

**05-08-15 Posting Date**  
**Clermont County Engineer**  
**Response Due Date: 05-22-15**

The Clermont County Engineer (CCEO) is requesting Statements of Qualifications (SOQ) from consultants and subconsultants that are currently prequalified with the Ohio Department of Transportation (ODOT) for consultant services for the Task Order projects listed below.

#### **LISTING OF TASK ORDERS:**

Geotechnical Services Task Order  
Environmental Services Task Order  
Right-of-Way Acquisition Services Task Order

#### **Communications Restrictions**

**Please note the following policy concerning communication with the CCEO during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selections, the CCEO will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed, selections will be announced through the CCEO website at:

<http://www.clermontengineer.org>

Any questions shall be submitted by e-mail to Craig Stephenson at:

[cstephenson@clermontcountyohio.gov](mailto:cstephenson@clermontcountyohio.gov).

#### **Mailing Instructions and Addresses**

Firms interested in being considered for selection should respond by sending the original and Two (2) copies of the SOQ to:

**Craig Stephenson, Chief Deputy Engineer**  
**2381 Clermont Center Drive**  
**Batavia, OH 45103**

SOQ submitted to any other address will not be considered.

#### **Selection Procedures**

The CCEO intends to select consultant services for each of the task order contracts listed previously.

The requirements for the SOQ and the CCEO Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit a single SOQ for the project(s) for which the consultant is expressing interest. A more defined Scope of Services and Requirements will be supplied to the selected Consultant.

### **Requirements for SOQ, CCEO Selection Process**

#### **A. General Instructions for Preparing and Submitting a Letter of Interest**

- (1) Provide the information requested in the SOQ Content (Item B below), in the same order listed, in a letter signed by an officer of the firm.
- (2) SOQ's shall be limited to fifteen (15) 8 1/2" x 11" single sided pages. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding SOQ:
  - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine scanning/copying.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8 ½ " x 11" bond paper only. No glossy paper.
- (4) SOQ must be received by 4:00 p.m. on the due date. SOQ received after 4:00 p.m. will not be considered. (Please refer to Mailing Instructions)

#### **B. SOQ Content shall at a minimum include:**

- (1) A list of the Task Order(s) for which the firm is submitting this SOQ.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise and list the types of services for which your firm is currently prequalified by the ODOT.
- (3) A list of representative projects and clients including project costs for contracted projects within the past five (5) years.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions.
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. CCTID will use ESRI© ArcGIS 9.1 platform for the maintenance of all mapping files projected in **State Plane, Ohio South, NAD83, NAVD88** with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation/transformation/manipulation required by CCTID.
  - a. Provide a description of your firms' qualifications and ability to address the needs of the particular task order contract you are submitting for.
  - b. List 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 resumes for key personnel.

- c. List significant subconsultants, their current prequalification categories, and the percentage of work to be performed by each subconsultant.
- d. Address the experience of the key staff members on similar projects.
- e. Describe the capacity of your assigned staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

**C. Consultant Selection Evaluation Rating Form**

**CCEO Evaluation of Consultant SOQ**

<b>Category</b>	<b>Total Value</b>	<b>Scoring Criteria</b>	<b>Score</b>
<b>Management &amp; Team</b>			
Project Manager	15	<i>See Note 1,2</i>	
Staff Qualifications	25	<i>See Note 3</i>	
Firm's Current Workload/ Availability of Personnel	10	<i>See Note 4</i>	
Consultant's Past Performance	25	<i>See Note 5</i>	
Project (Task Order) Approach	25	<i>See Note 6</i>	
Total	100		

**Rating Form Scoring Criteria 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.
- 2) Differential scoring should consider the relative importance of the project manager's role in the success of a given project.
- 3) 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.

- 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.
- 5) 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
- 6) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

## **Task Order Descriptions**

### **Environmental Services Task Order**

Task order involves providing environmental document, CE and 4(f) and waterways permit preparation; performing ecological surveys, wetland mitigation plans, wetland delineations, air quality analysis, noise analysis and abatement design, archaeological investigations, and ESA screening, Phase I & II studies and remedial design, for various CCEO projects.

ODOT Prequalification Required:

- Environmental Document Preparation EA/EIS
- Environmental Document Preparation CE
- Environmental Document Preparation Section 4(f)
- Ecological Surveys
- Wetland Mitigation
- Waterway Permits
- Wetland Delineation
- Air Quality Analysis
- Noise Analysis and Abatement Design
- Archaeological Investigations
- History/Architectural Investigations
- ESA Screening, ESA Phase I & II
- ESA Remedial Design

### **Real Estate Appraisal & Acquisition Services Task Order**

Task order involves providing title research, value analysis, appraisal, appraisal review, negotiation, closing, relocation and relocation review services on a parcel specific basis. These services must meet the requirements of the Uniform Acquisition Act and related federal and state statutes, while facilitating responsiveness to private sector initiatives and development opportunities.

ODOT Prequalification Required:

- Right of Way Acquisition Services
- Title Research
- Value Analysis

- Appraisal
- Appraisal Review
- Negotiation
- Closing
- Relocation
- Relocation Review

### **Geotechnical Services Task Order**

Task order involves the performance of subsurface investigations of soil and rock related to highway and structure (bridge, retaining walls) design as described in ODOT's Specifications for Subsurface Investigations, for projects identified by the CCEO.

Task order requires the performance of geotechnical testing of soil and rock as described in ODOT's Specification for Subsurface Investigation, Phase III Testing Program, on an "if authorized" basis as required by conditions.

ODOT Prequalification Required:

- Geotechnical Engineering Services
- Geotechnical Testing Laboratory