

09-19-2022 Posting  
Date LAK  
METROPARKS  
LAKEFRONT PATH  
PID No. 117487  
Lake Metroparks – RFP 2022-041  
Response Due Date: 10-26-2022

### **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](mailto:vurbanski@lakemetroparks.com) and [tlane@lakemetroparks.com](mailto:tlane@lakemetroparks.com). Questions must be received prior to 4:00 PM on Wednesday October 19, 2022.

### **Project Description**

Lake Metroparks hopes to construct a 2.5-mile bicycle pedestrian path along the Lake Erie shoreline from its Painesville Township Park westward to its Fairport Harbor Lakefront Park in Lake County, Ohio. Phase I of the path is currently being engineered and is slated for construction in 2023. It will cover the first 2,300 feet westward from Painesville Township Park. This request for LOI's concerns Phase II.

The scope of 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 western terminus of the project's first phase (approximately 2,300 feet west of Lake Metroparks Painesville Township Park) along the Lake Erie shoreline approximately 800 feet to the west to an overlook turnaround. The project will also include significant slope grading/stabilization.

A shoreline revetment will be engineered under a separate professional services contract (Lake Metroparks RFP 2022-040) and will need to be constructed prior to construction of the path.

**Estimated Construction Cost:** \$1,400,000

### **ODOT Prequalification Requirements**

ODOT 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.

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**

- Bicycle Facilities and Enhancement Design
- Safety Study
- Limited Right of Way Plan Development

**ENVIRONMENTAL SERVICES**

- Environmental Document Preparation – CE
- Ecological Surveys
- Environmental Document Preparation – 4(f)
- History/Architectural Investigations
- Waterway Permits
- Archaeological Investigations
- Regulated Material Review

**FINANCIAL MANAGEMENT SYSTEM EVALUATION**

Financial System (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

**Selection Subfactors**

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

**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 2023.

**Completion Schedule**

Due Diligence	06/01/2023
Preliminary Design	08/01/2023
Engineering/Design	10/01/2023
100% Construction Plans	02/01/2024

**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. 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**

Lake Metroparks, 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**

Lake Metroparks 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 two(2) hard copies of the Letter of Interest as follows **by 4:00 PM on the response due date** listed below to Lake Metroparks, 11211 Spear Road, Concord Township, Ohio 44077.

**LOI SUBMITTAL DEADLINE.** Letters of Interest must be submitted in sealed envelopes and should be properly identified with the following: **2022-041 LOI for Lakefront Path Phase II & [the name of the submitting entity]**. Responses are **due by 4:00 PM on Wednesday October 26, 2022** and must be sealed and delivered via mail to 11211 Spear Road, Concord Township, Ohio 44077 with delivery confirmation or in person. In person drop off is available at the address above during business hours – Monday – Friday 8:00 AM to 4:00 PM

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 LOI. 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
<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		

**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 PHASE II**  
**ODOT PID 117487**  
**ENGINEERING DESIGN SCOPE OF SERVICES**

**Project Description**

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A sketch of the area from Lake Metroparks' GIS is attached to this scope and includes the potential trail alignment.

**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 per ODOT Requirements:
- 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. Provide 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



**4. 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.

**5. 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 LOI.