

09-12-22 Posting Date
East 3rd Street Culvert Replacement Project
City of Mansfield
Response Date Due: 09-29-22

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 “East 3rd Street Culvert Replacement Project”.

This project consists of partial replacement and rehabilitation of the existing 1,700 ft culvert structure conveying Ritter's Run beneath E. 3rd Street, including installation of excavation bracing, replacement of guardrail and pedestrian railing, proposed storm facilities, water line relocations, sanitary sewer replacement, full depth pavement replacement and walk, resurfacing, pavement marking and signage.

The project will involve partial replacement of the existing 16’x6’ box culvert by an approximate length of 840’ starting at the inlet and rehabilitate approximately 550’ of the existing culvert.

The City intends to authorize these services through a notice to proceed by October 30, 2022. The construction completion date is June 14, 2024.

Estimated Construction Cost: \$4,300,000

Required Prequalification (combination of Prime Consultant and Subconsultants):

CONSTRUCTION INSPECTION AND ADMINISTRATION:
Construction Management Firm

Suspended or 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.

Alex Pitts
Deputy City Engineer
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

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) 8 ½” 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 8 ½” x 11” paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not use 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 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.
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, 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.

Consultant Selection Rating Form

Firm Name:

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

The Consultant Selection Rating Form (CSRf) will be used to determine the selection of a consultant for the project: