</i>
Environmental Clearance	<i>Normally the same as the programming date.</i>	
Plan Package to C. O.	<i>PS&E package leaves the District.</i>	<i>PS&E logged in at Central Office.</i>
<p>* Allow 45 days from the PS&E log-in date to PS&E approval/Project Advertising. * Project must be advertised for 3 weeks and cannot begin until PS&E approval is obtained.</p>		
Award Date	<i>Project Sale Date</i>	<i>Project Award Date.</i>

* LPA to submit a summary of bid tabs and the identity of the awarded contractor to the District no later than one (1) week after the award.