

**07-21-08 Posting Date  
NO REQUESTS POSTED**

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**07-14-08 Posting Date  
3 new local projects are posted below as follows:**

|   |                      |
|---|----------------------|
| <b>HAM-71-3.5</b>   | <b>PID No. 77628</b> |
| <b>MAH-Elm Street</b>   | <b>PID No. 82086</b> |
| <b>VAR-Darke County 911 Wireless Phase Two<br/>Location Based Response System</b> | <b>PID No. N/A</b>   |

**3 current local projects are posted below as follows:**

|                                   |                      |
|-----------------------------------|----------------------|
| <b>MAH-193 Wirt Street</b>        | <b>PID No. 81055</b> |
| <b>MOT-166-6.00 (Austin Pike)</b> | <b>PID No. 78696</b> |
| <b>BEL- Tourism Center</b>        | <b>PID No. 78794</b> |

**07-14-08 Posting Date  
HAM-71-3.5 (RFQ DOTE77628)  
PID No. 77628  
City of Cincinnati  
Response Due Date: 07-28-08**

**SCOPE OF SERVICES**

The Department of Transportation and Engineering (DOTE) is requesting qualifications from Professional Consulting Services, hereinafter referred to as "Consultants," for providing services that include completing steps 5 through 8 of the Ohio Department of Transportation Major Project Development Process to further develop the remaining conceptual alternatives and identify a preferred solution that will improve access between Interstate Route 71 and the Uptown area of Cincinnati.

The study should examine solutions that are appropriate for a dense urban area and consider safety, multimodal travel needs, quality of life, travel times, complexity of way finding; and the economic vitality of the Uptown area and its associated neighborhoods. The process should include a strategy for meaningful public involvement. The design should consider and not preclude future rail or rapid bus transit in the corridor.

The limits of the project are IR-71 from Liberty Street to Dana Avenue; ML King from Reading Road to Gilbert Avenue; Taft Road from Burnet Avenue to Gilbert Avenue; and McMillan from Burnet Avenue to Gilbert Avenue.

**RFQ Submissions**

Written, sealed proposals must be submitted no later than 4:30 P.M. Local Time on the response due date listed above. One original and nine (9) complete copies of the document with all appropriate items and questions documented. All responses must be complete, including the signature of the respondents authorized representative.

Responses will be considered incomplete if they do not bear the signature of an agent of the respondent. The proposal can be withdrawn at any time, if requested in writing, until the deadline date, at which time it will be considered firm.

The respondent assumes the responsibility for all costs incurred in responding to this RFQ. It is understood and agreed that the City of Cincinnati assumes no liability for the Offeror's costs incurred in responding to this RFQ.

**Disadvantaged Business Enterprise (DBE) Goal**

A DBE Goal of 15% is included. At least this percent of the agreement shall be subcontracted to certified DBE firms. It is the policy of the Federal Highway Administration that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform subcontracts which the Consultant enters into pursuant to this agreement. The Consultant must use good faith efforts to include DBE subconsultants. Consequently, the requirements of Title 49 CFR Part 26 will apply to this agreement. The Consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in CFR 26.55.

This is only a notice. Copies of the complete Request for Proposal can be obtained by going to <http://www.cincinnati-oh.gov/cityfinance/pages/-7764-/> or from the City of Cincinnati Purchasing Division, 805 Central Avenue Suite 234, Cincinnati, Ohio 45202-1972, (513)352-3209. Information about the RFP Greg Long, P.E. Principal Engineer-Transportation Planning, Department of Transportation & Engineering, City Hall, Room 450, 801 Plum Street, Cincinnati, Ohio 45202-1947, [greg.long@cincinnati-oh.gov](mailto:greg.long@cincinnati-oh.gov)

The Deadline for responding to this RFQ and for submitting all related materials is 4:30 PM on the response due date listed above. Late submittals will not be accepted.

**07-14-08 Posting Date**  
**MAH-Elm Street**  
**PID No. 82086**  
**City of Youngstown**  
**Response Due Date: 07-28-08**

The City of Youngstown is hereby soliciting for letters of interest and "Statements of Qualification" from interested engineering firms for the following project:

Project Name: MAH-Elm Street PID 82086  
Replacement of Elm Street Bridge over Crandall Run

Owner: City of Youngstown

Project Objective: The purpose of the project is to provide construction contract plans thru the ODOT Minor Project PDP Process for replacing the Elm Street Bridge over Crandall Run within existing right-of-way limits and with minimal roadway work. Plans will address demolition of the existing earth-filled concrete arch bridge, replacing it with new single-span bridge and retaining walls needed to keep new work within existing right-of-way.

Estimated Construction Cost:: \$1,375,000.00

Project Limits: Approximately 160-feet including bridge

Services Required:

- Roadway Design – Non-complex
- Subsurface Utility Engineering
- Bridge Design – Level 1 and Level 2
- Soils/Geotechnical Services – Engineering and Laboratory Testing
- Highway Lighting Design – Limited
- Environmental Services – EA/EIS, CE and Sec 4(f)  
Documentation, Ecological Surveys, Cultural Resource  
Investigations and Waterway Permits

**Prequalification Requirements:**

Combination of Prime Consultant and Subconsultants must have current ODOT Prequalification Status in each of the required service areas

**Selection Procedures**

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

Responding firms will be evaluated and ranked in accordance with provisions of Section 153.69 of the Ohio Revised Code, The City of Youngstown will then enter into negotiations to determine detailed scope of services and reasonable costs of said services with the top ranked firm.

Please submit the required information no later than **4:00 p.m. on the response due date** listed above to:

**Charles T. Shasho**  
**Deputy Director of Public Works**  
**5<sup>th</sup> Floor, City Hall Building**  
**26 S. Phelps St.**  
**Youngstown, OH 44503**

### **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.6 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.

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. 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.
6. 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 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.

Items 1 thru 5 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  
for  
Programmatic Selections

Project: \_\_\_\_\_  
PID: \_\_\_\_\_  
Project Type: \_\_\_\_\_

District: \_\_\_\_\_  
Selection Committee Members: \_\_\_\_\_

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 Staff including Subconsultants | 25          | See Note 2, Exhibit 1 |       |
| Cost Containment including current overhead rate               | 10          |                       |       |
| Firm's Current Workload/ Availability of Personnel             | 10          | See Note 4, Exhibit 1 |       |
| <b>Consultant's Past Performance</b>                           | 30          | See Note 3, Exhibit 1 |       |
| <b>Project Approach</b>  | 15          |                       |       |
| <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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.

**07-14-08 Posting Date**  
**VAR-Darke County 911 Wireless Phase Two Location Based Response System**  
**Darke County**  
**Response Due Date: 07-28-08**

PROPOSAL REQUEST

Your written proposal requested for the following:

**I) GENERAL INFORMATION & INSTRUCTIONS**

**A) Purpose.**

The purpose of this document is to obtain information for the potential selection of a contractor to assist in the acquisition of an intelligent GPS digital road centerline file, with field-verified address ranges and site-specific addresses. These files will assist in updating and maintaining the road centerlines and address points for E9-1-1 phase II mapping. The files will also be utilized to augment the County's existing Geographic Information System (GIS), to facilitate emergency response, E-911 activities, and to create and update critical infrastructure and related files for use by the County's Emergency Management Agency (EMA) and first responders. The road centerline and addressing components of this project will constitute Darke County's Location Based Response System (LBRS), a subsystem of the State of Ohio's Location Based Response System. Consequently, the Ohio Geographically Referenced Information Program (OGRIP), on behalf of the State of Ohio, must approve any contract resulting from this process, including the technical specifications of that contract's deliverables pertinent to the centerline and addressing components thereof.

Note well that the plan is for Darke County to use funds generated by the 911 Wireless surcharges. The use of those funds requires approval by the Darke County 911 Planning Committee and the Public Utilities Commission of Ohio. The project is not firm until those conditions are met.

This document does not constitute an offer for services performed or to be performed. After selection of the successful firm (hereinafter referred to as the Contractor), the County Commissioners with technical advice and assistance from OGRIP, will negotiate a contract and final scope of services for recommendation to the Board of Darke County Commissioners.

All information submitted becomes the property of Darke County and will not be returned. Darke County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits or benchmarks performed. If a proposal contains proprietary information, it should be conspicuously indicated in the proposal.

**1) Darke County Commissioners.**

The Darke County Commissioners, in conjunction with the Darke County Sheriff, will review the proposals. The Darke County Commissioners and Darke County Sheriff will make the final decision on whether to move forward with the project.

## **B) Background Information.**

The project area encompasses Darke County, which is approximately 600 square miles. It has thirty-nine (39) political subdivisions (cities, incorporated villages, and townships) with the 2006 Census population of 52,780 persons. Darke County has approximately 1,654 miles of roads (public roads and private) and 24,310 addressable structures (commercial and residential).

## **C) Quote Instructions.**

Proposals must be received no later than 4:00 p.m. on the response due date listed above. Proposals should be submitted to:

**Darke County Commissioner's Office  
520 South Broadway  
Greenville, OH 45331**

A person authorized to sign such documents must sign the original proposal document in ink.

### 1) Technical Specification Questions.

All written questions concerning the Technical Specifications document are due by Monday, July 21, 2008 via Email not later than 4:00 p.m. (EST) to [adminbldg@co.darke.oh.us](mailto:adminbldg@co.darke.oh.us). Absolutely no telephonic inquiries will be answered.

A summary of all e-mail questions received before the deadline will be answered and saved for distribution to all who request them.

The requestor is responsible for notifying the Darke County Commissioners of any problem in receiving written replies.

### 2) State Taxes.

Darke County is exempt from sales, excise, and transportation taxes, except Ohio gasoline tax. Proposers are responsible for all applicable taxes. Applicable taxes are not to be added to the contract price.

### 3) Subcontractors.

Although use of subcontractors is discouraged, if they are requested and approved, the contractor shall retain full responsibility to the County for all work by the subcontractor. All subcontractors must be approved by Darke County and must comply with the following provisions:

- a) All work must be done in the United States; offshore work will not be accepted.
- b) The company submitting the proposal will be considered the prime contractor
- c) All tasks to be performed by subcontractors must be clearly identified within the submitted bidding proposal.
- d) Subcontractors must meet all criteria defined for the prime contractor.

