

# Request for Qualifications

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Design Services for the STA 4th St. SE Bridge Replacement Project, GP1297

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**Item/Project**

Engineering Department

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**Responsible Department**

Tuesday, August 15, 2023, 4:00 PM local time

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**Proposals Due By**

**Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**07-24-23 Posting Date**  
**STA 4th St. SE Bridge Replacement Project**  
**GP1297**  
**City of Canton**  
**Response Due Date: 08-15-23**

### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Canton 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.

### **Design Services Required**

The services include, but are not limited to, preparation of construction contract plans for the removal and replacement of the 4<sup>th</sup> St SE bridge over the east branch of Nimishillen Creek in Stark County with a project length of approximately 295 ft. The limits of the project are between Main Ct. SE to the northwest and Warner Rd SE to the southeast. Contract deliverables, include, but are not limited to a topographical survey (as needed), a geotechnical investigation (as needed), and submission of Stage 1, Stage 2, Stage 3, Final Package, Preliminary ROW Plan, Final ROW Plan, and documentation to support Environmental Clearance to satisfy NEPA requirements.

A Preliminary Bridge Study of viable alternatives was completed by Wallace-Parcher in November, 2017.

**Estimated Construction Cost:** \$2,150,000.00

### **Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Financial Management System Evaluation the requirement may be met by the prime consultant or a subconsultant.

For agreements that require prequalification in Financial Management System Evaluation, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with

respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

**DESIGN SERVICES:**

Non-Complex Roadway Design;  
Limited Right of Way Plan Development;  
Level 2 Bridge Design;

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation - CE;  
Other Categories - tbd

**FINANCIAL MANAGEMENT SYSTEM EVALUATION**

Compliant with Federal Requirements (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

**Contract Type and Payment Method**

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

**Estimated Date of Authorization**

It is anticipated that the selected Consultant will be authorized to proceed by September, 2023.

**Completion Schedule**

The plans are to be completed and on file with the City of Canton within 36 months from the date of authorization.

**Project Construction Schedule**

Anticipated Bid Award April 2027, Construction Authorization May 2027. The construction project will be complete within 5 months from the date of authorization.

**Disadvantaged Business Enterprise (DBE) Participation Goal**

None is required

### **Suspended or Debarred Firms**

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

### **Terms and Conditions**

The Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

### **Compliance with Title VI of the Civil Rights Act of 1964**

The City of Canton, 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.

### **Questions**

Please direct all questions regarding this request for qualifications in writing by Tuesday, August 8, 2023 at 4:00 PM to:

Andrew Roth, Director of Purchasing  
purchasing@cantonohio.gov

### **Selection Procedures**

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

### **Deadline and Submission Procedures**

Firms interested in being considered for this contract must provide a statement of qualifications and Letter of Interest (LoI) by 4:00 P.M. on Tuesday, August 15, 2023. Statements of Qualifications received after this deadline will not be considered. Please submit your statement of qualifications and LoI electronically via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events. Go to <https://www.cantonohio.gov/448/Purchasing-Procurement>, then click on Open Solicitations and post your submission.

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

Published in The Repository  
July 24, July 31 and August 7, 2023

## **Existing Structure and Proposed Structure Descriptions**

**Bridge STA-4 SE-15000** located in Stark County carries 4<sup>th</sup> Street S.E. over the East Branch of Nimishillen Creek in Canton, Ohio. The bridge is adjacent to Lee Park.

Existing Structure (SFN 7661126): A two span continuous steel beam bridge with a reinforced concrete deck and substructure. The existing bridge width is 44'-0" face to face of curb with 6'-0" sidewalks and 1'-0" railing for a total bridge deck width of 58'-0" out to out of railing. Spans 1 and 2 are both 53 feet long center-to-center of bearing. Plans are available from the original bridge construction in 1974. The plans show the structure was constructed with a 12° skew. The reinforced concrete deck is 8.25 inches thick and is covered by a 2-inch-thick asphalt wearing surface. The original substructure consists of two full height reinforced concrete capped pile abutments. Each abutment is supported by two rows of 14" reinforced concrete friction piles. There is also a center of channel capped pile pier. The pier is split into two sides that are each supported by seven reinforced concrete piles. The original design load is HS20-44. The 2016 load rating, using field measurements and plan information, indicates the bridge has an Inventory rating of 1.030 and can support 150% of the Ohio Legal Loads (2F1, 3F1, 4F1, and 5C1). The 2022 Bridge Inspection Report lists the General Appraisal as 5A. The deck concrete has widespread map cracking with heavy efflorescence. The asphalt overlay has heavy map cracking and areas with large potholes and patches. The beams have 5-15% section loss at the rear abutment. Two of the beams have 5-10% section loss at the pier. The backwalls have some spalling and delamination with heavy rust staining throughout. The abutments have a few areas with cracking and delamination. The latest Sufficiency Rating is 83.8.

