

**03-11-24 Posting Date**  
**North Lake Park Bridge Replacement**  
**City of Mansfield**  
**Response Date Due: 03-22-24**

The City of Mansfield (“the City”) is accepting Letters of Interest (LoI) to obtain Construction Inspection and Construction Administration services for the North Lake Park Bridge Replacement Project.

This project consists of replacing a deficient double box bridge over Stanfield Run with a single four sided box bridge. The improvements also include concrete curb, full depth pavement, storm sewer and decorative parapet walls.

The City intends to authorize these services through a notice to proceed by April 1, 2024. The anticipated project sale date for the construction project is May 2024. The construction completion date is September 2, 2024.

**Estimated Construction Cost: \$975,000**

**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 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 above.

Blair McClenathan  
Senior Project Planner  
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 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) 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.

Project: North Lake Park Double Box Bridge  
PID: N/A  
Project Type: Bridge Replacement

## Consultant Selection Rating Form for Programmatic Selections

District Selection Committee Members:

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Firm Name:

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Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 4	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 4	
Firm's Current Workload/ Availability of Personnel	20	See Note 4, Exhibit 4	
<b>Consultant's Past Performance</b>	20	See Note 3, Exhibit 4	
<b>Project Approach</b>	25		
<b>Total</b>	100		

## **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.