4) Payment Schedule.

The County and the selected contractor will determine a payment schedule at the time of contract negotiations.

5) Project Completion.

A Timeline will be determined during the negotiation process.

6) Contract Negotiation Process.

The Darke County Commissioners, in conjunction with the Darke County Sheriff's Office, will evaluate the proposals received and will then recommend a firm with whom to enter into contract negotiations. In the event that acceptable terms cannot be reached, one of the remaining firms may be chosen for contract negotiations. The selected firm will submit to Darke County a draft contract for services within one week of notification. The contract will contain the proposal specifications and will be binding. Required contract clauses include: general provisions, starting and completion dates, prosecution of work, fees, method of payment, damage clauses, termination of contract, approval of subcontractors, assignment of subcontractor, EEOC clause, ownership of materials, contract amendments, and late delivery penalty. The contract will be reviewed, approved, and may be modified by the Darke County Prosecutor. The contract, including the technical specifications of the contract's deliverables pertinent to the centerline and addressing components thereof, will also be reviewed, approved, and may be modified by OGRIP, on behalf of the State of Ohio.

**D) Selection Criteria.**

1) Darke County reserves the right to accept any proposal, reject any or all proposals or phases thereof, waive irregularities or informalities in any proposal, and make the potential award in any manner deemed in the best interest of Darke County. Darke County intends to select and contract with the proposal that demonstrates, in the County's opinion, the highest degree of technical merit. With that contractor, the County will negotiate the technical aspects of the scope of work, deliverables, schedule and fee. However, if a negotiated agreement can't be reached, the County may open negotiations with the contractor that demonstrates the next highest degree of technical merit.

The following criteria will be used to evaluate proposals. The arrangement of the criteria is not meant to imply order of importance in the selection process.

- a) Compliance with Technical Document Instructions
- b) Cost
- c) Precision / Accuracy
- d) Equipment Proposed
- e) Firm Background
- f) Financial Stability
- g) Methodologies
- h) Professional Registration
- i) Proximity to the Project Area
- j) Quality Control
- k) References
- l) Schedule and Availability

- m) Similar Project Experience
- n) Staff Qualifications
- o) Subcontracting
- p) Technical Expertise

## **2) Evaluation Weighting Summary.**

The Darke County Commissioners, in conjunction with the Darke County Sheriff, will rate criteria on a scale. The evaluations will be tallied and weighted to establish a "technical proposal score" as outlined below.

### Technical Score (65%)

Responses 40%  
Technical Approach 25%  
Management/Staffing 25%  
References 10%

### Financial Weight (35%)

#### Evaluation Formula

Total Score = 65% (score/score\_max) + 35% (price\_min/price)

The above outlined procedure will be used in evaluating the proposals. Selection of a Proposer will be based on the lowest and best bid. The proposal, which offers both the best technical approach to the project, as determined by the Darke County Commissioners, in conjunction with the Darke County Sheriff, and the lowest bid, will be selected and recommended. Proposals will be reviewed and the contract will be awarded by the Darke County Board of Commissioners.

## **E) Proposal Format and Content.**

### **1) Cover Letter.**

Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

The cover letter should provide the following:

- a) A brief statement of the respondent's understanding of the project.
- b) The name, title, phone number, fax number, e-mail address and street address of the person in the proposer's organization who will respond to questions about the proposal.
- c) Highlights of the respondent's qualifications and ability to perform the project services, including the person assigned to the Darke County project.

### **2) Company Overview.**

Provide the following information about your firm:

- a) The firm's name, e-mail address, business address, phone number and fax number.
- b) The year the firm was established.
- c) Former names of the firm, if applicable.
- d) The type of ownership and parent company, if applicable.
- e) Status as a minority or woman-owned or disadvantaged business enterprise.
- f) The location of the office or offices that would provide the project services.
- g) A brief statement of the firm's background, demonstrating longevity and financial stability.
- h) The areas of focus and expertise.
- i) The specific highlights that may differentiate your firm from others.

### **3) Project Work Plan.**

This section should set forth a complete description of the methodologies, techniques, procedures, equipment, hardware and software proposed to complete each phase of the project as proposed by the County.

### **4) Project Team.**

Identify the proposed project team including the Project Manager and all key personnel to be assigned to the project. Include a one or two page resume that includes a summary of relevant professional qualifications, relevant project experience, education and professional credentials. **Substitutions of other less qualified personnel may not be made at a later date without prior written approval of the Darke County Commissioners.**

Include a project team organizational chart.

### **5) Related Experience.**

For up to 10 relevant projects, include a one or two-page project description that demonstrates capabilities in the project services, experience with similar clients, and or local project experience. Emphasis should be placed on projects that were completed within the previous four (4) years. Reference information should contain at least the following information:

Agency/Organization Name

Agency/Organization Address

Contact Person/Phone Number

Project Title/Project Location

Project Duration (Start Date – Finish Date)

Brief Description of work performed to include area covered, mapping and acquisition techniques, standards used, and final deliverable digital products

Total Cost of Project/Services

### **6) Project Schedule.**

Include a comprehensive schedule for the completion of the project services and deliverables identified within this Technical Specifications document. Include the proposed start and end dates and intermediate delivery dates for all of the tasks identified within your work plan.

**7) Additional Information.**

Include your firm's most recent financial statement and financial statements for any proposed subcontractors.

**8) Optional Information.**

This section may contain a variety of information such as additional or alternative Project Plan options not listed in the Technical Specifications document, additional or alternative processes that would enhance the Digital GPS Road Centerline Product, or additional product information that the contractor wishes to convey. This section is limited to 15 pages.

**II) SCOPE OF SERVICES**

**A) Overview.**

The scope of service for this project will include a digital GPS road centerline file, including address ranges and site-specific addresses, as well as routing-related and EMA-related point files. These files will be developed to include all necessary information to implement an E-911 component including, but not limited to, routing functions to the specified address point. This data will be delivered in an ESRI shapefile compatible format.

**1) Project Area**

The GPS derived road centerlines shall be produced for the entire county, which includes private roads and municipal (city and incorporated/unincorporated village) alleys. Estimated County road miles by category are as follows:

State and US Highways 234 Miles  
County Roads 520 Miles  
Township Roads 538 Miles  
Private Roads Unknown # of Miles  
Roads within Corporation limits 362 Miles  
Total Darke County Roads 1,654 Miles

**2) Data Format**

a) All data developed from this project will be provided in shapefile and related data files, such that Darke County will be able to update and maintain both the road centerline and address point coverage.

b) The digital file formats shall be industry standard open, non-proprietary database format. These standards include ASCII text files, DBASE (.dbf), Microsoft Access Database (.mdb), ArcView Shape, Microsoft Excel and Microsoft Word. All data shall be delivered on ISO9660 compliant CD-ROM/DVD media.

c) The Bidder will provide all source information in the originally collected coordinate system and an accuracy estimate as determined by the GPS data reduction software for each point collected in the field. Clear, well-organized, and understandable documentation shall accompany the GPS road centerline and address/entity point files

both for reference purposes and to be used in orienting new GIS users to their characteristics.

## **B) GPS Data Acquisition**

### 1) Time of GPS Acquisition

GPS point/data acquisition is to be performed when the greatest probability for a favorable dilution of precision (DOP) solution exists.

### 2) GPS Coordinate Acquisition Method for Centerline

The Darke County Commissioners, in conjunction with the Darke County Sheriff, is aware of conventional-orthophotography, extracted road centerline creation methods. However, based on schedule constraints and advances in new GPS technology, the Darke County Commissioners, in conjunction with the Darke County Sheriff, has determined that current GPS acquisition techniques provide the necessary positional accuracy, sufficient for the needs of Darke County. This document specifies that the acquisition of the road centerline shall be done with a post-processing kinematic GPS technique, although this does not preclude a vendor from presenting a conventional solution as an alternative proposal.

The Bidder shall use Post-Processing Kinematic (PPK) differential GPS acquisition methodology to ensure accurate positional accuracy. A minimum of three (3) base stations will be utilized during the deployment of the mobile unit. Real-Time Kinematic (RTK) acquisition techniques will not be considered due to the limited radio link coverage areas and relative reduced positional accuracy. The data is to be downloaded and archived nightly on permanent computer storage media and checked for any positional errors or gaps that may have occurred during the daily operations.

### 3) GPS Point Acquisition

The Bidder shall utilize the newest GPS acquisition methodology and equipment. In addition to collecting the coordinates for the road centerline, ancillary equipment must be available to provide the ability to collect additional data such as address/entity locations and road attributes.

## **C) Digital Centerline File Specifications.**

### 1) Data Reduction and Coordinate Systems.

The GPS points collected shall be of sufficient frequency to provide a minimum of five (5) meter spacing on all points. All GPS points must have x, y, and z, coordinates in the attribute tables. Points collected will include the street centerline location and all additional information will be collected in a separate file with the appropriate record type designation and related attribute. The final project deliverables are to be delivered in State Plane Coordinate (SPC) system, Ohio North Zone 3401, North American Datum (NAD) 1983. The vertical coordinates shall be delivered in NAVD88 for orthometric height and GRS80 for ellipsoidal height. The coordinate units shall be in US Survey Feet.

## **2) Centerline Development.**

The digital GPS road centerline will represent the centerline of the pavement of all public and private roads throughout the county. Any road that is divided, e.g. boulevard or interstate, shall have a line representing each direction of the road pavement.

It is understood that a road right-of-way centerline may not be the same as the road pavement centerline and, as indicated, the requirement is to deliver only the centerline of pavement. Curved road segments shall be presented as multiple points connected by straight arcs due to the limitations of the GIS software. However, it is required that a sufficient number of points shall be included in the curve to properly denote the pavement without the need for orthophotography or other imagery.