Existing Roadway The existing asphalt concrete pavement is approximately 36 feet wide with curb and gutter and 5-foot 6-inch sidewalk on each side. The bridge deck is 44 feet wide curb-to-curb with 6-foot-wide sidewalk and parapet with double pipe bridge railing on each side. The horizontal alignment is tangent and the vertical alignment consists of two crest vertical curves at the structure. The functional class of the road is Urban Local (7) with an estimated ADT of 1845 vehicles (2015 ADT from ODOT's TIMS Inventory) with about 12% B&C vehicles.

Proposed Work: The AASHTO Policy on Geometric Design of Highways and Streets (2011, 6<sup>th</sup> edition) and ODOT's Location and Design Manual criteria will be used to design the proposed roadway improvements. The roadway horizontal alignment and vertical alignment will closely replicate the existing. The overall work limits will be approximately 300 feet and match into existing pavement. The roadway work includes earthwork, drainage, sidewalk, driveways, pavement, traffic control, and water work. A minimum design speed of 25 miles per hour will be applied to the proposed roadway design features within the project limits.

Proposed roadway work includes approximately 25 feet of resurfacing and 50 feet of full depth pavement on both approaches to the bridge. The proposed pavement typical section will be two 16-foot travel lanes and 2-foot gutter with 6-foot-wide sidewalk on each side of the roadway. The proposed sidewalk will match into the existing sidewalk. There are two drives within the project limits, one at each bridge approach. Non-reinforced concrete drive approaches are proposed at each driveway.

The proposed work for the structure alternative includes removing and replacing the superstructure, removing the pier, removing and replacing the approach slabs, and removing and

replacing the concrete backwalls. This proposed structure type will be a single span galvanized (or metalized) steel girder bridge with new approach slabs on each end. The proposed deck will be 36 feet wide curb-to-curb with 6 feet sidewalks on each side and 1'-0" railing on each side for a total bridge deck width of 50'-0" out to out of railing. The proposed skew would be 12 degrees. The deck will have a thickness of 8.5 inches. The approach slabs will be 20 feet long and 12 inches thick. The new superstructure will consist of five approximately 46 in deep steel girders (total superstructure depth of about 60"). The structure will likely be constructed with semi-integral abutments. New abutments may be required beyond the existing abutment locations to provide a longer superstructure that would accommodate a larger hydraulic opening. The structure will be constructed with semi-integral abutments using either straight or turned back wing walls. The exact location of the proposed abutments will be determined with detailed design and the wing walls will match into the existing stream banks.

The existing abutments will be evaluated for reuse and will be considered if the hydraulic opening would provide clearance to the design storm elevations. The existing abutments would be cut down approximately two feet to provide a new seat for the deeper girder.

The single span structure and the roadway profile grade will be raised about 6 inches to accommodate the deeper superstructure. The bottom of the superstructure will be approximately 10 inches below the existing beams, but still above the 50-year storm water level as designated in the existing plans. The roadway profile increase will require profile blending on each approach including a residential driveway to the northeast and a commercial driveway to the southwest. No work is planned for the Warner Road SE intersection.

The road will be closed during construction of this bridge type.

### **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 Sixteen (16) 8½" x 11" single sided pages including cover letters and/or letters of transmittal plus two (2) pages for the Project Approach (Item B.5 below) for a maximum of 18 pages.
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 pages. 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 16-page body of the Lol. Remaining space within the sixteen (16) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

PID: tbd

Project Type: Local Let District 4

Selection Committee Members:

- Robert Sobnosky, Sr. Engineer
- Steve Henderson, Construction Manager
- Corey Jones, Engineering Technician 5

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned	25	See Note 2, Exhibit 1	

Staff including Subconsultants			
Firm's Current Workload/ Availability of Personnel	10	See Note 3, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 4, Exhibit 1	
<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 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.
4. 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.