

# Request for Qualifications

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

Design Engineering for the STA-SR172 Corridor/ Tuscarawas St. West, GP 1165, PID No. 115723

**Project/Item**

Engineering Department

**Responsible Department**

Tuesday, October 19, 2021 at 4:00 PM local time

**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**  
**Address**

**Phone No.**

**Email**

**09-24-21 Posting Date**  
**STA-SR172 Corridor/ Tuscarawas St. West, GP 1165**  
**PID No. 115723**  
**City of Canton**  
**Response Due Date: 10-19-21**

### **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.

All questions are to be submitted via email to [nick.loukas@cantonohio.gov](mailto:nick.loukas@cantonohio.gov).

### **Project Description**

The services include preparation of construction contract plans and R/W plans for roadway improvements to Tuscarawas St. W. (SR 172) between Wertz. Ave. and Smith Ave. Improvements will include roadway reconstruction, installation of two turbo roundabouts, center median, new curb and sidewalk, and city standard streetscape elements including decorative streetlights. Water line replacement and sanitary sewer improvements will also be included in the project.

**Estimated Construction Cost:**      \$14,523,200 Construction, FY 2025

### **Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting – Unlimited the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in Cost Accounting – Unlimited 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
- Complex Roadway Design
- Complex Right of Way Plan Development
- Basic Traffic Signal Design
- Traffic Signal Systems Design
- Limited Highway Lighting Design

**ENVIRONMENTAL SERVICES:**

- Environmental Document Preparation - CE
- History / Architectural Investigations
- Regulated Materials Review

**GEOTECHNICAL SERVICES:**

- Geotechnical Engineering Services
- Geotechnical Testing Laboratory
- Geotechnical Field Exploration Services
- Geotechnical Drilling Inspection Services

**COST ACCOUNTING SYSTEM**

Unlimited (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

**Selection Subfactors**

Consultants experience with roundabouts, especially Turbo roundabouts, will be strongly considered.

**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 December 20, 2021.

### **Completion Schedule**

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

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

There is no DBE goal for this project.

### **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.

### **Selection Procedures**

The LPA 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 as Exhibit A.

Firms interested in being considered for this design work must provide a statement of qualifications by **4:00 P.M. on Tuesday, October 19, 2021**. Statements received after this deadline will not be considered. Please submit your statement of qualifications electronically via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events (<https://www.cantonohio.gov/448/Purchasing-Procurement>), then click on Open Solicitations.

### **Questions**

Please direct all questions regarding this request for qualifications in writing by Tuesday, October 12, 2021 at 4:00 PM to:

The Canton Purchasing Department at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov).

### **Scope of Services**

The Scope of Services is posted on the City's Purchasing website at the link above.

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

#### A. Instructions for Preparing and Submitting Qualification Package

1. Provide the information requested in the Qualifications Package 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. Qualifications packages shall be limited to twenty (20) 8½" x 11" single sided pages except as noted in the Project Approach (Item B.5 below). The transmittal letter, index page, and section divider pages (if included) will not counted towards the 20 pages. The submission must be in PDF format or alternate formats that are easily readable using Microsoft Word. The qualification submission must provide adequate information needed to rank the capability of a firm on each of the categories. The City may short list firms based on any combination of categories noted below.

#### B. Qualifications Package 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.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Address your firm's Cost Containment practices by listing your current overhead rate and the firm's overall cost containment practices for controlling indirect costs,

5. Provide a description of your Project Approach. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, project specific cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project. The Project Approach may include 11" x 17" pages for diagrams. These pages shall be included in the twenty (20) page limit.

**Consultant Selection Criteria for  
Canton City Engineering Department Projects**

<b>Category</b>	<b>Total Value</b>
Firm's Background	10
Similar Project Experience	10
Past Project Performance and References	25
Project Team	25
Project Technical Approach	25
General Presentation	5
<b>Total</b>	<b>100</b>

**Project History:** The project was developed from a safety study performed by Mannik and Smith Group for State Route 172, Tuscarawas St. West in Canton, Ohio in Stark County, between Whipple Ave. and Smith Ave. This project, the first phase of a larger corridor project, will have approximate limits of Wertz Ave. to Smith Ave. The feasibility study prepared by Mannik and Smith is included separately as Exhibit B.

