

**DO Hall Phase 3 Design Services**

**Appalachian Partnership, Inc., in collaboration with the Guernsey County Port Authority**

**Posting Date: 07/22/2024**

**Response Due Date: 08/19/2024**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and Appalachian Partnership, Inc., and the Guernsey Port Authority 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 services include preparation of final design, construction plans, and permitting for the development of 44 acres incorporated within the City of Cambridge located in Jackson Township, Guernsey County. A detailed description of the project is attached.

**Estimated Construction Cost: \$4,150,000**

**Prequalification Requirements**

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), Procurement requirements at 2 CFR §200.317-327 and requirements under the Consolidated Appropriations Act, 2022 (P. L. 117-103); 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 earthwork, utility and road construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

DESIGN SERVICES:

Legal descriptions and road plat dedication;  
Complex Roadway Design;  
OEPA Water and Sewer Standard design and Permitting  
Limited Right of Way Plan Development;  
Geotechnical Engineering Services;

**Contract Type and Payment Method**

The service contract will be a time and material contract with a not to exceed limit.

**Estimated Date of Authorization**

The selected Consultant will be authorized to proceed by 10/16/2024.

**Completion Schedule**

The plans are to be completed and on file with Appalachian Partnership, Inc., and the Guernsey County Port Authority within four (4) 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.

**Compliance with Title VI of the Civil Rights Act of 1964**

The Guernsey 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**

Firms interested in being considered for selection should respond by submitting 2 copies of the Letter of Interest to the following addresses **by 3:00 PM on the response due date** listed above.

Paul E. Sherry, P.E., P.S.  
627892 Bennett Ave  
Cambridge, OH 43725  
740-432-2234  
[Engr30@gceng.org](mailto:Engr30@gceng.org)

Glenda Bumgarner, PhD  
Appalachian Partnership, Inc.  
31480 Chieftain Drive  
Logan, OH 43138  
740-216-4449  
gbumgarner@apppart.org

## **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 has the highest level of experience by job size.
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 industry, ODOT, and local standards, procedures and guidance documents; 5) Knowledge and experience concerning Procurement requirements at 2 CFR §200.317-327 and requirements under the Consolidated Appropriations Act, 2022 (P. L. 117-103) 6) Innovative ideas; 7) 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.

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 may 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.

## Scope of Services

Appalachian Partnership, Inc., in collaboration with the Guernsey County Port Authority hereby requests design services and the preparation of construction plans for developing parts of 44 acres located in the City of Cambridge, Jackson Township. There are existing preliminary plans have been vetted and now need to be finalized for permitting and construction. The Owner will be using Federal and State Funds that require the use of the quality-based selection process. The preliminary plans have been used to develop a scope that will meet budget and grant restraints.

### Survey:

Basic site layout and construction control will be needed. Existing data will be provided and should include all needed information. Legal descriptions and road dedications are also required to be completed.

### Engineering:

This is a large earthwork project that has a short piece of roadway and utilities. The consultant will need to adapt the draft plans to final construction and permit applications.

- Electronic and Hard Copy Deliverables:
  - Final grading, location, and utility design
  - Plan sets for bidding and construction
  - Construction Cost estimate
  - OEPA Water and Sewer Permit package
  - City of Cambridge construction permit
  - Bidding RFI support

Bidding will be performed by the County Engineer.