

NOTICE – LPA TECHNICAL PROPOSAL ANNOUNCEMENT

Ross County is accepting Letters of Interest from ODOT prequalified firms to develop the Ross County Comprehensive Plan. The announcement may be downloaded via ODOT'S Local Project Notification website or on the Ross County Board of Commissioners public notice site at <http://www.rosscountycommissioners.com/notices.html> Letters of interest will be accepted until **4:30 p.m. local time, July 8, 2024.**

By Order of: Ross County Board of Commissioners

Ross County, Ohio
Cathy Primer, Clerk
Legal Ads: 6/13/2024

ROS-Ross County Comprehensive Plan
PID No. 120344
Ross County
Response Due Date: 07-08-24

Da

06-10-24 Posting Date
ROS-Ross County Comprehensive Plan
PID No. 120344
Ross County
Response Due Date: 07-08-24

Communications Restrictions

Please note the following policy concerning communication between Consultants and Ross County during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements may be directed to J. Devon Shoemaker by email only at devonshoemaker@rosscountyohio.gov

Project Description

The successful consultant will develop four separate but interrelated reports that make up the Ross County Comprehensive Plan: (1) the Land Use and Base Plan Report for Ross County; (2) the ROS-159 & US 23 Interchange and Growth Area Study (Triangle Area Study); (3) Economic Development Plan, and (4) a base township zoning policy template. These are interrelated issues based on planning for future land use, traffic and transportation, and economic development goals.

See Preliminary Scope of Work for more detailed description.

Estimated Construction Cost: N/A

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

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

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

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

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

DESIGN SERVICES:

- Bicycle Facilities & Enhancement Design;
- Non-Complex Roadway Design;
- Complex Roadway Design;
- Interchange Operations/Justification/Modification Study;
- Safety Study;

FINANCIAL MANAGEMENT SYSTEM EVALUATION

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

Selection Subfactors

Experience in Land Use Planning and Economic Development Services for a rural county, such as Ross County, including but not limited to:

- Land Use Planning
- Strategic Economic Planning
- Workforce Development
- Tourism
- Market Analysis
- Economic Base Analysis

Contract Type and Payment Method

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

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by August 2024

Project Schedule

The reports are to be completed and on file with Ross County within eighteen (18) months from the date of authorization.

Disadvantaged Business Enterprise (DBE) Participation Goal: None

Suspended or Debarred Firms

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

Terms and Conditions

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

Compliance with Title VI of the Civil Rights Act of 1964

Ross County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

Ross County 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. The County may select three (3) firms for presentations/interviews at their discretion.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address, or electronically, **by 4:30 PM on the response due date** listed above.

**Ross County Planning and Development Department
Attn: J. Devon Shoemaker, Director
15 N. Paint Street, Suite 200
Chillicothe, Ohio 45601
devonshoemaker@rosscountyohio.gov**

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

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. Letters of Interest shall be limited to thirteen (13) 8½" x 11" single sided pages including 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, and the project responsibility of each.

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

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed three pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific

plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Consultant Selection Rating Form
for
Programmatic Selections

Project:
PID:
Project Type: _____
District:
Selection Committee Members:
Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

If Applicable: Adequate good faith efforts made to meet DBE goal Y/N

Exhibit 1 - Consultant Selection Rating Form Notes

- 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 use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

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 scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Scope of Services

The selected consultant will work with Ross County staff and ODOT staff to develop a final scope of work and we are open to new and innovative ideas that will benefit this project and the people of Ross County. The consultant will assume responsibilities for overall project management; create, monitor, and implement the project timeline; and develop a robust public engagement and outreach strategy for applicable components.

The successful consultant will provide professional services to work with project partners and staff to develop multiple reports that make up the Comprehensive Plan for Ross County which is a vision of the built environment and a strategy on how to achieve the vision. The plan describes how our community will look and feel within the plan horizon. A final scope of services will be developed with the selected firm.

The project is ambitious, complicated, and requires an interdisciplinary approach to develop an **actionable** and **measurable** plan. The successful consultant must be able to create systematic guidelines and decision-making tools for the strategic and long-term success of all components of the plan.

Components of this comprehensive plan will overlap and influence one another creating a complete and integrated view of the future Ross County and a path to achievement.

The comprehensive plan will consist of four reports:

- I. Land Use and Base Plan Report
- II. Ross County Triangle Study
- III. Economic Development Plan
- IV. Township Zoning Policy Template

I. Land Use and Base Plan Report

A. Existing Conditions Assessment

The consultant will develop a general county profile including demographics, housing, employment, socioeconomic conditions, existing land use, development trends, and a review of all existing planning documents including but not limited to:

Chillicothe Comprehensive Plan (2023)
Ross County Optimum Land Use Plan (1978)
Ross County Affordable Housing Assessment (2022)
Thoroughfare Plan (2021 needs revisited)
Ross County Rural Transit Feasibility Study (2021)
Strategic Workforce Analysis (2020)
Ross County Community Health Improvement Plan (2020)
2022 Community Health Needs Assessment
Ross County Active Transportation Plan (2023)
Chillicothe Complete Streets Policy (2023)
Wayfinding Plan (2023)
Coordinated Public Transit-Human Services Transportation Plan (2023)
Ross County Emergency Medical Services Plan (2024)

- B. Future Land Use Plan
Based on community and partner input, and in coordination with growth area analyses, transportation and infrastructure analyses, economic, and housing needs, the consultant will develop a future land use vision and plan for the purpose of guiding development across the county over the next twenty-years. The horizon year will be 2044. The consultant may use the “Character- based” approach to develop custom land use typologies for Ross County.
- C. Village Plans
The selected firm will work with county staff develop a vision for each village within the context of the countywide future land use plan through public engagement in each village.
- D. Farmland Preservation
Agriculture is an essential part of Ross County’s economy and culture. The consultant through a farmland preservation workgroup will look at the role of Agriculture in Ross County, competition for farmland, and explore methods and policies to promote and protect agriculture in Ross County.
- E. Renewable Energy Policy
Over the past decade, Ohio has experienced tremendous demand for utility scale solar projects. Ross County is at the epicenter of this trend with three major utility scale solar farms. Development of policies and recommendations on how to address utility scale wind and solar will be a part of this analysis.
- F. Housing
Analyze current housing trends and develop policies and recommendations to encourage additional housing, and housing mix, in the right places.
- G. Healthy Communities
Look at how to plan and design for improved health and active lifestyles through recreation, parks, entertainment, and walkable mixed-use infill development
- H. Thoroughfare Plan
The consultant will update the Thoroughfare Plan based on public input and data gathered from other elements of this project in order to produce a short-term action plan and long-term vision of the roadways system in Ross County. Consultant will incorporate Roadway improvements identified in the Triangle Area Analysis.

II. Triangle Study

Study Need:

Ross County and ODOT District 9 are aware of upcoming developments in Ross County on River Road (County Route 10), State Route 159, and the surrounding area. In addition to the proposed developments, future developments on River Road are expected. A new large development is also proposed that will access State Route 159. Traffic intending to access the new developments on River Road will have to reach those accesses by either traveling through the interchange of US Route 23 and State Route 207 or the interchange of US Route 23 and State Route 159. Intersections in the corridor are already experiencing failing levels-of-service (LOS) and the traffic attracted by these proposed developments will elevate these issues. The primary need for the study are the portions of the roadway network that are currently experiencing congestion/failing levels-of-service that will be further impacted by these developments.

There are several factors that contribute to project need: (1) Development within the study area accelerated with the expansions at Adena Health System, Kenworth, Riffle Machine, other supportive industries and other commercial development. (2) Level of service on roadways in the study area are failing and will become worse with proposed development that will occur within the next year. Over the next year, additional growth will occur on River Road in the form of a new multi-use medical sports facility and residential use on the south end of River Road. Another development will access SR 159 on the east side at the River Road intersection accelerating the need for improvements for safety purposes and alleviation of congestion. Development proposals including residential and light industrial on Delano Road and on Hospital Road are forthcoming. (3) In October of 2023, the Hopewell Ceremonial Earthworks received "World Heritage" designation. World Heritage designation will lead to increased tourism that will increase traffic within the study area. (4) Mega site projects such as the Honda Battery plant in Fayette County and the Intel chip plant in Licking County will have an impact on traffic and land use in Ross County, specifically at the study area interchanges. These factors combined require forward thinking and planning to increase safety, and build efficiencies and reliability in the study area network.