## **3) Features and Attributes.**

a) Darke County will provide a list of all available road names, spatial references and addresses with correlated road name aliases (including multiple road names and route numbers). These features will be made available to the contractor in the form of spreadsheets, existing GIS Data, and the latest approved Darke County Highway Map. A standardized naming convention will be provided including database item names, sizes, and type abbreviations (e.g. Avenue = AV). In addition to the Commissioners' address database, other address databases will be cross-referenced, such as the E911 address database and municipal utility address databases. National Emergency Number Standards (NENA) should be used.

b) The arc topology shall be consistent and developed in accordance with ESRI ARC/INFO methodology whereby all arcs shall connect to adjacent arcs via from-nodes (FN) or to-nodes (TN), unless it is a dead end street. Generally, nodes shall only appear at all defined intersections, including intersections with roads outside of the Darke County boundary.

c) The definition for "completeness" will be determined during the negotiation phase with the contractor. For example, a determination will have to be made as to how to handle roads which are under construction in new subdivisions and state highway projects.

d) All road segments which cross jurisdictional boundaries shall be broken with a node placed at the jurisdictional boundary by utilizing the "Corporation" coverage as supplied by the Darke County Commissioners, not by field observations unless approved by Darke County.

e) All road segments will be driven and developed to the first road intersection or 1,320 feet (which ever is closest) past the county boundary.

f) All road segments which leave and re-enter Darke County shall be developed as a continuous road segment with nodes developed at the County Boundary.

g) Road segments that leave the county shall have a node placed at the county boundary defined by the "County" coverage supplied by the Darke County Commissioners.

h) All centerline segments shall contain all attribute information necessary to perform the tasks defined and required by this document.

i) Additional attributes required for each centerline segment include:

(1) Geo-Coded Address Ranges. Every road segment will contain the appropriate attribution to identify the first and last potential address.

(2) Route Number. Every road segment must have this field populated with the correct route number using the numbering existing system as defined by Ohio Department of Transportation (ODOT). If the route number is unknown or not yet developed, this field shall be left empty for the County to review.

(3) All road segments will include a field for "Beg\_Log" and "End\_Log". These fields will be populated with mileage information (each road segment has a beginning log point and an ending log point) as defined by the County Engineer and ODOT. Because many road segments are missing this information, Darke County would like to establish these log points in the same method currently used by the County Engineer and ODOT. Log point information shall be gathered for every road segment, submitted to Darke County for review and approval in a system to be established during negotiations. Darke County will then supply the contractor with the approved numbers for every road segment, which the contractor will populate for every road segment throughout the county. The bidder shall include within their proposal a detailed description on the proposed methods to gather these log points.

(4) The "Beg\_Log" and "End\_Log" fields shall be attributed for all road segments in the established system or as directed by Darke County, generally beginning from the south traveling north, and from the west traveling east.

j) In addition the Bidder shall capture all attributes as outlined in the document "LOCATION BASED RESPONSE SYSTEM DATA SPECIFICATIONS", version 3.1, January 2008. This document can be found on OGRIP's website at <http://ogrip.oit.ohio.gov/ServicesData/LBRS/tabid/87/Default.aspx> under Specifications v3.1.

## **D) Address Point File.**

### **1) Point File Development.**

a) The point coverage shall include the GPS points used to develop the centerline and field verified address/entity points with related attribute information.

b) Point features will include field verified addresses for all visible structures in the county. For structures that are not visible, a point will be located at the entrance of the property along the street. These types of structures shall be coded such that the Darke County staff can perform an on-site inspection.

The Bidder shall include optional line item pricing for the capture of other point features. These include, but are not limited to, bridges, culverts, railroad crossings, overpasses, underpasses, street signs, and traffic signals. EMA-related point features, including critical infrastructure, as well as locations of police stations, fire stations, fire hydrants, dry hydrants, ambulance stations, hospitals, nursing homes, and schools provided to the County in the form point file.

The bidder shall include optional line item pricing for the creation of a landmark layer created from the point addresses that indicate all commercial structures with their respective name, schools, parks, cemeteries, government building, etc.

c) The Bidder will provide a detailed description of where the point will be located on the coverage, i.e. on the centerline, offset from the centerline, at the point of access, on the structure, etc.

d) The Bidder will provide a detailed description of how points will be gathered and placed for cases such as: common driveway with multiple addresses, multiple story structures with addresses (apartment buildings), mobile home parks, single story buildings with multiple addresses and/or multiple driveways, etc.

## **2) Database Design.**

As part of the Bidders proposal, a sample of the GIS database design sufficient to support the technical specifications of this document shall be submitted, for review and approval. The bidder's preliminary/proposed database design shall be finalized and used for the final deliverable products.

## **E) Ground Control.**

Contractors are required to devise a ground control network that is compatible with Darke County monumentation and survey that has been done by Darke County.

## **F) Positional Accuracy and Quality Control.**

The Darke County Commissioners, in conjunction with the Darke County Sheriff, retains the sole right to determine contract adherence to quality control requirements. Any judgment that the contractor is in breach of the quality control requirements may require suspension of any phase of the contract until such time as Darke County can determine that such problem or problems have been remedied.

The Bidder must provide Darke County with a description of the internal quality control methods and procedures used in all aspects of the project, including the acquisition and development of GPS points, and the processing of the digital data. Describe what field verification measures are carried out to ensure that the products obtain specified accuracy. Verification should also be performed for database completeness to ensure that no gaps exist in the digital centerline coverage.

### **1) Positional Accuracy.**

Darke County expects the highest quality for positional accuracy possible. However, we understand the limitations of the equipment and statistical methods for applying quality parameters. It is the desire of Darke County, in conjunction with the Darke County Sheriff, that a two (2) sigma (95%) standard for circular error of precision (CEP) for the x and y coordinates shall be one (1) meter. Based on this statistical sampling methodology, it is expected that a substantial amount of points will be much more accurate. Conversely, many points may have a greater level of inaccuracy. It is incumbent on the Bidder to show its method of minimizing errors, mistakes, and anomalies to maximize accuracy for the final data delivery.

## 2) Data Accuracy.

All data gathered and attributed by contractor will need to meet a very high standard.

- 100% of all roads will be identified and labeled with all features including, correct road name, suffix, route number, and alias.
- 95% of all visible structures will be labeled with the correct address.
- 99% of all visible structures with posted addresses will be labeled with correct address.

## 3) Quality Control Methodology and Software.

To understand the data acquisition and reduction methodology, the Bidder will include a detailed explanation on its production techniques including internal quality control process. This explanation can be both written and/or graphical representations of these processes including process flow analyses and charts.

## 4) Accuracy and Acceptance Checks.

The Darke County Commissioners will complete checks of all deliverable products for accuracy, and completeness prior to acceptance.

## 5) Acceptance Procedures.

After initial checking, the Darke County Commissioners will categorize incremental deliveries as follows:

**Accepted.** Products that meet specifications and contain no errors, or so few errors as to be acceptable, will be formally indicated as accepted. The Darke County Commissioners may assume responsibility for minor corrections, after which the contractor will be notified, so that the problems will not recur on subsequent products.

**Received, Edited.** The product has a number of errors that do not permit acceptance. For the product to be accepted, the contractor must correct all errors noted by the Darke County Commissioners.

**Rejected.** The quantity and character of errors detected by the Darke County Commissioners are such that the product is formally returned to the contractor without a complete edit. The Darke County Commissioners will formally notify the contractor of the rejected status of the product. The contractor must edit and correct the mapping for re-submittal to the Darke County Commissioners and Darke County Sheriff. If the Darke County Commissioners and/or Darke County Sheriff identify an excessive number of rejected products, the Commissioners may require the contractor to suspend production until the problems are resolved.

Completion of any required corrective actions must not affect the contractor's production schedule. Final payment for all work will not be authorized until Darke County has accepted the products. The acceptance procedure will apply to all deliverable products received under this scope of services.

### **G) Deliverables:**

- GPS x, y, and z point database of all collected centerline points with accuracy estimates in Microsoft Access format
- Field-verified address ranges and site-specific addresses point database in standard shape file format
- Road arc feature centerline database with associated attributes in standard shape file
- Road point feature database (bridges, railroad crossings, EMA-related critical infrastructure, etc.) in shape file
- Road Name Table consisting of road names and aliases as provided by Darke County and field-verified by the Contractor
- A Master Street Address Guide (MSAG) and street name alias table
- The creation of a discrepancy report comparing the ALI (Automatic Location Identifier) and the newly created MSAG
- Recommendations as to the mechanisms, procedures, hardware, and software Darke County should use to maintain and update the road centerlines, address ranges, and site-specific addresses developed through this project. Options should include both in-house maintenance and updates of this data/these GIS layers by County personnel, and outsourced/contracted maintenance and updates by a vendor. Any and all training of County personnel to go along with each recommendation.

### **H) Pilot Area:**

Once selected, the winning Bidder will complete a "Pilot" area consisting of one square mile of Darke County. Data for this Pilot area, as outlined above, will be delivered to Darke County Commissioners and the Darke County Sheriff for review and acceptance. An area will be chosen by the County to represent a wide variety of road types and address densities. The schedule for completing this Pilot area will be determined during contract negotiations.

Data from the Pilot area, once accepted by Darke County Commissioners and the Darke County Sheriff, will serve as template for future data quality and accuracy. This Pilot Area requirement does not apply to a company that has delivered county-wide LBRS data that has been accepted by the State of Ohio.

### ***Required Quote Forms***

- Cost Form
- Cost Form – Alternative Methodology

**COST FORM**

**Darke County 911 wireless Phase Two Location Based Response System GIS/GPS Road  
Centerline Addressing Project Cost Form**

**Vendors/Consultants** must fill out this itemized QUOTE COST FORM based on the specifications contained in this Technical Specifications document.

**Total Project as specified \$** \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***COST FORM - ALTERNATIVE METHODOLOGY***

**Darke County 911 wireless Phase Two Location Based Response System GIS/GPS Road Centerline Addressing Project Cost Form**

**Vendors/Consultants** must fill out this itemized QUOTE COST FORM based on the specifications contained in this Technical Specifications document.

