



**Request for Proposals for
2025 Waterline Replacement Project**

**Responses Due:
Friday, May 24, 2024
4:00pm, EST**

**Deliver to:
City of Mansfield
Engineering Department**

**Attn: Robert Bianchi, P.E.
30 N Diamond St Floor 6
Mansfield, Ohio
44902**

05-10-24 Posting Date
2025 Waterline Replacement Project
City of Mansfield
Response Due Date: 05-24-2024

Communications 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 or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Project Description

The services include the preparation of construction contract plans for the replacement of approximately 4 miles of 4" watermains at various locations within the City of Mansfield. The watermains will be replaced in accordance with Ohio EPA and City of Mansfield standards. Project locations will be provided by the Engineering Department to the successful consultant.

Estimated Construction Cost

\$5,000,000

Selection Subfactors

Interested firms shall demonstrate experience in designing watermain replacement projects using various construction methods and pipe material.

Interested firms shall also demonstrate the ability to meet the Completion Schedule and describe how the firm has the ability to

Contract Type and Payment Method

Not to Exceed - Hourly Rate Basis; Reimbursable expenses will be limited to fees of reviewing agencies, transportation and sub-consultant fees. Subsistence expense is not eligible for payment.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by June 4, 2024.

Completion Schedule

The plans are to be completed and on file with the City of Mansfield within **eight (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.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Mansfield 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 City of Mansfield will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the 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 three (3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Attn: Robert Bianchi, P.E.
30 N Diamond St Floor 6
Mansfield, Ohio
44902**

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

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. 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.

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
2025 Waterline Replacement Project

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Project Manager	10	See Exhibit 1, Note 1	
Strength/Experience of Assigned Staff including Subconsultants	35	See Exhibit 1, Note 2	
Consultant's Past Performance	10	See Exhibit 1, Note 3	
Firm's Current Workload/ Availability of Personnel	25	See Exhibit 1, Note 4	
Project Approach	20		
Total	100		

Selection Committee Members:

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.