

**10-26-15 Posting Date**  
**CUY-Chagrin Boulevard**  
**PID No. Not Assigned**  
**City of Beachwood**  
**Response Due Date: 12-01-15**

**Contract #1**

The scope of services includes further study of the Chagrin Blvd corridor to evaluate opportunities to complete immediate safety improvements as well as plan long term capacity improvements. This scope of work will also include the preparation of construction contract plans for a potential intersection improvement at the Chagrin/Richmond intersection as well as the widening of Chagrin Boulevard between Richmond Road and Interstate Route 271 in the City of Beachwood. This is an LPA ODOT Let.

**Estimated Construction Cost:** \$10,500,000.00

**Required Prequalification**, Combination of Prime Consultant and Subconsultants:

**DESIGN SERVICES:**

Complex Roadway Design; Interchange Justification/Modification Study; Level 2 Bridge Design; Limited Right of Way Plan Development; Geotechnical Engineering Services; Geotechnical Testing Laboratory; Geotechnical Field Exploration Services; Traffic Signal System Design; Limited Highway Lighting Design

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation - CE; Ecological Surveys; ESA Screening, Phase I and Phase II ESA; and History/Architectural Investigations

**COST ACCOUNTING SYSTEM**

Unlimited (Prime Consultant Only)

There are no selection subfactors for this project

The plans are to be completed and on file with the City of Beachwood and ODOT after 36 months from the authorization date.

It is anticipated that the selected Consultant will be authorized to proceed by February 2016.

**Contract #2**

These services include the right of way acquisition for the subject project

**Required Prequalification**, Combination of Prime Consultant and Subconsultants

**RIGHT OF WAY ACQUISITION SERVICES:**

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

There are no selection subfactors for this project.

### **Contract #3**

These services include the appraisal review for the subject project

**Required Prequalification**, Combination of Prime Consultant and Subconsultants

RIGHT OF WAY ACQUISITION SERVICES:  
Appraisal Review

There are no selection subfactors for this project.

**Disadvantaged Business Enterprise (DBE) Goal: None is required.**

### **Suspended or Debarred Firms**

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

### **Selection Procedures**

The LPA will directly select a consultant based on the Letter of Interest (Lol). The requirements for the Lol 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 three (3) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

The Honorable Merle S. Gorden  
Mayor of the City of Beachwood  
25325 Fairmount Blvd.  
Beachwood, Ohio 44122

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 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 has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) 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:  
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		

If Applicable: Adequate good faith efforts made to meet DBE goal                      Y/N

**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.

### **Scope of Services**

The City of Beachwood submitted a Safety Study to ODOT and will be utilizing Federal, State and Local funds for plan preparation for the following:

Remove the Bryden Road connection to Richmond Road just north of Chagrin Boulevard. Bryden Road should have a cul-de-sac constructed to prevent traffic from entering Richmond Road from Bryden Road.

Remove the unwarranted signal at the Richmond Road / Corporate Park Drive intersection

Restripe the southbound approach to the Chagrin Boulevard / Richmond Road intersection to accommodate the following lane configuration: four (4) lanes (left, left, thru, thru-right).

Construct a second NB left turn lane at the Chagrin Boulevard / Richmond Road intersection.

Construct a westbound right turn lane at the Chagrin Boulevard / Richmond Road intersection.

Extend the third eastbound travel lane currently created between Richmond Road and Enterprise Place beyond the Richmond Road intersection.

Widen the I-271 SB exit ramp to four (4) lanes to accommodate a left, right, right, right lane configuration.

Widen the I-271 NB exit ramp to four (4) lanes to accommodate a left, left, left, right lane configuration.

Widen eastbound Chagrin Boulevard between Richmond Road and the I-271 SB Ramps to accommodate four (4) travel lanes. The fourth travel lane will become a dedicated entrance lane for I-271 SB.

Widen westbound Chagrin Boulevard to accommodate three (3) travel lanes between Enterprise Place / Park East Drive to the I-271 NB Ramps intersection. This third will be a westbound drop right turn lane at the Chagrin Boulevard / Enterprise Place / Park East Drive intersection.

Widen the Chagrin Boulevard Bridge of I-271 from four (4) lanes to six (6) lanes.

Reconstruct all warranted traffic signals within the study area.