Items Cost

GPS x, y, and z point database of all collected centerline points with accuracy estimates \$ \_\_\_\_\_

Field-verified address ranges and site-specific addresses point database in Geodatabase format \$ \_\_\_\_\_

Road arc feature centerline database with associated attributes in Geodatabase format \$ \_\_\_\_\_

Road Name Table consisting of road names and aliases as originally provided by Darke County and field-verified by Contractor \$ \_\_\_\_\_

Road point feature database (bridges, railroad crossings, EMA-related critical infrastructure, etc.) in Shape file format \$ \_\_\_\_\_

Cost of Deliverable Media (CD-ROM/DVD) \$ \_\_\_\_\_

Each Additional Deliverable Data Set \$ \_\_\_\_\_

Recommended proprietary software and training \$ \_\_\_\_\_

Options/Other: (Describe) \$ \_\_\_\_\_

**Total Project \$** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**07-07-08 Posting Date**  
**MAH-193 Wirt Street**  
**PID No. 81055**  
**City of Youngstown**  
**Response Due Date: 07-28-08**

The City of Youngstown is hereby soliciting for letters of interest and “Statements of Qualification” from interested engineering firms for the following project:

Project Name: MAH SR-193 - Wirt Street  
PID: 81055

Owner: City of Youngstown

Project Objective: Complete the Minor PDP Process for the proposed reconstruction of SR193 – Wirt Street. The first phase will be to analyze the existing roadway and traffic data to determine appropriateness of a reduction in road capacity to allow for a planted median within the existing right-of-way of Wirt Street (SR-193) between Lexington Avenue and Park Avenue. Prepare a report summarizing the result of the study and preliminary geometric design of the suggested boulevard.

**Project Limits: SR-193 Wirt Street between Lexington Avenue and Park**

Services Required: Complete Steps 1 thru 8 of the ODOT Minor PDP Process. Project is currently listed as “exempt” from NEPA requirements.

Deliverables expected in the first phase of this project are;

- Perform traffic counts on Wirt St. (Gather directional volume by hour of the day for a 24-hour period)
- Conduct Key Stakeholder Input Meetings
- Perform capacity analysis of current conditions
- Project traffic volumes based on defined Arlington Heights development build out
- Provide preliminary geometric design of proposed median
- Prepare study and provide six (6) copies to City

**Prequalification Requirements:**

**Consultant Must Have Current ODOT Prequalification Status**

**Interested firms should submit a letter of interest and a statement of qualification containing the following information:**

1. Limit letters of interest to ten (10) 8 ½“ X 11” pages

2. Content of letters of Interest:

(a) List the types of services for which your firm is currently Ohio Department of Transportation (ODOT) pre-qualified and significant sub-consultants, their current pre-qualification categories and MBE/DBE status, and the percentage of work to be performed by each sub-consultant.

(b) List the last ODOT approval date and the expiration date of your firm's Equal Employment Opportunity/Affirmative Action Plan

(c) List project manager and other key staff members, including key sub-consultant staff.

(d) Description of capacity of your staff and their ability to perform the project including approximate start date and estimated time to completion.

(e) Description of your project approach related the project objective

(f) Description of experience and past performance on similar projects

(g) Other relevant information concerning your firm's qualifications for the project

(h) Provide evidence of compliance with House Bill 300 by including the following statement:

The consultant affirms that, as applicable, no party listed in Division (I) or (J) of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000 to the Mayor or to his campaign committees.

3. Consultant will be evaluated based on the following scoring system:

|   | Maximum Points |
|---|----------------|
| Project Manger & Team                     | 25             |
| Capacity to Perform                       | 25             |
| Consultants Experience & Past Performance | 25             |
| Project Approach Methods                  | 25             |

**Please submit the required information no later than 4:00 PM on the response due date listed above to:**

**William A. D'Avignon  
Director of Community Development  
2<sup>nd</sup> Floor City Hall Annex  
9 W. Front Street  
Youngstown, OH 44503**

\*\*\*\*\*

**06-30-08 Posting Date**  
**MOT-166-6.00 (Austin Pike)**  
**PID No. 78696**  
**Montgomery County**  
**Response Due Date: 07-21-08**

Right of Way Acquisition Services are required for the improvement of Austin Pike between State Route-741 and Washington Church Road in Montgomery County, Ohio, and include the tasks listed below. Appraisal Review work will be contracted separately; however, selection of the Appraisal Review Consultant will be made from the same letter of interest. No relocations will be caused by this project; prequalifications for relocation services are not required.

**Estimated Construction Cost:** \$6,300,000.00

**Required Prequalification,** Combination of Prime Consultant and Subconsultants:

**RIGHT OF WAY ACQUISITION SERVICES**

Project Management for Right of Way Acquisition Services; Title Research; Value Analysis; Appraisal; Appraisal Review; Negotiation; Closing

**Selection Subfactors:** Title research experience relevant to local courthouse practices; appraisal experience in the local market.

Right of Way acquisition services are to be completed and on file with the Montgomery County Engineer's Office (MCEO) within 12 months from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by November 2008.

**Selection Procedures**

The MCEO will directly select a consultant based on the Letters of Interest (LOI) received. The requirements for the LOI and the programmatic consultant 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 four copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Richard G. Splawinski, P.E.**  
**Montgomery County Engineer's Office**  
**451 West Third Street**  
**P.O. Box 972**  
**Dayton, OH 45422-1260**

Responses received after 4:30 P. M. on the specified due date will not be considered.

**Scope of Services**

The Scope of Services document is included below. The "Proposed Construction Limits," a one-page document showing preliminary project alignment and construction limits, is available electronically by e-mail request through the project manager at [splawinskir@mcoho.org](mailto:splawinskir@mcoho.org).

## 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 Right of Way acquisition services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List all 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 staff members that will be responsible for each major element of the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactor 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 technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Items 1 thru 4 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Project:  
Austin Pike

166-6.00 MOT-

78696

PID:

Programmatic Selection  
Services

Project Type: R/W Acquisition

Firm Name:

Selection Committee Members:

| Category   | Total Value | Scoring Criteria | Score |
|--|-------------|------------------|-------|
| Management & Team  |             |                  |       |
| Project Manager  | 10          |                  |       |
| Strength/Experience of Assigned Staff including Subconsultants | 20          |                  |       |
| Local Title and Appraisal Experience                           | 10          |                  |       |
| Consultant's Past Performance                                  | 40          |                  |       |
| Project Approach   | 20          |                  |       |
| <b>Total</b>   | 100         |                  |       |

# Montgomery County Engineer's Office Scope of Services

**Project Designation: County MOT Route CR166 Section 6.00  
PID#: 78696  
Austin Pike at Dayton-Wright Bros. Airport**

**1. Work Included in this Agreement: Right of Way Acquisition**

**Agreement between Consultant and: Montgomery County Engineer**

**Description:** Right of Way acquisition services for the proposed Austin Pike Improvements (to be renamed Austin Boulevard) between SR-741 and Washington Church Road in Montgomery County, Ohio.

Right of Way acquisition services required: Project Management for Right of Way Acquisition; Title Research; Value Analysis; Appraisals; Appraisal Reviews; Negotiations; Closings.

**Project Location/Project Limits:** Austin Pike in Miami and Washington Townships; from approximately 1000' east of SR-741 to 850' east of Washington Church Road.

|                       | Unit of Measure | Unit |
|-----------------------|-----------------|------|
| From:                 | SLM             | 6.00 |
| To:                   | SLM             | 7.02 |
| Project Length:       | Miles +/-       | 1.02 |
| Work Length:          | Miles +/-       | 1.10 |
| No. Affected Parcels: | Parcels +/-     | 25   |

**2 Communication/Contacts:**

The respective project managers (MCEO and consultant) will be the primary points of contact. Rules for communication between project staff will be discussed at the Scope of Services meeting. Technical issues may be discussed directly (between project staff) below the project manager level, but the respective project managers must be informed of such discussions and any decisions resulting there from. Contractual issues should always be addressed at the project manager level.

|                     | Name               | Phone #      | E-Mail Address        |
|---------------------|--------------------|--------------|-----------------------|
| Owner               | MCEO               |              |                       |
| Project Manager:    | Rick Splawinski    | 937.496.7734 | splawinskir@mcoho.org |
| Real Estate Admin.: | Bill Van Brederode | 937.225.4621 | vanbrederb@mcoho.org  |
|                     |                    |              |                       |
| Consultant          |                    |              |                       |

|                      |  |  |  |  |
|----------------------|--|--|--|--|
| Contracting Officer: |  |  |  |  |
| Project Manager:     |  |  |  |  |
|                      |  |  |  |  |

**2. Price Proposal: Due Date: July 21, 2008**

Submit four copies of the price proposal to the MCEO project manager. Additional copies for other offices or agencies are not required. Contract Type: Unit Price. Maximum Fee: 11.0%.

**3. Schedule:**

Completion time for all Right of Way acquisition services shall be 12 months from the date of authorization to proceed.

This project will follow ODOT standard submittal and review procedures in accordance with the PDP Manual and Section 1400 of the Location and Design Manual, except as outlined below.

The Consultant shall prepare a detailed Master Schedule Gantt Chart (from initial authorization of the agreement through completion (certification)) utilizing Microsoft Project. This schedule is to be included with the price proposal. The schedule shall include beginning and ending dates as well as key milestones on the critical path for Right of Way acquisition. The Consultant is responsible for updating the schedule as needed throughout the project (or as requested by MCEO) and providing these schedules monthly or as mutually agreed upon at the time of the scope meeting. Monthly project updates are required to be submitted to the MCEO Project Manager, at a minimum indicating work completed this month, work expected next month, and identifying any critical items that require action from either the consultant or MCEO. The schedule updates are typically provided with the monthly invoices and should be coordinated with the MCEO Project Manager regarding format and schedule.

**4. Procedures and Criteria:**

The project shall be developed in accordance with the most current ODOT Real Estate Policies and Procedures Manual.

**5. Variations from the Scope of Services:**

As the project develops, it is the Consultant's responsibility to advise the MCEO of significant changes in the work that may require modification of the agreement, and to maintain separate cost accounting for each specific issue. MCEO written comments and other technical decisions concerning development of the project shall not be construed as authorizing extra work for which additional compensation may be claimed. Modification of the agreement or written authorization to proceed is required prior to the performance of additional work. At all times, the consultant is responsible for advising the MCEO of work that exceeds the scope of services prior to executing the additional work.

Requests for modification will be evaluated from the standpoint of the scope of services in its entirety and not in terms of a single issue. Additions to the scope of services may be offset by reductions in other areas of the work.

**6. Project Management:**

1. All agreements between the prime consultant and subconsultants shall require the subconsultants to adhere to these same requirements.

2. The consultant shall notify MCEO regarding any change in project cost, schedule, scope or complexity.
3. The Consultant shall attend project status update meetings monthly or more often as required.