**Project Scope:** The following scope of services has been identified in order to complete the improvement project:

1. The plan development component of the contract will require the consultant to develop the plans based upon City of Canton and ODOT Standards for the improvements outlined. The services include preparation of construction contract plans, completion of the environmental documentation, and R/W plans for roadway improvements.
2. Improvements will include roadway reconstruction, installation of two turbo roundabouts, center median, new curb and sidewalk, and city standard streetscape elements including decorative streetlights. Water line replacement and sanitary sewer improvements will also be included in the project.
3. The selected consultant(s) may be used for future phases via modification(s) to this design contract.

### **Evaluation and Next Steps**

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria. The City will then commence fee and contract negotiations with the selected firm most qualified to perform the services for the project as described above. The final scope of services will also be established during these negotiations.

The City of Canton reserves the right to reject any and all proposals and to accept the proposals deemed most beneficial to the City of Canton.

By order of the Director of Public Service  
John M. Highman, Jr.

Published in The Repository  
September 27, October 4 and October 11, 2021

## Exhibit A

Revised 12/4/2020

### LPA SCOPE OF SERVICES FORM

#### A. Project Identification

County	STA	Route	SR 172/Tuscarawas St. W.	Section	
Project sponsor / Maintenance responsibility:		City of Canton			
Local Let	X	ODOT Let			
Scope field review:		Scope meeting:			
Highway Functional Classification		Urban Principal Arterial			
PID	115723				
Fiscal Year	2025		Proposed Sale Date		

#### B. Design Standard

ODOT L&D Manual, Canton City Standards
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#### C. Project Description

Description of Proposed Improvements:	
Construction of roundabouts (turbo roundabouts preferred) at Broad Ave. and at Arlington Ave. Construction of median island between the roundabouts for access management. Slight realignment of Tuscarawas St. to accommodate roundabouts. Roadway reconstruction. New sidewalk including streetscape elements (decorative streetlights, trees in tree grates, brick pavers). Transit (SARTA) stop improvements.	

Prior studies / plan (identify):	
SR 172 (Tucarawas St. West) Corridor Safety Study (Completed September 2011) by Mannik & Smith Group, Inc. Tuscarawas St. West (SR 172) Corridor Improvements Feasibility Study (June 2018, rev. April 2020) by Mannik & Smith Group, Inc.	
Estimated Project Length: (begin pavement to end pavement including bridge)	0.55 miles
Work Length: (including project length & approach work)	0.55 miles



Alignment:	Existing	Portion	Relocated	Portion
Profile:	Existing	X	New	
Logical Termini: (w/explanation)	Wertz Ave. on the west, limits to tie in roundabout at Broad Ave. Smith Ave. on the east, limits to tie in roundabout at Arlington Ave.			

**D. Typical Sections**

**Existing:**

Width:	Pavement	55'	Graded Shoulder		Treated Shoulder	
R/W	66'-76'					
Bridge:	face to face of rails				or toe to toe of parapets	
Curbs	Yes	X	No			
Curb ramps	Yes	X	No			
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	X	Type	

**Proposed:**

Width:	Pavement	TBD	Graded Shoulder		Treated Shoulder	
Bridge						
Median:	Yes	X	No		Type	
Curbs:	Yes	X	No		Type	
Curb ramps:	Yes	X	No			
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	X	Type	

**Supplemental Information**

ADT	25,500	Design ADT	25,500
DHV		Certified Traffic	
T24			
Design Speed	35 mph	Legal Speed	35 mph
Comments:			