TASK OUTLINE AND FLOW:

TASK 1: PROJECT MANAGEMENT

Task 1.1 Project Management Plan

Task 1.2 Meetings and Reports

TASK 2: TRAFFIC COUNTS

River Rd & SR 207

US 23/SR 207 Interchange Ramps

Hospital Rd & SR 207

Delano Rd & SR 159

Northern Kenworth Private Dr & SR 159

Clayborne Heights & SR 159

Kenworth Dr/Adena Private Dr & SR 159

Hospital Rd & SR 159

US 23/SR 159 Interchange Ramps

River Rd & SR 159

Hopetown Rd & SR 159

TASK 3: PLAN INTEGRATION

Task 3.1 Crash Data Gathering

Task 3.2 Determine Crash Data Accuracy

Task 3.3 Crash Data Analysis

TASK 4: CERTIFIED TRAFFIC

River Rd & SR 207

US 23/SR 207 Interchange Ramps

Hospital Rd & SR 207

Delano Rd & SR 159

Northern Kenworth Private Dr & SR 159

Clayborne Heights & SR 159

Kenworth Dr/Adena Private Dr & SR 159

Hospital Rd & SR 159

US 23/SR 159 Interchange Ramps

River Rd & SR 159

Hopetown Rd & SR 159

TASK 5: SCENARIO DEVELOPMENT

Scenario 1: TBD

Scenario 2: TBD

Scenario 3: TBD

Scenario 4: TBD

Scenario 5: No Build

TASK 6: TRAFFIC IMPACT ANALYSIS

River Rd & SR 207
US 23/SR 207 Interchange Ramps
Hospital Rd & SR 207
Delano Rd & SR 159
Northern Kenworth Private Dr & SR 159
Clayborne Heights & SR 159
Kenworth Dr/Adena Private Dr & SR 159
Hospital Rd & SR 159
US 23/SR 159 Interchange Ramps
River Rd & SR 159
Hopetown Rd & SR 159

TASK 7: ROADWAY IMPROVEMENT EVALUATIONS

Task 7.1 Signal Warrants
Task 7.2 Turn Lane Warrants
Task 7.3 ICE Tool Evaluations
Task 7.4 ECAT Tool Evaluations

TASK 8: DOCUMENTATION

Anticipated Scope of Work:

The study area is a regional employment and economic hub providing thousands with employment. The purpose of this study is to analyze the entire network including the US 23/SR 159/River Road interchange, the US 23/SR 207 interchange and the SR 207/SR 159 intersection within the context of existing and future development within the study area. The project will analyze future development potential and the resultant increase in traffic, determine failure thresholds, and identify roadway and intersection improvements to accommodate additional traffic within the study area.

This study is a proactive approach to enhance safety and reduce congestion within the network at key intersections, which are currently at or close to failing levels of service, and without necessary upgrades, safety will further decrease. It will identify treatments to improve efficiency and reliability by considering land use patterns and pinpoint potential growth areas. Improvements identified in the project will advance the economic vitality of the entire region by meeting traffic and transportation demand well into the future, serving existing and future land uses, making it viable for business to invest in the study area. Outcomes of the study may show increased connectivity between roadway facilities, along with improved access for adjacent developable lands. Pedestrian and bike improvements, where feasible, will be considered. Expansion of transit services will also be a consideration based on the expected development locations where services are currently unavailable leading to coordination with current transit provider, City of Chillicothe. Major tasks will include:

TASK 1: PROJECT MANAGEMENT
TASK 2: TRAFFIC COUNTS
TASK 3: CRASH DATA ANALYSIS
TASK 4: CERTIFIED TRAFFIC
TASK 5: SCENARIO DEVELOPMENT
TASK 6: TRAFFIC IMPACT ANALYSIS
TASK 7: ROADWAY IMPROVEMENT EVALUATIONS
TASK 8: DOCUMENTATION

TASK 1: PROJECT MANAGEMENT

The Consultant will ensure the successful development of the “triangle” study in accordance with the defined and agreed scope, schedule, and resources. Specific sub-tasks include:

Task 1.1

Design and maintain a Project Management Plan (PMP) that identifies roles and organization; communication protocols and standards; quality assurance/quality control methods; deliverable review approach and schedule; risk management process; and the technical scope and schedule for delivery.

Task 1.2

Organize and conduct kick-off meeting, monthly progress and project close-out meetings, and develop periodic progress reports.

TASK 2: TRAFFIC COUNTS

The Consultant will lead the collection of traffic counts at intersections within the study area, as well as incorporate traffic counts from recent traffic impact studies. The consultant will obtain AM and PM peak turning movement counts at each intersection:

- River Rd & SR 207
- US 23/SR 207 interchange ramps
- Hospital Rd & SR 207
- Delano Rd & SR 159 (may be obtained from recent traffic impact study)
- Northern Kenworth Private Dr & Sr 159 (may be obtained from recent traffic impact study)
- Clayborne Heights & SR 159 (may be obtained from recent traffic impact study)
- Kenworth Dr/Adena Private Dr & SR 159 (may be obtained from recent traffic impact study)
- Hospital Rd & SR 159
- US 23 /SR 159 interchange ramps
- River Rd & SR 159
- Hopetown Rd & SR 159

TASK 3: CRASH DATA ANALYSIS

The consultant will obtain crash data on the roadway network within the study area for the years 2021 through 2023. In addition to obtaining crash data, the consultant will review crash reports for accuracy and validate each for proper location and then develop diagrams to indicate crash hotspots.

TASK 4: CERTIFIED TRAFFIC

The consultant will use collected traffic counts to obtain certified traffic forecasts for each intersection and segment of the roadway network within the study area. Coordinate meetings and data input with ODOT Office of Modeling and Forecasting.

TASK 5: SCENARIO DEVELOPMENT

The consultant will gather information of land availability, potential land use, and development potential to develop 5 scenarios of development, including a no build scenario.

TASK 6: TRAFFIC IMPACT ANALYSIS

The consultant will determine the traffic impacts on surrounding segments and intersections on the roadway network for each development scenario with a focus on levels of service for the segments and intersections included in the study area.

TASK 7: ROADWAY IMPROVEMENT EVALUATIONS

The consultant will use traffic impact findings to develop preferred alternatives and associated cost estimates for each segment and intersection, for each scenario, to meet LOS thresholds in the OATS manual. Evaluation Tools including but not limited to:

- Signal warrants
- Turn lane warrants
- ICE Tool evaluations
- ECAT Tool evaluations

TASK 8: DOCUMENTATION

Develop a final report that is visually engaging and makes extensive use of graphics. The final report will be succinctly written and produced for a non-technical audience. The interim technical reports summarizing each task will be appendices to the final report.

All data, products, and documents developed throughout this contract are subject to Ross County and ODOT review and approval prior to publication. Consultants should anticipate requests for revisions to submitted items/documents and accommodate for multiple reviews by Ross County and ODOT and other stakeholders. All drafts are to be submitted electronically to streamline the review process. Finally, approved documents are to be submitted as original source files. The final deliverables will include:

- A final report
- Applicable data sets
- A PowerPoint presentation that summarizes the alternatives recommended for each development scenario.
- Visually engaging infographics that summarize the recommended alternatives for each development scenario.

Schedule

TBD

III. Economic Development Plan

The comprehensive plan shall have a very strong economic development component that at minimum consists of a strategic economic development plan, growth area plans, and a path to capitalize on a growing recreation and tourism sector.

Greater Chillicothe Ross County Development (GCRCD) is the economic development arm of Ross County and City of Chillicothe. The successful consultant will work directly with staff of GCRCD to develop a strategic economic development and programming plan for Ross County. The strategic economic development plan will look at Ross County as a whole, including all jurisdictions.

- Perform a SWOT analysis with stakeholders, assessing the strengths, weaknesses, opportunities, and threats to economic growth in Ross County;
- Economic Base Analysis (State, Regional, County) and Target Industries Analysis
- Workforce Strategy
- General Marketing Strategy

A. Growth Area Studies

The consultant will work with the local economic development team and staff to identify, delineate, and plan three to five areas for Site Readiness plans that align with targeted industries and supportive uses, and develop an actionable strategy for each area including timelines and estimated cost to prepare each area for development. This element must be strategic, interdisciplinary, and actionable. Area plans are tools for decision-makers to focus infrastructure investments, tax incentives, area marketing, and define and promote compatible land uses. The consultant shall plan these areas through the eyes of Site Selectors.

Growth area studies will incorporate the following:

- Area/Site SWOT Analysis
- General site/area assessment
- Land Use Analysis – Highest and Best use (primary and secondary)
- Infrastructure and Utility Needs (roads, water, sewer, gas, communications) with cost estimates for site readiness.
- Tax incentive structure and programming unique to each growth area
- Marketing Plan(s)
- Workforce needs by target sector
- Development Decision Tool Matrix
- Housing needs

B. Growing Tourism and Recreational Economy

Growing tourism and recreation in Ross County by capitalizing on World Heritage, local and regional recreation, sports, entertainment, and cultural and historic assets is a priority moving forward. Working with the stakeholders, the consultant will develop a strategic approach to grow this sector of the economy.

C. Critical Plan

The consultant will develop a five-year “Critical Plan” necessary to implement key economic and land use initiatives identified throughout this planning process that prioritizes actions to achieve results within a strategic timeframe of 0 to 5 years. The Critical Plan lays the foundation for long-term sustained success. This element should be built to adjust over time to meet changing land use and economic conditions.

IV. Township Zoning Policy Template

The consultant, based on public input and the needs of collaborating township(s) shall produce a zoning policy and zoning map recommendations based on the recommendations and results of the comprehensive plan. Additionally, a zoning template shall be prepared for township future use and incorporate streamlined permit and development review processes.