**7. Existing Documents:**

|  |
|--|
| Proposed Construction Limits (preliminary) |
|--|

**8. Attachments:**

| Contents                       | Attachment |
|--------------------------------|------------|
|                                |            |
| Right of Way Scope Definitions | A          |
|                                |            |

**SCOPE DEFINITIONS  
FOR RIGHT OF WAY SERVICES**  
(Revised 4-10-06)

1. **Project Management:** Includes but is not limited to the items described below in tasks 2, 3, 4, 5, 6, 10, 26, 27, 27a, 28, 32, 33, 34 & 36. The degree of difficulty in project management varies depending on the project size and complexity, and on the amount of tasks over which the consultant has direct control.
2. **Project Manager:** A single point of contact in the consultant's organization. The project manager will be the most knowledgeable member of the organization regarding day-to-day activities on the project.

The responsibilities of the project manager are as follows:

- Preparing progress reports
- Coordinating deliverables and maintaining project schedule

The project manager is empowered with the authority to:

- Expedite progress
- Make decisions and resolve problems
- Assure compliance with the ODOT Real Estate Manual

3. **Pre-qualification:** Pre-qualification is the process whereby individuals submit experience and credentials to ODOT for review. Individuals who seek pre-qualification shall be qualified in that respective task, i.e. project management, title search, closing, appraisal, appraisal review, negotiation, relocation or relocation review. All pre-qualification determinations and updates will be administered by the ODOT Office of Contracts. The specific individuals listed on the Task Division Sheet or Attachment C - Schedule of Appraisal Formats shall be used unless prior approval is given by the Montgomery County Engineer's Office (MCEO).
4. **Project Mobilization Meeting:** A project mobilization meeting will be held for the purpose of team introductions and to address any questions relating to the project scope. The project mobilization meeting will outline contact persons and communication protocol. At this meeting all issues related to the specific project and the division of responsibilities will be resolved.
5. **Project Timeline and Workplan:** A project timeline and workplan shall be submitted by the consultant. The timeline shall be a brief one page bar graph. The workplan shall be a Gantt chart as per ODOT Real Estate Policies and Procedures Manual Form RE-101. They shall indicate the critical path of the project as it relates to right of way acquisition. They shall include the date that all acquisitions must be completed and parcels submitted to the MCEO as signed or to be filed. This date will be identified by the MCEO during project authorization. The consultant must allow for reviews of the final product of each function contained in this scope according to the dates indicated in the project timeline and workplan. The project timeline and workplan shall be strictly adhered to.
6. **Plan Review:** The consultant shall identify any plan problems that exist and notify the MCEO in writing upon their detection. The consultant shall not suspend activity on a

project as a result of minor plan discrepancies unless, instructed to do so by the MCEO project manager.

7. **Review of Legal Descriptions with the R/W Plan:** The acquisition consultant is responsible for reviewing the legal descriptions against the most recent right of way plan to see that the description of the area to be acquired matches what is shown in the plan. This review shall be documented by having the consultant's representative initial and date the original and all copies of the legal descriptions. Any discrepancies between the plans and legal descriptions shall be brought to the attention of the MCEO in writing.
8. **Compilation of Forms RE-95 & RE-56:** Property Inventory Classification forms (RE-95) and Grant and Disclaimer forms (RE-56) must identify parties with ownership of real estate and personal property to be acquired. Consultants shall complete and obtain owner and tenant signatures on RE95 & RE-56 documents prior to completion of appraisals. Any exceptions shall have prior written approval of the MCEO project manager.
9. **Pre-Acquisition Survey:** The consultant shall be responsible for the completion of a pre-acquisition survey (including report) and all RE-95 forms with photos of all real property structures attached on a separate sheet of paper. The consultant shall complete the RE-56, Consent, Grant and Disclaimer at the same time the RE-95 is prepared, if appropriate. The consultant must make sufficient time allowance for the successful completion of a pre-acquisition survey in the project timeline. Notes and RE-110s shall be prepared in conjunction with the pre-acquisition survey.
- 10a. **R/W Cost Estimate:** Estimated costs for property payments and Relocation Assistance Program (RAP) payments shall be prepared by the consultant in accordance with current ODOT requirements after a contract has been executed. This estimate will be utilized by MCEO to establish a proper right-of-way cost budget and shall be completed no later than thirty (30) days before completion of the first appraisal.
- 10b. **C-1 Cost Estimate:** This form shall be completed as early as possible and will be updated throughout the project. Right of Way estimate updates shall address scope and cost changes.
11. **Legal Descriptions:** The MCEO will provide pre-approved legal descriptions to the consultant.
12. **Preparation of Legal Instruments:** The consultant shall be responsible for preparing all instruments and forms necessary for the acquisition of the parcels, including deeds, easements, contracts, letters, agreements and all other forms required for the submission of the billing package as defined in the ODOT Real Estate Policies and Procedures Manual and the attached exhibits. Items required for preparation of the legal instruments include:
  - A. Current owner(s) names and marital status including nka and aka per the current title report.
  - B. Auditor's parcel number listing all parcels in the area to be acquired.
    1. Warranty Deeds - acreage and/or square footage to be deleted from each Auditor's parcel number pertaining to the warranty deed.
      2. Temporary Agreements and Easements such as channel,

slope, sewer - "located in" areas.

3. Standard Highway Easements - areas broken down by auditor's parcel number.

- C. Volume and page of the instrument through which the grantor claims title.
- D. Surveyor's statement and license number.
- E. Agreed upon compensation amount.

With Warranty Deed (WD) takes, the right of ingress and egress statement will need to be added. With Warranty Deed having a Limitation of Access (WL) takes, the release of all access rights statement will need to be added.

13. **Title Work:** The consultant, under the direction and to the satisfaction of the MCEO, shall search the public records concerning the titles to the highway parcels and shall comply with the policies and procedures set forth in the ODOT Office of Real Estate Policy and Procedures Manual. All notes and reports are to be type written by the consultant. The consultant shall submit a written report regarding the title of each parcel by the agreed upon due date. Such report shall be performed to satisfy the MCEO, and all matters presently affecting the title shall be found and included. To the extent that such information can be ascertained from a search of the public records, each report shall contain the following information:

- A. The name, address, telephone number and marital status of all record holders or holders of title, including partnerships. The marital status of each owner in the chain shall be included.
- B. The recorded deed description of the land or parcels of land which make up the owner's property which are used as a unit with the land taken for highway purposes, together with the recording reference and dates thereof, and any transfers for the period of time established at the task scoping meeting.
- C. The names and addresses of the owners of any encumbrances upon, or interest in, the real estate, such as mortgages, land contracts, leases, easements, rights of way, mineral rights or reservations, etc.
- D. Unsatisfied executions and living judgments, foreign or domestic, or pending suits of record in the court or on file in the Sheriff's Office or Clerk of Courts Office of Montgomery County, which may affect said title to the real estate under examination.
- E. Any other tax liens, mechanic liens, recognizance, Division of Aid for Aged liens, or any other infirmity, encumbrance, lien, or cloud on title disclosed in the public records of Montgomery County, including all tax assessing agencies within the county or district.
- F. The tax description, Auditor's parcel number, and current tax valuation, including statement of taxes, assessment liens, penalties, and interest which have not been paid and are a lien.
- G. Copy of the Auditor's card.
- H. Copy of the tax map.

I. Copy of the root deed for full title reports.

The consultant understands that the term “parcel” or “parcel of land” as used herein means that unit of land as delineated and numbered on the right of way plans and all contiguous lands, record title to which is in the same person or persons, the whole or any part or parts of which, or any right or rights, interest or interests therein are acquired or to be acquired for highway purposes without regard to the parcel suffix(s), number of descriptions, or County Auditor tax parcels that may be involved.

If possible, a sketch shall be provided to the consultant showing the parcel and each tract, where more than one contiguous tract of land is involved. The consultant shall furnish the MCEO with title reports in the form of a Certificate or Opinion of Title for each parcel examined.

The consultant shall review the title reports and chains against the Right of Way plans. Any discrepancies between the title and the plans shall be brought to the MCEO's attention in writing.

Upon completion of the title reports, the consultant shall provide the region with three (3) report copies. Copying/reproduction cost shall be included in the overall cost for the Title Report. However, reproduction fees charged by the county will be reimbursed upon submittal of receipts.

- 13a. ~~**Mini-Title:** means a county record search to a warranty deed (or equivalent property right transfer), of a minimum of 5 years history of the property to be acquired or to the last owner of record in cases where there were no transfers in the last 5 years.~~  
**Waiver of Appraisal Title Report:** shall be per RE Section 5103 (this is an 11-15-06 update to the 04-10-06 scope).
- 13b. **Full Title:** A county record search to a warranty deed (or equivalent property right transfer), of a minimum of 42 years history of the property to be acquired or to the last owner of record, in cases where there were no transfers in the last 42 years.
- 13c. **Title Update:** A review of county records noting any recent activity affecting the property to be acquired since the original date of the title search. Updates will be prepared by the consultant for appropriation cases and immediately before closings. Updates for appropriation parcels shall be performed no more than seven (7) days prior to submission of an acceptable billing package. Updates shall include a check for any additional contiguous parcels which have been acquired by the owner. If any are found, the consultant shall notify the MCEO in writing immediately to obtain authorization to complete title work on the additional parcel, if necessary, as determined by the MCEO.
14. **Appraisal:** A document establishing the current fair market value of the property, utilizing whatever format and approach is appropriate to arrive at an opinion of value for the parcel to be acquired. The consultant shall be responsible for all appraisal activities. All valuation activities shall be done in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, USPAP and ODOT Real Estate Manual Section 4000 et. seq. The appraisal format to be used for each parcel shall be in accordance with the schedule of appraisal format included as Attachment “C”. The consultant shall also be responsible for the preparation of all “Red Books,” additional (second) appraisals, and appraisal revisions when they are necessary. The consultant

shall be paid additional compensation per parcel for each "Red Book," additional (second) appraisal or appraisal revision. **Additional (second) Appraisals** are defined as additional separate independent appraisals prepared at the request of the MCEO to facilitate acquisition and/or appropriation. **Appraisal Revisions** are defined as changes made to previously prepared appraisals to reflect changes in the facts of a parcel (plan changes or incorrect deed descriptions, etc.). The consultant shall be responsible for providing four original copies of each appraisal document.