**E. Right-of-Way**

Right-of-Way Plan:	Yes	<input checked="" type="checkbox"/>	No	
Approximate Number of Parcels:	30			
Known relocations:	Yes	<input checked="" type="checkbox"/>	No	

Railroad Involvement:	Yes		No	<input checked="" type="checkbox"/>		
Railroad Name:						
Encroachments:						
Airway Highway Clearance:	Yes		No		Remarks	
Airport Name						
Comments:						

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

**F. Utilities**

Aerial:

Phone	Yes	<input checked="" type="checkbox"/>	No		Name of Company	AT&T
Cablevision	Yes	<input checked="" type="checkbox"/>	No		Name of Company	Spectrum
Power	Yes	<input checked="" type="checkbox"/>	No		Name of Company	AEP

Buried:

Phone	Yes	<input checked="" type="checkbox"/>	No		Name of Company	AT&T
Cablevision	Yes	<input checked="" type="checkbox"/>	No		Name of Company	Spectrum
Power	Yes	<input checked="" type="checkbox"/>	No		Name of Company	AEP
Gas	Yes	<input checked="" type="checkbox"/>	No		Name of Company	Dominion
Pipelines:	Yes		No	<input checked="" type="checkbox"/>	Name of Company	

Water	Yes	X	No		Private		Public	City of Canton
Sanitary Sewer	Yes	X	No		Private		Public	City of Canton
Storm Sewer	Yes	X	No		Private		Public	City of Canton
Other								
Comments								

**G. Structure Requirements**

**Existing Structure information:**

Structure type:								
Sufficiency Rating:		General Appraisal				Bridge No.		
Structure File No.				Crossing				
Bridge length:								
Number of Spans								
Eligible for the National Historical Register	Yes		No					

**Proposed Structure:**

New Structure:	Yes		No					
Rehabilitate Existing Bridge	By:							
Structure width:				Structure type:				
Number of spans:								
Beam Type:	Concrete Box		Steel					
Other Design Considerations / Explanation of Change in Line/Grade:								
Guardrail Type:								

**H. Design Exception(s) required**

Yes		No		Explain				
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**I. Traffic Control**

Signing:	Yes	X	No		Remarks	
Striping:	Yes	X	No		Remarks	
Lighting:	Yes	X	No		Remarks	Decorative streetlights to be installed
Signals:	Yes		No	X	Remarks	Existing signals to be removed
RPM's:	Yes		No	X	Remarks	

**J. Maintenance of Traffic**

Detour	Possible	Part Width	Yes
Remarks:			

**K. Driveways**

Yes	X	No	Type
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**L. Project Funding**

Project Cost Estimate	\$14,523,200				
Quantity splits needed in plans to differentiate funding participation:	Yes	X	No		
Comments:					
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:					

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$1,250,000	53%	\$880,000	47%
RIGHT OF WAY	\$0	0%	\$2,120,000	100%
UTILITIES				
CONSTRUCTION	\$5,050,000	54%	\$4,223,200	46%
CONST ENGINEERING	\$0	0%	\$1,000,000	100%
TOTAL	\$6,300,000	43%	\$8,223,200	57%

**M. Cost Recovery**

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X
<p>What Cost Recovery method does the LPA intend to utilize?</p> <p><input type="checkbox"/> 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs.</p> <p><input type="checkbox"/> 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate<sup>a</sup></p> <p><input type="checkbox"/> 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)<sup>b</sup>, plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.</p> <p><input type="checkbox"/> 4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.</p>				
Does the LPA currently have a timekeeping system in place?	Yes		No	
If so, does that system track both payroll and project hours concurrently?	Yes		No	

<sup>a</sup> The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.

