

11-29-22 Posting Date

Various locations in Greene, Miami, and Montgomery Counties

PID No. 117700

Miami Valley Regional Planning Commission (MVRPC)

Response Due Date: 01-05-23

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Miami Valley Regional Planning Commission 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. Submit all questions to parnold@mvrpc.org by December 13, 2022, noon. All answers will be publicly posted on www.mvrpc.org.

Project Description

MVRPC is seeking professional services to implement electric vehicle chargers at 26 locations in Greene, Miami, and Montgomery Counties (see attachment A). The services include preparation of environmental documentation and design services. More detail is provided in the Scope of Services Section at the end of this document.

Estimated Construction Cost: \$1,250,000.00

Prequalification Requirements

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.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition services. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

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:

Non-Complex Roadway Design.

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE;
Environmental Document Preparation - Section 4(f);
Ecological Surveys;
History/Architectural Investigations; and
Regulated Materials 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

Experience with Electric Vehicle Supply Equipment (EVSE) design and installation requirements and familiarity with requirements and/or regulations that impact the implementation of EVSE.

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 March 2023.

Completion Schedule

The final plans and bid documents are to be completed and on file with MVRPC within 8 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.

Terms and Conditions

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

The MVRPC, 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

The MVRPC 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 five (5) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above. To facilitate reviews and distribution to selection committee an electronic copy should also be submitted with the hard copies.

Paul Arnold, 10 N. Ludlow Street (Suite 700), Dayton OH 45419

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) 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.

For projects with DBE goals in which the consultant did not succeed in obtaining enough DBE participation to meet the goal, provide documentation that it made adequate good faith efforts, as defined in 49 CFR 26.53, to meet the goal.

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: MVRPC EV Chargers
PID: 117700
Project Type: Design/Environmental
District:7/8
Paul Arnold (MVRPC)
Matt Lindsay (MVRPC)
Mike Lucas (MVRPC)
Ana Ramirez (MVRPC)
Tim Pritchard (FRMP)

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15	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	20	See Note 3, Exhibit 1	
Project Approach	30		
Total	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

MVRPC is seeking professional services to implement electric vehicle (EV) chargers (Level II dual port) at 26 locations in Greene, Miami, and Montgomery Counties. (See attachment A). The services include preparation of environmental documentation and design services.

Specific tasks include:

1. Environmental (NEPA) Documentation (see Attachment A). Based on the site locations it is anticipated that some sites might require 4(f), 6(f), and historic district coordination, but based on preliminary discussions with Central Office Environmental staff a C1 document is anticipated.
2. Coordination with electric utility providers at the identified sites to ensure feasibility and determine applicable upgrades.
3. Identifying planning level scope items and general cost considerations to determine if any sites are deemed unfeasible or cost prohibitive.
4. For all feasible sites develop design plans, construction specifications, and bidding documents.
5. Assist MVRPC in the evaluation of proposed bids for recommendation of an apparent low and best bid for award.
6. If needed, provide ongoing services to MVRPC throughout the construction phase activities to assist with implementation.

Attachment A

Site #	Applicant	Location	County	Park	LWCF	Historic District	Electric Utility
EV2	Bellbrook	Winter Library 57 West Franklin Street Bellbrook, Oh 45305	GRE	N	N	N	AES
EV3	Brookville	City of Brookville Public Parking Lot - 700 Arlington Road	MOT	Y	N	N	AES
EV4	Centerville	Benham's Grove 166 North Main Street Centerville, OH 45459	MOT	Y	N	N	AES
EV5		Stubbs Park 255 W Spring Valley Pike, Centerville, OH 45458	MOT	Y	N	N	AES
EV7	Centerville-Washington Park District	Forest Field Park 2100 East Centerville-Station Road Centerville, OH 45458	MOT	Y	Y	N	AES
EV8		Oak Grove Park 1790 East Social Row Road Centerville, OH 45458	MOT	Y	Y	N	AES
EV10	Dayton	Greater Dayton Recreation Center 2021 West Third Street Dayton, OH 45417	MOT	N	N	N	AES
EV11		Lohrey Recreation Center 2366 Glenarm Avenue Dayton, OH 45420	MOT	N	N	N	AES
EV12		Northwest Recreation Center 1600 Princeton Drive Dayton, OH 45406	MOT	N	N	N	AES
EV14	Dayton Metro Library	Dayton Metro Library - Miami Township Branch 2718 Lyons Road Miamisburg, OH 45342	MOT	N	N	N	AES
EV15		Dayton Metro Library - Southeast Branch 21 Watervliet Avenue Dayton, OH 45420	MOT	N	N	N	AES
EV16		Dayton Metro Library - Trotwood Branch 855 East Main Street Trotwood, OH 45426	MOT	N	N	N	AES
EV17		Dayton Metro Library - Vandalia Branch 330 S Dixie Drive Vandalia, OH 45377	MOT	N	N	N	AES
EV19	Five Rivers Metro Parks	Adventure Central / Wesleyan Metro Park 2222 North James H McGee Boulevard Dayton, OH 45417	MOT	Y	Y	N	AES
EV20		Carriage Hill Metro Park 7800 Shull Road Dayton, OH 45424	MOT	Y	Y	Y	AES
EV21		Cox Arboretum Metro Park 6733 North Springboro Pike Dayton, OH 45449	MOT	Y	N	N	AES*
EV22		Eastwood Metro Park 4347 Springfield Street Dayton, OH 45431	MOT	Y	Y	N	AES*
EV23		Englewood Metro Park 100 National Road Vandalia, OH 45377	MOT	Y	N	N	AES*
EV25		Possum Creek Metro Park 4790 Frytown Road Dayton, OH 45417	MOT	Y	Y	N	AES*
EV26		Sugarcreek Metro Park 4178 Conference Road Bellbrook, OH 45305	GRE	Y	N	N	AES*
EV27		Twin Valley Metro Park - Welcome Center 6910 Boomershine Road Germantown, OH 45327	MOT	Y	N	N	AES
EV28		Wegerzyn Gardens Metro Park 1301 E Siebenthaler Avenue Dayton, OH 45414	MOT	Y	N	N	AES
EV29		Kettering	City of Kettering Government Center 3600 Shroyer Road Dayton, OH 45429	MOT	N	N	N
EV30	Governor's Place - City of Kettering 1400 W Dorothy Ln, Dayton, OH 45409		MOT	N	N	N	AES*
EV33	Miami County Park District	Lost Creek Reserve 2645 East State Route 41 Troy, OH 45373	MIA	Y	N	Y	AES
EV35		Twin Arch Reserve 3147 North County Road 25A Troy, OH 45373	MIA	Y	N	N	Pioneer/AES*

*Requires Upgrades