

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Ped. Safety MLK Jefferson Traffic Study</u>	Response Deadline	<u>07/07/2023</u>	<u>5:00 PM</u>	local time
Project Location	<u>Uptown</u>	Project Number	<u>23170A</u>		
City / County	<u>Cincinnati / Hamilton</u>	Project Manager	<u>Joe Willging</u>		
Owner	<u>City of Cincinnati</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>1</u>		

Submit the requested number of *Statements of Qualifications* (Form F110-330) directly to Joe Willging at 51 Goodman Drive, 6th Floor, Cincinnati, Ohio, 45221. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Joe Willging at Joe.Willging@UC.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

A traffic engineering study will be conducted on Martin Luther King Drive (MLK) between Clifton Avenue and Eden Avenue, and on Jefferson Avenue between Martin Luther King Drive and McMillin Street. The project area is shown in Appendix A.

The project is a collaborative effort between UC, City of Cincinnati, and Neighborhoods of Uptown to enhance pedestrian safety on city-controlled streets that border the University of Cincinnati. MLK and Jefferson define the North and East extents of UC West Campus. The study area is approximately 1.4 road miles in Corryville, Clifton, and CUF neighborhoods. Lane width varies from 5 to 8 lanes. MLK is an east/west arterial that connects interstate 71 to 75. Jefferson is a north/south arterial that connects Uptown to Downtown. Both corridors are heavily used for vehicular traffic as well as buses, pedestrians, and bicycle. Speed limits range between 25 to 35 MPH.

B. Scope of Services

The project will consist of gathering traffic data, modeling existing transportation patterns and proposed modifications, and creating conceptual drawings based on feasibility assessment. This project is for a study only. A separate RFQ will be advertised should the project move forward to construction.

A. Data collection:

- a. Collecting 24-hr counts (volumes, speed, and vehicle classification) at 2 locations along the corridors:
 1. MLK – Midblock between Brookline Ave & Woodside Drive
 2. Jefferson Ave – Midblock between MLK & University Ave
- b. Collect AM (7a-9a) and PM (12p-2p) (4p-6p) peak hour turning movement counts at the following intersections:

MLK Drive Intersections:

 1. Clifton Ave (signalized)
 2. Woodside/ Burnett Woods Drive (signalized)
 3. Campus Green Drive (signalized)
 4. Jefferson Ave/EPA (signalized)
 5. Jefferson Ave/ Vine St. (signalized)
 6. Short Vine St. (signalized)
 7. Eden Avenue (signalized)

Jefferson Ave Intersections:

 8. University Ave (signalized)
 9. W. Daniels St. (signalized)
 10. Corry Blvd. (signalized)
 11. Calhoun/ W.H. Taft (signalized)

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12. McMillan Street (signalized)

- c. Collect queue observations as needed to properly calibrate the existing traffic model.
- d. Collect 24-hr pedestrian counts (volumes) at 4 locations along the corridor:
 - i. MLK / Clifton – 4 crossing points
 - ii. Jefferson/ University – 4 crossing points
 - iii. MLK/Short Vine – 1 crossing point
 - iv. MLK/ Eden – 1 crossing point
- e. Collect general condition of existing sidewalks, locations of existing curb ramps, block distances, locations of marked crosswalks, and associated locations of crosswalk signage.
- f. Intermittent spot measurements with respect to sidewalk widths and the general condition of sidewalk runs, curb ramps, and crosswalks will be recorded.
- g. Collect City traffic data available within the study area
 - i. Turning movements from Feb. 2023 (SORTA)
- h. Field verify the face of curb to face of curb width of each block within the project limits.
 - i. No survey is required, just curb to curb width of each block.
- i. Field verify all the curb control throughout the project limits (i.e. 24-hr parking, peak restricted parking, loading, etc).
- j. Summarize public comments for each meeting.
- k. Data must be collected when University of Cincinnati is in session. No data should be collected during inclement weather or during a holiday.

The following will be provided to the successful vendor by UC / DOTE:

- AutoCAD file of the corridor exported from CAGIS.
- Relevant crash data.
- Intersection signal timings.