<sup>b</sup> Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

If different systems, how does the LPA reconcile project hours to payroll?			
How often are payroll records prepared?			
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes		No
Does the LPA ensure that timecards are signed by the employee?	Yes		No

**N. Environmental**

<b>Scope of the Proposed Action /Involvement with Resources:</b>				
<b>These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.</b>				
	Not required	Required	Responsibility	Due Date
Tentative CE Level <u>  D  </u>		X	ODOT Prequal. Consultant	
Purpose and Need Statement		X	ODOT Prequal. Consultant	
Section 106 Scoping Request Form		X	ODOT Prequal. Consultant	
Cultural Resource Phase 1		X	ODOT Prequal. Consultant	Complete
Cultural Resource Phase II	X			
Cultural Resource Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
Recreational Boating	X			

<b>Level 1 Ecological Survey Report</b>	<b>X</b>			
<b>Level 2 Ecological Survey Report</b>	<b>X</b>			
<b>Wetland Survey</b>	<b>X</b>			
<b>Section 9/Section 10 Stream</b>	<b>X</b>			
<b>404 NWP-Army Corps of Engineers</b>	<b>X</b>			
<b>404 PCN-Army Corps of Engineers</b>	<b>X</b>			
<b>404 Individual Permit-Army Corps of Engineers</b>	<b>X</b>			
<b>401 OEPA Certification Application</b>	<b>X</b>			
<b>Coast Guard Coordination</b>	<b>X</b>			
<b>ODNR Coastal Zone</b>	<b>X</b>			
<b>Scenic River</b>	<b>X</b>			
<b>Farmland Screening or FCIR</b>	<b>X</b>			
<b>Public Involvement</b>		<b>X</b>	<b>ODOT Prequal. Consultant</b>	
<b>Public Meeting</b>		<b>X</b>	<b>ODOT Prequal. Consultant</b>	
<b>RMR Screening</b>		<b>X</b>	<b>ODOT Prequal. Consultant</b>	
<b>RMR Assessment/Investigation</b>	<b>X</b>			
<b>Drinking Water Resources</b>	<b>X</b>			
<b>Flood Plain/Flood Way</b>	<b>X</b>			
<b>Underserved Populations</b>	<b>X</b>			
<b>Noise Study</b>	<b>X</b>			
<b>Air Quality Analysis</b>	<b>X</b>			

Asbestos Inspection Required:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Comment:				

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):



**O. Roles / Responsibilities**

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	Canton
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	Canton
Construction inspection:	ODOT Prequalified Consultant
R/W plan development:	ODOT Prequalified Consultant



R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility Coordination / Relocation:	Canton

**P. Field Review**

Date:	
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**REPRESENTATIVES PRESENT:**

Name	Company	Phone	E-mail


<b>Q. COMMITMENT DATES</b>	<b>ODOT-let</b>	<b>Local-let</b>	<b>X</b>	<b>Reservoir</b>
<b>ACTIVITY</b>		<b>DUE DATE</b>		
<b>Authorization to Proceed</b>		<b>December 20, 2021</b>		
<b>Stage 1 Review</b>		<b>June 31, 2021</b>		
<b>Stage 2 Review</b>		<b>April 30, 2023</b>		
<b>Stage 3 Review</b>		<b>August 31, 2024</b>		
<b>R/W Plans Approved/Not Required</b>		<b>June 30, 2023</b>		
<b>Bid document &amp; tracings to District</b>		<b>February 1, 2025</b>		
<b>R/W and Utility Clearance</b>		<b>February 15, 2025</b>		
<b>Environmental Clearance</b>		<b>February 15, 2025</b>		
<b>Plan Package to C. O.</b>		<b>February 31, 2025</b>		
<b>Award Date</b>		<b>May 31, 2025</b>		

**Other due dates of interest:**

- County to submit plans, proposal, estimate (PS&E) to the District
- County certifies R/W and utility clearance to the District
- County submits bid results to District

**Schedule Explanation:** Authorization to Proceed Start Date is the date that the District submits the programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan

Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.

<b>Project Schedule Approval:</b>	<b>Signature</b>	<b>Date</b>
<b>Environmental Coordinator</b>		
<b>Real Estate Admin.</b>		
<b>Program Manager</b>		
<b>Project Manager</b>		