**1-14-22 Posting Date**

**West- End Target Area Project**

**City of Mansfield**

**Response Date Due: 01-28-2022**

The City of Mansfield (“the City”) is accepting Letters of Interest (LoI) to obtain Construction Inspection and Construction Administration services for the construction of the “West- End Target Area Project”.

This project consists of streetscape improvements and beautification of Glessner Avenue. Sections of Wood Street, Blymer Avenue and Sturges Avenue shall also be improved near their respective intersections with Glessner Avenue. The project will include new lighting, signage, sidewalks, crosswalks, trees, retaining walls and a full reconstruction of roadway along sections of Glessner Avenue.

The project will involve installing approximately 8,162 square feet of sidewalk, 741 square yards of non-reinforced concrete pavement, 821 square feet of segmental retaining wall, 8 various signs, 6 decorative light poles, planting 106 deciduous shrubs and 36 trees.

The City intends to authorize these services through a notice to proceed by March 1,2022. The construction completion date is August 31,2022.

**Estimated Construction Cost:** $905,000

**Required Prequalification (combination of Prime Consultant and Subconsultants):**

CONSTRUCTION INSPECTION AND ADMINISTRATION:

Construction Management Firm

**Suspended of Debarred Firms**

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

**Selection Procedures**

The City of Mansfield will directly select a consultant based on the LoI. The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Interested firms should submit three (3) copies of the Letters of Interest to the following address by **4:00PM on the response due date** listed below.

Adrian Ackerman

Director, Community Development

City of Mansfield

30 North Diamond Street

Mansfield, Ohio 44902

The City will not accept any submissions after the specified time.

**Requirements for Letters of Interest, Programmatic Selection Process**

1. Instructions for Preparing and Submitting a Letter of Interest
2. 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.
3. Letters of Interest shall be limited to ten (10) 8 ½” x 11” single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
4. Please adhere to the following requirements in preparing and binding letters of interest:
5. Please use a minimum font size of 12-point and maintain margins of 1” on all four sides.
6. Page numbers must be centered at the bottom of each page.
7. Use 8 ½” x 11” paper only.
8. Bind letters of interest by stapling at the upper left hand corner only. Do not use any other binding system.
9. Do not provide tabbed inserts or other features that may interfere with machine copying.
10. Letter of Interest Content
11. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
12. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
13. List the Project Manager and other key staff members, including key subconsultant staff. Include all 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.
14. 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.
15. 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, reduce project delivery time, and reduced project costs

Items 1 through 4 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personal resumes or additional information concerning general qualifications.