

01-25-21 Posting Date
LAK METROPARKS
LAKEFRONT PATH
PID No. 114051
Lake Metroparks
Response Due Date: 02-23-21

Communications Restrictions

Please note the following policy concerning communication between Consultants and 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 design 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 Wednesday February 17, 2021.

Project Description

The 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 Lake Metroparks-managed Painesville Township Park along the Lake Erie armored shoreline approximately 2,300 feet to the west to an overlook turnaround.

Estimated Construction Cost: \$653,000

ODOT Prequalification Requirements

ODOT Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting – Unlimited the requirement may be met by the prime consultant or a subconsultant.

For agreements that require prequalification in Cost Accounting – Unlimited, 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
- Safety Study
- Limited Right of Way Plan Development
- Geotechnical Engineering Services
- Geotechnical Testing Laboratory
- Geotechnical Field Exploration Services
- Geotechnical Drilling Inspection Services

ENVIRONMENTAL SERVICES

- Environmental Document Preparation – EA/EIS
- Environmental Document Preparation – CE
- Ecological Studies
- Waterway Permits (If Authorized)
- Archaeological Investigations (If Authorized)
- Regulated Material Review
- ESA Screening, Phase I ESA and Phase II ESA (If Authorized)

COST ACCOUNTING SYSTEM

Unlimited (prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement).

MISCELLANEOUS ENGINEERING SERVICES THAT MAY ALSO BE SELECTED

Surveying, Mapping and Construction Staking

Selection Subfactors

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

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by April 2021.

Proposed Project Schedule

| | |
|-----------------------------|--------------------------|
| Due Diligence | 06/01/2021 |
| Preliminary Design | 08/01/2021 |
| Engineering/Design | 11/01/2021 |
| 100% Construction Plans | 01/01/2022 |
| Construction Contract Award | ODOT-Let - expected 2022 |

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Terms and Conditions

Contract type, payment methods and schedule will be reviewed during the award process. The selected firm will adhere to all ORC requirements including ORC 153.65-70.

Selection Procedures

Lake Metroparks will select the three most qualified Consultant's 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 defined below. Upon completion of the rankings, the park district will notify the three most qualified Consultants and may require additional information upon final selection.

Firms interested in being considered for selection should respond by submitting two(2) hard copies of the Letter of Interest as follows **by 4:00 PM on the response due date** listed above.

LOI SUBMITTAL DEADLINE. Letters of Intent must be submitted in sealed envelopes and should be properly identified with the following: **2021-010 LOI for Lakefront Path & [the name of the submitting entity]**. Responses are **due by 4:00 PM on Tuesday February 23, 2021** and must be sealed and delivered via mail with delivery confirmation or in person drop off by appointment. Please contact Jean Sullivan if you would like to drop off in person jsullivan@lakemetroparks.com or 440-639-7275 ext. 1343. 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.

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 is familiar with 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 5 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 | | |

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.

LAKE METROPARKS LAKEFRONT PATH
ODOT PID 114051
ENGINEERING DESIGN
SCOPE OF SERVICES

Project Description

The services needed include the technical design, specifications, and preparation of construction drawings for a 10-foot-wide asphalt bicycle/pedestrian path from the Lake Metroparks managed Painesville Township Park along the Lake Erie armored shoreline approximately 2,300 feet to the west to an overlook turnaround. A sketch of the area from Lake Metroparks' GIS is attached to this scope and includes the potential trail alignment and right of way limits.

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 Geotechnical Investigation Services and Report:
 - 1 Four test borings along the road shall be performed to a depth of eight feet.
 - 2 Standard penetration sampling shall be performed in accordance with ASTM standards.
 - 3 Soil samples shall be visually classified.
 - 4 A written report shall be provided including test boring locations, discussion of the soil profile and subsurface conditions.
 - 5 Recommendations shall be provided relative to pavement and water main construction.
- C 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 Level 1 Ecological Survey Report (including Coastal Zone Management coordination), Phase I cultural resources study (if authorized), 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. Besides 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

1. 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.

2. 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 Lol.



lake County GIS, USGS The National Map, National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrog
 Structures Dataset, and National Transportation Dataset; USGS Global Ecosystems; U.S. Census Bureau TIGER/Line data; USFS Road Data; Natural Earth; D
 Unity; and NOAA National Centers for Environmental Information, U.S. Coastal Relief Model. Data refreshed May, 2020.

— Proposed Trail Route
■ Project Limits
■ Property Line



Lakefront Greenway PID 114051

0 420 840 1,680 Feet
 Date: January 14, 2021
 Source: Lake Metroparks and Lake County GIS



This map is intended for use as a reference. All boundaries and locations are approximate. The information depicted was obtained from various government and proprietary sources. This map is believed to be accurate as of the publication date, but no warranty or guarantee on any part is given or implied.