

10-03-17 Posting Date
Trumbull County Annual Bridge Inspection Program
PID No. N/A
Trumbull County
Response Due Date: 10-27-17

Trumbull County intends to contract for engineering services consisting of the 2018, 2019 and 2020 Trumbull County Annual Bridge Inspection Program.

Estimated Budget: \$180,000.00 (2018)
\$200,000.00 (2019)
\$180,000.00 (2020)

Required Prequalification: None

Selection subfactors: Experience in bridge inspection and reporting procedures. See Scope of Services.

It is anticipated that the selected Consultant will be authorized to proceed by January 2018.

Suspended or Debarred Firms

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

Selection Procedures

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

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Trumbull County Board of Commissioners
160 High Street
Warren, Ohio 44481
Attention: Paulette A. Godfrey, Clerk

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

Scope of Services

During the calendar years 2018 and 2020 the consultant shall inspect approximately 378 structures. During the 2019 calendar year the consultant shall inspect the same 378 structures along with an additional 58 structures which are less than 10 feet in span. To be included with the inspection, the consultant shall provide two (2) hard cover bound books containing inspection data (with comments) presented in the BR 86 format; two (2) sets of thirty-two (32) soft cover bound books containing the inspection data for structures inventoried within each township and incorporation; one (1) soft cover bound book titled "Photographs of Bridge

Deficiencies" which shows all deficiencies noted during inspection; two (2) bound books indicating bridge load posting sign status; two (2) bound books indicating traffic sign status; a listing of structures that have a conflict between County journalized load reduction entries and load posting signs in the field; a list of structures requiring immediate repairs or analysis; a summary of bridges on County Inventory for each year inspected; and two (2) sets of ODOT BR86 forms for submittal to ODOT and for Trumbull County Engineer files. Said information shall be completed and submitted to the Trumbull County Engineer during the month of December during each inspection year. The selected consultant may also be asked to perform scour and fracture critical assessments, complete BR-87 forms, and bridge load ratings on an as needed basis.

Requirements for Letters of Interest, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

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

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

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.

Additional Notices

As required by Ohio Revised Code 153.65-71, responding firms qualifications will be reviewed and evaluated and a qualified firm will be selected based on a Selection Rating Process. Trumbull County will then finalize the project scope of work and negotiate a contract and fee with said firm.

Attention is also directed to all firms that pursuant to Ohio Revised Code Sections 307.86 and 307.87, effective September 26, 2003, this public announcement will be published one time only, with the condition that this notice has been posted on the County's Internet Site on the worldwide web and found at <http://www.demandstar.com/>. (This notice may also be found on the Commissioners website at <http://www.commissioners.co.trumbull.oh.us> and the ODOT website at <http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Consultant/lpa.pdf>).

Attention is also directed to all firms that Trumbull County adopted a "Drug and Alcohol Free Workplace Policy" on September 7, 2016, and the terms of this Policy also apply to any Contractors directly reimbursed for services through the County; a copy of the Policy to be part of the Statement of Qualifications along with the "Sign-Off Sheet duly signed by the firm thereof.

The attention of the firm is directed to the requirement that each Statement of Qualifications must be accompanied by a Non-Collusion Affidavit and a Personal Property Delinquent Tax duly signed by an authorized representative of the firm.

BY ORDER OF THE BOARD OF THE TRUMBULL COUNTY COMMISSSIONERS:
Frank S. Fuda, President; Mauro Cantalamessa; Daniel E. Polivka

By: Paulette Godfrey, Clerk/Interim Administrator

Publish One (1) Time: Tribune Chronicle

October 3, 2017