All parties acknowledge that time is of the essence and that appraisals are to be delivered to the MCEO by close of business on the due date specified in this contract. If the appraisal reports are not delivered by close of business on the due date, the original fees of the appraisals not delivered will be reduced by 2%. Thereafter, the original fees of the appraisals not delivered will be reduced by 1% per day from their original amount until the appraisals are delivered and officially date stamped by the MCEO.

All parties acknowledge that this penalty will not be applied if the reason for the delay is caused by the actions or request of the MCEO. Actions or requests of MCEO that will cause delay may include plan changes, changes in valuation format that would increase the work for the appraiser, or in any other similar situation that changes the scope of work for the appraiser. MCEO will document all such actions or requests in writing.

An appraiser may also request an extension of the due date. This request must be in writing. Approval of all extensions is at the sole discretion of the MCEO and the approval or denial will be in writing. The final written terms and conditions of approval for due date extensions must be clearly detailed and initialed by all parties.

- 14a. **Appraisal Updates:** All Appraisal Updates and Redbooks shall be the responsibility of the consultant on an "if authorized" basis. Specifically, an "update" is requested of the appraiser when sufficient time has elapsed since the date of the last FMVE to warrant a review of the market to determine if changes in market value have occurred. The consultant shall be responsible for providing four original copies of appraisal updates. The update format shall be in compliance with ODOT Policy and Procedure Manual.
- 14b. **Appraisal Upgrades:** A change in format from the original appraisal format to a more complex format as determined by project need. Upgrades in report type may only be made following written request from the MCEO.
- 14c. **Scoping Letter for Appraisal:** The following Scoping Letter for Appraisal document shall be included as part of the appraiser's contract with the prime consultant. If the prime consultant uses staff appraisers, then the following scoping letter shall be strictly adhered to by the staff appraisers.

#### **Scoping Letter for Appraisals:**

The project for which you will be performing an appraisal service has Federal and or State funds in part or all of the following: design, acquisition and construction. As such, the appraisal process must comply with the Uniform Act, appropriate state law and ODOT policy and procedures. As an approved appraiser for ODOT, you acknowledge the following:

1. All appraisal formats (including those prepared under the Waiver of Appraisal Provision in 49 CFR) are to comply with the most recent edition of the ODOT Office of Real Estate Policies and Procedures Manual.
  2. You are in possession of Sections 4200 and 4400 of the ODOT Office of Real Estate Policies and Procedures Manual.
  3. You have a thorough understanding of the project and the impact of the improvement on the residue properties after the taking that you are appraising.
  4. You have discussed each parcel that you are to appraise with the MCEO, including the impact of the taking to the residue property, the anticipated appraisal problem created by the taking, and the appropriate appraisal format to be utilized to estimate property owner compensation.
  5. You as the appraiser will be responsive to appraisal review. The appraiser will correct any deficiencies and submit corrections to the MCEO within 14 calendar days of the receipt of a deficiency letter.
  6. You understand that by mutual consent, the value of the improvements may be stipulated. The appraiser shall not stipulate the value of any improvement without prior approval of the MCEO. If the value is stipulated, the appraiser must comply with appropriate ODOT policies and procedures, and the MCEO will issue a letter authorizing the appraiser to stipulate the value of the improvements.
  7. You understand that the *Value Analysis* format and the *Value Finding* format are to only be prepared on the most simplistic takings where there is no obvious damage to the residue.
  8. You understand that whole takings of single family residences are best reported using the *ODOT Residential R/W Appraisal Report* format which incorporates the URAR report format commonly used in the mortgage industry.
  9. You understand that the *ODOT Summary R/W Appraisal Report* format is typically used on complex takings when loss in value to the residue is a possibility or the award is anticipated to be substantial (over \$20,000). If structures / improvements are remote from the take and such structures / improvements are not thought to suffer damages, then the *ODOT Limited Summary R/W Appraisal Report* is the appropriate format to be used. The *ODOT Complete Self-Contained R/W Appraisal Report* is typically reserved for complex takings. All *Complete Self-Contained R/W Appraisal Reports* shall be compliant with USPAP and ODOT policies and procedures.
  10. You agree to contact the MCEO to resolve any appraisal issues prior to delivering any appraisal report.
15. **Appraisal Review:** The mandatory review of the valuation or appraisal document prepared for each parcel to be acquired. All appraisal review work will be in conformance with the requirements of the ODOT Office of Real Estate Policies and Procedures Manual.

16. **Acquisition (Negotiations):** Includes all work necessary to negotiate with all affected landowners having an interest in the property to be acquired, with a minimum of three (3) visits per land owner interest as required, without MCEO involvement. If conditions merit, a fourth visit with MCEO involvement may be necessary. The consultant shall be responsible for all acquisition activities. All acquisition activities shall be done in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), Section 163 of the Ohio Revised Code and Sections 5100-5700 of the ODOT Real Estate Manual.

In addition:

- A. All negotiator notes and reports shall be type written.
  - B. The consultant shall give a copy of the offer letter, plan summary letter, and approved appraisal or Value Analysis to the property owner(s) when making the initial offer.
  - C. During the initial meeting with the owner(s), the consultant shall reference the date of the meeting on the Negotiation Report (RE-60); present the brochure "When ODOT Needs Your Property"; verify the accuracy of the Title Report, especially ownership issues; explain the right of way and construction plans to the owner(s); explain the appraisal process; explain the offer of Fair Market Value Estimate (FMVE); explain the property owner's appropriation rights; explain real property tax procedures; and, if appropriate, explain structure retention. The consultant shall document the owner's questions, issues and concerns.
  - D. If appropriate, provide these negotiation services jointly with the relocation offer.
  - E. The consultant acknowledges that the minimum documentation needed for Negotiations and the order of appearance in the file shall be as shown on Attachment "A", titled Documents Needed for Acquisition Billing Packages.
  - F. If there is a "hold-back" check, the consultant shall indicate the pertinent information in the appropriate space provided on the Acquisition Review Sheet so that the MCEO will know to request a separate warrant.
  - G. The consultant must ensure that the instruments are signed exactly as the names appear to include any applicable nka or aka name of the owner(s) on the instrument and that the forms are properly notarized.
  - H. The consultant shall obtain a signed IRS form W-9 from each property owner listed on the most recent title report. No letters of assignments shall be used.
  - I. Retention values for structures or any other items shall be prepared by the consultant (unless otherwise directed by the MCEO) following the guidelines described in the Real Estate Policies and Procedures Manual. When prepared by the consultant, retention values shall be submitted to the MCEO for approval prior to presenting to property owners.
  - J. Consultant shall insure that the mortgage releases or other related releases, if needed, are obtained during negotiations.
17. **Relocation Assistance:** To provide complete relocation assistance for all eligible displacees. All relocation activities shall be the responsibility of the consultant. The consultant acknowledges that all relocation activities shall be done in accordance with Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), Section 163 of the Revised Code, and Section 6100, 6200, 6300, 6400, 6500 and 6600 of the ODOT Real Estate Manual.

Based on the type of relocation to be performed, the consultant shall be responsible for all or part of the following tasks: performing the Pre-Acquisition Survey and completing all necessary RE-95 forms; determining the Relocation Assistance Additives which include the Replacement Housing Additive and Rent Supplement Additive; determining the Normal Home Site Valuation; determining the economic rent; determining the Increased Mortgage Interest Reimbursement; determining all necessary Incidental Expenses to be reimbursed; preparing inventories; calculating appropriate moving costs; verifying moves; performing Decent, Safe and Sanitary inspections; determining all appropriate move costs for businesses, non-profit organizations, farms and personal property moves; determining eligibility for Fixed Payments in lieu of actual cost moves; securing all necessary support documentation and preparing all necessary claim forms; and preparing responses to appeals when necessary.

The consultant will submit all replacement Housing Determinations to the MCEO for approval before an offer is made to the displacee. The MCEO will provide approval or rejection of determinations as soon as possible. The consultant shall submit all claim forms and supporting documentation to the MCEO for approval before any claim form is presented to the displacee.

On parcels involving rent supplement payments, the consultant shall be responsible for the first payment and subsequent payments that normally occur before the project is certified. Rent supplement payments that occur after the project is certified by the consultant will be the responsibility of the MCEO.

18. **Relocation Reviews:** Review of relocation activities for compliance with Uniform Act and ODOT policy. This review work occurs on each activity before the particular activity is completed.
19. **Relocation Appeals:** The consultant shall submit any relocation appeals to the MCEO. Appeals shall be in writing and shall include all supporting documentation and a brief summary of the current parcel status. The consultant shall provide a recommendation regarding the appeal.
20. **Asbestos Collecting & Testing:** The consultant shall collect and analyze an appropriate number of samples from all affected structures, and determine if the asbestos present must be abated. This must be performed by a licensed asbestos inspector.
21. **Asbestos Abatement:** All work shall, at a minimum, conform to federal, state and local regulations. Air clearance sampling will comply with AHERA Regulation 40 CFR Part 763.
  - A. The scope of the specific project tasks will include the required removal and proper disposal of all asbestos containing material.
  - B. The tasks must be started and completed by the agreed dates. It should be noted that there is a 10 working day waiting period required by EPA before any abatement or demolition can begin.
  - C. The abatement consultant is expected to submit all required applications and paperwork in a timely fashion to meet all task deadlines.
  - D. If a third party is used for any purpose (e.g., to provide environmental and air clearance sampling), it will be the consultant's responsibility to ensure that the

work performed, sampling and cleaning are based on current ODH and EPA requirements. Payment for this service will be the responsibility of the consultant.