B. Analysis:

- a. Create a traffic model/simulation of the existing corridor.
- b. Summarize frequency of crashes by type and plot using the Crash Analysis Module (CAM) tool.
- c. Propose complete streets concepts (right-sizing, intersection modifications, etc.)
 - i. This project will stay at a high-level analysis. Lane usage and intersection geometric changes are expected. More detailed items (bump-outs, crosswalks, traffic calming, etc.) will come in the next phase of the project. Concepts must abide by ODOT design standards.

C. Meetings:

- a. Kickoff meeting with UC, DOTE, and Uptown Neighborhoods.
 - i. Set goals and expectations for the project
- b. Meetings with the UC team as needed.
- c. Prepare documents, exhibits, etc. to share with the community at three public meetings.
 - i. Meeting #1 –
 - Present data and take input from the community on existing conditions.
 - Present the model of the existing traffic to get feedback on accuracy.
 - ii. Meeting #2 –
 - Present feedback from meeting one.
 - Present proposed options to the community and traffic analysis as needed.
 - iii. Meeting #3-
 - Present final recommended cross-sections for approval.

D. Final Deliverables:

- a. Executive Summary of the data, community feedback, options explored and the recommendation.
- b. Pre-schematic designs of preferred modifications at each signalized intersection with opinion of cost.
- c. Final working AutoCAD file.
- d. All traffic data, including modeling files.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Diversity, Growth& Equity (EDGE) Program as required by statute and the Agreement.

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As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *Ohio Facilities Construction Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <https://ofcc.ohio.gov>.

For purposes of completing the Relevant Project Experience Matrix in Section F of the *Statement of Qualifications* (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Complete Streets Design/ NACTO Design Guide experience
2. Traffic surveying, modeling, & simulation experience
3. Experience facilitating community outreach
4. Previous experience working with the State of Ohio
5. Feasibility and cost analysis experience

C. Estimated Budget / Funding

State Funding: \$ _____
Other Funding: \$100,000 +/- _____
Construction Cost: \$TBD _____
Total Project Cost: \$TBD _____

D. Anticipated Schedule

Professional Services Start: 08 / 23 _____
Construction Notice to Proceed: 05 / 24 _____
Substantial Completion of all Work: 08 / 24 _____
Professional Services Completed: 09 / 24 _____

E. Estimated Basic Fee Range (see note below)

5.0% to 6.0% _____

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 0.0% _____

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. The **Estimated Basic Fee Range** is calculated as a percentage of the **Estimated Budget for Construction Cost** above, including the Owner's contingency. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Engineering _____
Secondary _____
Disciplines: Landscape Architecture _____

H. Additional Service Providers Required

Transportation Planning _____
Urban Planning _____

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E firms must indicate on their *Statement of Qualifications*, the locations where their services will be performed in the spaces provided or by attachment in accordance with the requirements of Executive Order 2019-12D

related to providing services only within the United States and the requirements of Executive Order 2022-02D prohibiting purchases from or investment in any Russian institution or company. Failure to do so may cause their *Statement of Qualifications* to be rejected.

J. Submittal Instructions

Firms are required to submit the current version of *Statement of Qualifications* (Form F110-330) available via the OFCC website at <https://ofcc.ohio.gov>.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

Facsimile copies of the Statement of Qualifications will not be accepted. Also, please insert the project number and firm name followed by "SOQ" in the email subject line.

Architect / Engineer Selection Rating Form

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Project Name Ped. Safety MLK Jefferson Traffic Study Proposer Firm _____
 Project Number 23170A City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 2 professionals	0	Max = 3
	2 to 4 professionals	2	
	More than 4 professionals	3	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 0	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	N/A
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 4 sample projects	2	
	More than 4 sample projects	3	
b. LEED** Registered / Certified project experience	Registered LEED v4.0 or v4.1 projects	1	Max = 2
	Certified LEED v4.0 or v4.1 projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	4 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 2 projects	0 - 1	
	2 to 4 projects	2 - 3	
	More than 4 projects	4 - 5	
* Must be comprised of professional design services consulting firms and NOT the lead firm - For more information on scoring this and other criteria refer to Document F199-01 - PS Selection Rating Rubric . ** Leadership in Energy & Environmental Design administered by Green Business Certification Inc.		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____