

10/20/2021 Posting Date
Touby Run Flood Mitigation Project
City of Mansfield
Response Due Date: 11/12/2021

General

This is a request for consultant firms/teams to submit a Letter of Interest (LOI) to the City of Mansfield to provide engineering and permitting services for the construction of an earthen dam embankment along the upper portion of Touby Run, as part of a flood damage reduction initiative. The LOI must contain evidence of relevant qualifications and experience of the consulting firm/team, and the key staff members who would be involved in the project.

Communication Restrictions

Please note the following policy concerning communication between Consultants and the City of Mansfield 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 with City staff or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFQ requirements. All communication of this nature shall be directed to Robert P. Bianchi, P.E. The deadline for any questions is 11/01/2021. The City will answer all submitted questions by 11-05-2021.

Project Description

The services consist of final engineering, including the preparation of hydrologic and hydraulic calculations, engineering plans and specifications, and contract documents for the construction of a Class 1 dry dam for flood control along upper Touby Run in the City of Mansfield, Ohio. The proposed dry dam will be located upstream of North Lake Park and reduce downstream impacts for the 1% annual chance (100-year) flood event. Services will also include EPA, ODNR and Army Corps permit application preparation, bid phase services, post construction certification of the constructed improvements, and preparation of applications to the Federal Emergency Management Agency (FEMA).

The City has previously completed a planning effort and preliminary engineering report related to the proposed Upper Touby Run dam. Documents pertaining to these efforts can be downloaded from the City of Mansfield Engineering Department Website:

<https://ci.mansfield.oh.us/public-works-departments/engineering-department/>

Required Experience / Expertise

Prospective design firms / teams shall demonstrate requisite knowledge in the following technical areas.

- Topographic and Boundary Surveying
- Geotechnical Engineering
- Civil Engineering
- Utility Engineering
- Structural Engineering
- Detailed and Complex Hydrologic and Hydraulic Studies
- Dam Failure Studies
- ODNR Dam Safety Permitting
- Environmental Permitting (401/404)
- FEMA Letter of Map Change Preparation

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by December 29, 2021.

Completion Schedule

The final engineering services, including all applicable permits are to be completed and on file with the City of Mansfield within 24 months from the date of authorization.

Applicable Laws

The Revised Code of the State of Ohio and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

Selection Procedures

The City will directly select a consultant based on the LOI. The requirements for the LOI and the 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 5 copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Robert Bianchi, PE
City Engineer
Engineering Department
30 North Diamond Street
Mansfield, Ohio 44902**

Responses received after 4:00 PM on the response due date will not be considered.

Requirements for Letters of Interest Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LOI 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 five (5) pages for the Project Approach (Item B.6 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. Briefly describe the lead firm's history and state the office location(s) where the work will be performed.
2. List significant subconsultants, their office location(s), service(s) to be provided, 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.
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. Describe your team's qualifications to provide the required technical services. Provide brief descriptions of relevant prior projects with client reference contact information.
6. Provide a description of your Project Approach, not to exceed five pages. The Project Approach should contain information demonstrating the firm has visited the site, reviewed the Preliminary Engineering Report, and will also address your firm's: 1) Understanding of the project; 2) Technical approach; 3) Knowledge and experience concerning relevant dam safety design practices, ODNR Dam Safety Program requirements, and FEMA flood hazard mapping; 4) Lessons learned from prior similar projects; and 5) Proposed Project Schedule.

Items 1 through 5 must be included within the 10-page body of the LOI. Remaining space within the 10 pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Scope of Services

This project includes the design of a dry dam for flood control purposes on the upper portion of Touby Run. The dam shall be located upstream of North Lake Park in the City of Mansfield. The selected consultant will perform the following services.

- Topographic Surveying, as necessary to support the design activities.
- Geotechnical Engineering, including subsurface investigations, preparation of a Geotechnical Data Report suitable for inclusion with the contract documents, and preparation of a Geotechnical Design Memorandum supporting the design of the proposed improvements.
- Final Engineering Design, including the preparation of construction drawings, specifications, and contract documents for the proposed improvements. The dam will be designed to meet ODNR requirements for a Class 1 hazard rating.
- Updated Hydrologic and Hydraulic calculations representing the impacts of the proposed improvements on flood hazards along Touby Run.
- Preparation of a Preliminary Design Report and Final Design Report following ODNR Dam Safety Program requirements.
- Preparation of applications for permits to enable construction of the proposed improvements. Required approvals are expected to include: ODNR Dam Safety Program, Dam Construction Permit, US Army Corps of Engineers Section 404 Permit, Ohio EPA Section 401 Water Quality Certification, Ohio EPA NPDES Stormwater NOI, and City of Mansfield Floodplain Development permit.
- Preparation of dam safety planning documents, including an Emergency Action Plan (EAP) with dam breach inundation mapping and an Operation, Maintenance, and Inspection (OMI) plan.
- Bid phase support services.
- Construction administration services, including on-site representation and material testing.
- Preparation of post-construction certification to ODNR Dam Safety Program.
- Preparation of post-construction FEMA Letter of Map Revision (LOMR) application.

Consultant Selection Rating Form

Project: **Touby Run Flood Mitigation Project**

Project Type: **Class 1 Flood Control Dry Dam**

City of Mansfield

Selection Committee Members:

Firm Name: _____

Category	Total Value	Score
Project Manager	30	
Strength/Experience of Assigned Staff including Subconsultants	20	
Firm's Current Workload/Availability of Personnel	10	
Consultant's Past Performance on Similar Projects	25	
Project Approach	25	
Total	100	

For reference purposes on only – not for publication

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.