- E. Should the asbestos abatement area fail a visual inspection, additional cleaning will be required at the consultant's expense. Should the work area fail to achieve clearance by the TEM or PCM analysis, the area must be re-cleaned and sampled again. Should the initial clearance samples fail, the consultant shall be responsible for the cost of cleaning, additional visual inspections, and additional clearance testing and analysis.
  - F. The consultant will be responsible for all of the following:
    - 1. Providing a job book at the work site with a copy of all company and worker documentation pertinent to the project (licenses, notifications, physicals, fit tests, etc.).
    - 2. Ensuring that all personnel working on the project are experienced, licensed, certified, and have current physical examinations and documentation.
    - 3. Monitoring OSHA compliance for abatement personnel.
    - 4. Conducting all tasks in accordance with local, state and federal regulations.
  - G. The consultant is responsible for securing their work equipment at the project site.
  - H. Parcels in the project area will be vacant, with all utility services disconnected. The consultant is responsible for providing all utility services required to perform the abatement.
22. **Preparation of Individual Parcel Files:** The consultant shall be responsible for the assemblage and maintenance of acquisition files in accordance with ODOT's 2/3/2005 File Standardization Policy. At the time of submitting billing packages and closing packages, the original documents pertaining to each must be included (see Item 25 below).
23. **Administrative Reviews:** The consultant shall have authority to authorize administrative reviews up to \$500 per parcel with prior approval of the MCEO and District Real Estate Administrator, provided there is ample support for the additive and that the parcel file and negotiator notes contain full documentation of the support.

When there is perceived need for an administrative settlement beyond \$500.00, the consultant shall submit a written request to the MCEO. The written request should document the logic and reasoning for the administrative settlement. The MCEO will review the request and, if appropriate, forward it to the District Real Estate Administrator. If approved, the District will grant authority for the administrative settlement in writing in advance of the consultant concluding the negotiations. After the consultant submits the signed Contract of Sale and Purchase, the Value Analysis/RE-22 will be updated to include the administrative review. Once the Administrative Settlement is complete, the consultant shall change the warranty deed or other instrument(s) to reflect the new amount.

24. **Appropriation Coordination:** The MCEO will be the primary contact for all appropriation coordination activities. The MCEO will also act as the primary contact for the consultant on issues relative to the County Prosecutor's Office. When a parcel is submitted to the MCEO for appropriation, the consultant will forward the entire parcel file

with the billing package. Upon receipt of the appropriation package, the MCEO will forward the package and warrant to the County Prosecutor for filing. Title updates will be prepared by the consultant for appropriation cases. Updates for appropriation parcels shall be performed no more than seven (7) days prior to submission of an acceptable billing package. Updates shall include copies of all liens, leases, easements, etc. The MCEO will be responsible for tracking the timely filing of an appropriation parcel by the Prosecutor's Office to ensure clearance dates are met. The consultant shall submit all appropriation packages no later than the date set by the MCEO. Upon request, the MCEO will advise the Prosecutor's Office as to whether or not a proposed settlement is reasonable.

The consultant will prepare all Red Books upon request by the MCEO. The consultant will also remain available for consultation with the Prosecutor's Office and, if authorized, the consultant will provide court testimony. The MCEO will file proper documentation upon receipt of a final court entry.

25. **Billing Packages:** The consultant shall submit the original billing package (signed parcels, appropriations, or Relocation Assistance payments) to the MCEO for review and processing. Billing package contents shall be as specified in Attachments "A" and "B". All billing requests will be reviewed and warrants requested/processed by appropriate MCEO personnel. In the case of signed parcels, the warrant will be mailed to the consultant for further processing (closing, etc.). In the case of appropriations, the warrant will be sent to the Prosecutor's Office to be placed on deposit with the court. The consultant shall utilize approved ODOT forms when performing all right of way functions unless directed otherwise by the MCEO.
26. **Closing:** All closing activities are the responsibility of the consultant. Closing activities include but are not limited to:
  - A. Prepare the RE-57 and submit it to the County Auditor's Office for determination of pro-rated taxes and unpaid assessments. The RE-57 must be prepared such that it breaks out each parcel designator and must always be calculated to the date the parcel was acquired.
  - B. Prepare mortgage and lien releases; secure these releases on encumbered property from the property owners or the mortgage/lien holders as early in the process as possible. Mortgage releases will not be required on parcels with an FMVE of \$5,000 or less. Upon approval of the MCEO, mortgage releases may be waived on parcels where the appraised "After Value" of the residue is substantially greater than principle amount of the mortgage.
  - C. Conduct closings, disbursing and collecting monies as required; assist the property owner in the execution of required instruments and forms.
  - D. Secure the necessary approvals from required local agencies to permit the transfer of ownership property rights in the county auditor's office. Record the instruments and releases with the county recorders office. Maintain a log of the volume and page numbers of the recording data of the instruments. Said log is to be submitted at the close of the project.
  - E. Deposit the pro-rated taxes with the required county office and obtain a receipt. When a property is acquired in the name of a Local Public Agency, the original instrument along with copies of the RE-57's, RE-44 & RE44-1's and the tax paid receipts are sent to the Local Public Agency to file for exemption.
  - F. Monitor the property owner for compliance with performance withholding

requirements on non-structure parcels involving retention of signs, etc; pay owner and secure receipt upon property owner compliance with requirements.

- G. Provide title updates required for closing as part of the closing. The title updates will not be considered a separate pay item.
- H. Upon completion of the closing process, the consultant shall prepare a packet for each right of way parcel and deliver it to the MCEO. This packet shall contain, as applicable, the following items:
  - 1. All original correspondence relative to the closing of the parcel, including correspondence with the property owner and the mortgage/lien holders.
  - 2. Original recorded instruments and releases.
  - 3. Original signed Closing and Settlement Statement (RE-44/44-1).
  - 4. Warrant receipts for warrant payments and receipt for taxes/assessments.
  - 5. The affidavit by seller (RE-45).
  - 6. An original and a title update copy of the original title with original certification that no changes have occurred in the property title dated immediately before the closing of the right of way parcel.
  - 7. The completed Auditor's estimate of prorated taxes and assessments (RE-57), receipts for taxes and assessments from the County Auditor, and copy of exemption from Real Property conveyance fee form DTE 100(ex).

The MCEO will review closing packages and notify the consultant of any deficiencies. The consultant will be responsible for paying the County recording fees for both plan sheets and all acquisition instruments. The consultant will be reimbursed by MCEO for actual recording fees. Receipts for recording fees must be transmitted to the MCEO along with invoices for consultant services.

- 27. **Property Transfer:** Consultant shall provide the MCEO with information on the transfer of keys to the structure, any rental agreements and deposits, and ensure that the structure is "broom clean." Coordination is required to assure a smooth transition of possession and to provide a secure structure to the MCEO. Consultant shall also complete the RE-95-R form and transmit it to the MCEO. If rental agreements are necessary, the consultant shall notify the MCEO at the earliest possible time. Preparation and execution of the rental agreements will be handled by the MCEO. Structure removal activity will be the responsibility of the MCEO. The consultant shall be responsible for cancellation of utility services and disconnection and removal of meters for all utilities. Additional property transfer duties are as specified on the Task Division Sheet.
- 27a. **Property Management:** Consultant tasks for ongoing property management are as specified on the Task Division Sheet, and may include any or all of the following:
  - A. Review property management files.
  - B. Process requests in accordance with the ODOT Property Management Manual and Ohio Revised in accordance with Chapter 5501.
  - C. Perform field visits to property.
  - D. Determine type of disposal (e.g. transfer, public auction, direct sale, or release of easement).
  - E. Provide MCEO with a recommended course of action.
  - F. Prepare miscellaneous correspondence. Request concurrence from MCEO;

request federal participation information; request appraisal. Prepare Notice of Sale, Director's Deeds, Release of Easements, Governor's Deeds, Contract of Purchase, and Closing statements. Process billings.

G. Attend meetings, public auctions, and closings at the request of MCEO.

MCEO will provide the property management file and plans.

28. **Project Status Reports:** The consultant shall provide progress reports monthly or at an interval determined by the MCEO, in an acceptable format as established at the task scoping meeting. The progress reports shall be stand alone documents indicating the current and complete status of the project.
29. **Project Certification:** The final work product must be certified as clear by the consultant in conformance with ODOT policies and procedures, the Ohio Administrative Code, the Ohio Revised Code, Uniform Standards for Professional Appraisal Practices (USPAP), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (the Uniform Act), and all other local, state and federal laws, policies, ordinances or regulations.

If any relocations are not completed at the time the last parcel is submitted for billing, the consultant can request that the MCEO consider certification with an exhibit indicating the date the relocation will be completed. Exhibits will only be considered when arrangements have been made to accommodate relocations in a reasonable time. The consultant shall be responsible for providing the MCEO with all necessary exhibits for conditional certifications. Ultimately, the MCEO will certify the R/W as clear to the District.
30. **Final File Disposition:** As defined above, most original documents will be submitted prior to final file disposition. When all signed parcels are recorded, appropriations are filed and all relocations are completed, the consultant shall send any remaining original files to the MCEO. The consultant shall maintain and submit a log of the volume and page numbers of the recording data of the instruments at the close of the project.
31. **Consultant Evaluation:** The MCEO and the District will evaluate the consultant. At the conclusion of a project, the consultant shall attend the performance review meeting. This evaluation information will be entered to the Consultant Evaluation System for future reference.
32. **Property Owner Opinion Surveys:** Surveys will be distributed and compiled by ODOT Central Office. A copy of all applicable surveys will be provided to the consultant by the MCEO.
33. **Quality Assurance Reviews:** The Ohio Department of Transportation - Office of Real Estate reserves the right to perform a Quality Assurance Review at any time, to assure compliance with policies and procedures.
34. **Project Meetings:** The consultant shall meet with the MCEO as requested to review the status of the work, coordinate with property owners, or for other purposes as required.
35. **Field Review:** MCEO personnel may perform field reviews on an intermittent basis

throughout the duration of the project. These reviews will occur on all real estate processes performed by the consultant.

The review will include accompaniment of consultant personnel on personal contacts with the property owners. The parcels to be reviewed will be selected at random.

The purpose of the reviews will be to monitor and evaluate the performance of consultant personnel, and identify problems and deficiencies that need to be addressed to improve performance. It will also be beneficial in identifying and acknowledging outstanding performance, and will provide information for the consultant evaluation at the completion of the project.

**36. Three Dimensional Imaging:**

A. Description of Services: Using computer generated 3-D imaging technology compatible with MCEO design software:

- Provide “before and after” 3-D graphic representations of the proposed property to be acquired, including all access points to the property. The “after” image shall portray the final effects of the highway improvement on the remainder land. Images shall be capable of portraying the property in “fly-around” view, as well as in still images of the highway improvement from at least three perspectives.
- Provide still photographs of the existing parcel.
- Provide animation of traffic flows to and from the parcel.
- Portray all 3-D images of the property and associated improvements in actual spatial relationships and dimensions.

B. MCEO will supply the consultant:

- Aerial photography (ortho-rectified as available)
- Right of Way plans, utility plan, and construction plans (in digital format, Microstation or AutoCAD as available)
- Appraisal sketches as available

C. Project Deliverables: Upon completion of each assigned task, the consultant shall provide to MCEO the desired 3-D images by way of a CD ROM that will operate using MCEO designated software. Also provide hi-resolution plot images and all documentation relative to the project.

D. Courtroom Testimony: As a separately assigned task (and fee), the consultant may be called upon to provide expert testimony regarding the computer technology used in preparing any 3-D images used in acquiring a specific right of way parcel. Such testimony will also cover the accuracy of the images and the spatial relationships, sizes, and shapes of the items depicted therein.

**37. Miscellaneous:** Specific references in this scope of services are in no way intended to supercede acquisition requirements of the Ohio Department of Transportation, the Uniform Act, the Office of Real Estate Policy and Procedures, or any other state or federal requirements. No additional compensation to satisfy any of these requirements whether or not specifically included in this scope will be considered by the MCEO.

**38. Project Deliverables:** The consultant shall, upon completion of the designated tasks, provide the MCEO with all appropriate documents to support the work performed.

39. **Compensation for Services:** The negotiated fee shall be based on the completed tasks as outlined in the scope. The scope of services serves for clarification of responsibilities. It does not necessarily indicate separate pay items. No additional compensation for any required reviews deemed necessary in accordance with the Uniform Act and the Ohio Department of Transportation Real Estate Manual will be considered. Compensation for services not contemplated by this scope of services or clearly not included within the scope of services described herein shall be negotiated in accordance with Chapter 5 of the Specifications for Consulting Services. The consultant shall submit invoices prepared on standard ODOT Real Estate invoice forms with detailed documentation as specified by the MCEO. These forms will be supplied to the consultant as an attachment to their authorization to proceed.
  
40. **Notification of Anticipated Delays in Scheduled Delivery of Services:** The consultant shall promptly notify MCEO of any anticipated delays in the scheduled delivery of the acquisition services.

## **ATTACHMENT "A"**

### **DOCUMENTS NEEDED FOR ACQUISITION BILLING PACKAGES**

DOCUMENTATION SHALL BE INCLUDED IN THE FOLLOWING ORDER, CLIPPED TOGETHER:

1. ORIGINAL VALUE ANALYSIS OR RE-22
2. ORIGINAL RE-95 (IF APPLICABLE)
3. ORIGINAL REMOVAL AGREEMENT (IF APPLICABLE)
4. ORIGINAL RETENTION VALUE (IF APPLICABLE)
5. ORIGINAL RIGHT OF ENTRY (IF APPLICABLE)
6. COPY OF DONATION LETTER (IF APPLICABLE)
7. ORIGINAL NEGOTIATOR NOTES
8. COPY OF FIRST LETTER (INTRODUCTORY LETTER)
9. COPY OF OFFER LETTER AND ANY REVISED OFFER LETTERS
10. COPY OF FINAL OFFER LETTER
11. COPY OF PLAN LETTERS (WHEN APPLICABLE)
12. COPIES OF DEEDS OF CURRENT OWNERS (FROM TITLE REPORT)
13. ORIGINAL OF ALL OTHER PARCEL CORRESPONDENCE
14. ORIGINAL CONTRACT OF SALE WITH ATTACHED INSTRUMENTS IF WARRANTY DEED ACQUISITION, OR SIGNED INSTRUMENTS (EASEMENTS, WORK AGREEMENTS, TEMPORARIES, WAIVERS, ETC.) IF NON-WARRANTY DEED ACQUISITION
15. ORIGINAL CORPORATE RESOLUTIONS AND AFFIDAVITS (IF APPLICABLE)
16. COPY OF PRE-ACQUISITION LETTER
17. ORIGINAL TITLE REPORT
18. ORIGINAL W-9 PLUS A COPY SENT IN WITH THE SIGNED PARCEL

#### NOTES:

- A. IF YOU HAVE SIGNED INSTRUMENTS, THEN THE COPIES MUST HAVE SIGNATURES ON THEM ALSO.
- B. IF THERE IS AN ADMINISTRATIVE REVIEW, THE INSTRUMENTS (AND CONTRACT OF SALE AND PURCHASE, IF APPLICABLE) MUST BE CHANGED TO REFLECT THE NEW AMOUNT.

- C. IF THERE IS AN APPROPRIATION, YOU MUST HAVE A 42-YEAR TITLE SEARCH (EVEN FOR A LOW VALUE PARCEL).
- D. IF THERE IS AN APPROPRIATION, YOU MUST HAVE A FULL APPRAISAL REPORT WITH THE RE-22.
- E. MAKE SURE THAT THE INSTRUMENTS ARE SIGNED EXACTLY AS THE NAMES APPEAR ON THE INSTRUMENT / TITLE, OR HAVE NKA, AKA ADDED, AND ARE NOTARIZED. ALL SIGNATURES SHOULD HAVE THE TYPED OR PRINTED NAME BELOW THE SIGNATURE.
- F. ANY PACKAGES NOT CONTAINING THE ABOVE-LISTED ITEMS WILL BE RETURNED FOR CORRECTION.

\*\*\*\*\*

**06-23-08 Posting Date**  
**BEL- Tourism Center**  
**PID No. 78794**  
**Belmont County**  
**Response Date: 07-14-08**

The proposal shall include architectural services for the first phase of the renovations to the historic Belmont County Jail and Sheriff's Residence (hereinafter "JAIL") and construction administration services. The old Belmont County Jail consists of a three-story cellblock and a two-story Sheriff's residence. The footprint of the building is approximately 6,000 square feet (50 feet wide and 120 feet in length). Construction of the old jail consists of a stone masonry exterior wall with a slate roof. The roof is supported on steel trusses and wood framing over the cellblock and all brick framing over the residence. The cell block floors consist of concrete. The residence area consists of all wood framing for the floors and interior walls. It also has an accessible attic and the cellblock has a small crawl space. Exterior walls are stone masonry and brick. The main goals of the project are the following:

- To create a Belmont County Tourism Council Office and National Road Welcome Center to promote tourism throughout Belmont County
- To rehabilitate the historic structures making them accessible to the public and into compliance with the Federal Americans With Disabilities Act
- To preserve and enhance the structures, especially the third floor of the old jail — which is in its original condition

**Estimated Phase I Construction Cost:** \$825,561.00

**Required Prequalification:**

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation – CE; Phase I ESA; Phase II ESA;  
History Architectural Investigations

**Selection Subfactors:**

The architect chosen must have substantial experience with historic restoration and the adaptive reuse of historic structures. This must be a major component of the consultant's work. The successful architect must be familiar with ODOT's local Public Agency process and monitoring and compliance activities associated with that process, per ODOT's standards. Work shall include the review of existing documentation regarding the project and the structures, the preparation of construction plans, submittal of proposed plans to all federal and state agencies as appropriate, plan revisions as necessary, preparation of a construction budget, bidding document preparation, bidding, bid evaluation and award recommendation, construction administration and on site inspection. The architect shall monitor compliance with project construction plans and specifications in accordance with the construction contract documents.

The Consultant shall furnish architectural assistance to the County as construction progresses. Such assistance shall include periodic site visits to the job during key construction phases in accordance with construction documents, review of materials used in the construction process, preparation of monthly and partial payments; preparation and approval of all change orders, review of the schedule and monitoring of progress related thereto.

Consultant shall be responsible for the review of and approval of all shop drawings and submittals from the contractor, and the collection of any necessary samples, and the review of all testing reports.

Firms with the following areas of expertise shall be strongly considered:

- Extensive historic building interior and exterior restoration/adaptive reuse as a major part of the firm's regular practice.
- Archival and/or inactive records and/or storage for research by visitors
- Familiarity with archival-records, operations and functions related to genealogical tourism
- Historical genealogy research, historical interpretation and displays
- Familiarity with the U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings
- Familiarity with the U.S. Secretary of Interior's Standards for Treatment of Historic Properties
- Familiarity with Article 340P of the Ohio Building Code
- Familiarity with HVAC and fire suppression systems for archival/records/library storage
- The prime consultant or his sub must be pre-qualified by ODOT on all environmental tasks, including but not limited to, preparation of environmental document exclusion Level 2, History/Architecture Inventory Report, ESA I and II.

The plans are to be completed and on file with the Belmont County Board of Commission within 12 months from the date of authorization.

It is anticipated that the selected consultant will be authorized by September 2008.

### **Selection Procedures**

The Board of Belmont County Commissioners will directly select an architect 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.

Firms interested in being considered for selection should respond by submitting five (5) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Board of Belmont County Commissioners  
ATTN: Mark A. Thomas, President  
101 N. Market Street  
St. Clairsville, OH 43950**

### **Scope of Services**

The scope of services shall be issued to the selected firm and a proposal negotiated therewith.

### **Requirements for Letters of Interest**

- 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. Letter of Interest shall be limited to ten (10) 8 1/2" X 11" single sided pages plus two (2) pages for the Project Approach (Item B.6 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 1/2" 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 sub consultants, their current prequalification categories, and the percentage of work to be performed by each sub consultant.
  3. List the Project Manager and other key staff members, including key sub consultant 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 sub factors 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. 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.
6. 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 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.

Items 1 through 5 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form  
For  
Selection of Firms

Project:  
PID:  
Project Type:  
Selection Committee Members:

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 Staff including Subconsultants | 35          | See Note 2, Exhibit 1 |       |
| Cost Containment including Current Overhead Rate               | 10          |                       |       |
| Firm’s Current Workload/ Availability of Personnel             | 10          | See Note 4, Exhibit 1 |       |
| <b>Consultant’s Past Performance</b>                           | 30          | See Note 3, Exhibit 1 |       |
| <b>Project Approach</b>  | 15          |                       |       |
| <b>Total</b>   | 100         |                       |       |

Consultants are not eligible for selection if their Letter of Interest does not meet the stated **Goal**.

**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 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 selection team shall consider an equitable distribution of work to similarly qualified firms.

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**End of Local Government Web Page for Project Notification**