

ROSS COUNTY, OHIO

REQUEST FOR QUALIFICATIONS

RFQ Issue Date: April 03, 2025
TITLE: Parcel #370915007000 TIS
RFQ No. 01

CONTACT INFORMATION & RESPONSE ADDRESS:

Deric Cox
Assistant County Engineer
Ross County
755 Fairgrounds Road
P.O. Box 458
Chillicothe, Ohio 45601
Email: dericcox@rosscountyohio.gov

IMPORTANT: Unless specified otherwise in subsections of the Request for Qualifications (RFQ), respondents shall submit one (1) electronic copy of their letter of interest (LOI) containing all the requested information in this RFQ. Indicate company name and RFQ title within the subject line of the email. Additionally, each submission shall include a Statement of Qualifications.

SUBMISSIONS WILL BE RECEIVED UNTIL 12:00 NOON ON FRIDAY APRIL 18, 2025.

Letters of interest/Statement of Qualifications not received by this date and time will not be considered. Submissions may also be hand-delivered by the vendor in a sealed envelope to the location indicated above.

In its sole discretion, Ross County may withdraw the RFQ either before or after receiving submissions, may accept or reject letters of interest, may accept letters of interest which deviate from the RFQ as it deems appropriate and in the County's best interest. In its sole discretion, the County may determine the qualifications and acceptability of any party or parties submitting a response to this RFQ.

Request for Proposals Consultant Services for Parcel #370915007000



Ross County, County Commissioners, herein after referred to as “the County,” intends to use a Qualifications Based Selection Process in accordance with Ohio Revised Code (ORC) Section 153.65 to 153.71 for the purpose of selecting a professional engineering services firm for the completion of a Traffic Impact Study (TIS) for Parcel #370915007000 in Ross County. The objective of this Request for **Qualifications** (RFQ) is to establish a Professional Services Agreement with a Qualified firm that meets the County’s requirements for the Parcel #370915007000 Traffic Study.

BACKGROUND

Parcel #370915007000, a nearly 55-acre parcel located at the northeast corner of the Pleasant Valley Road/Veterans Parkway and Clinton Road intersection, is planned to include approximately 161 single-family homes. The county has concerns about this area regarding traffic congestion and safety beyond the traffic impacts created by the development. These concerns will only grow as additional development occurs in this sought-out area. The county wishes to hold the contract on the required traffic impact study (TIS) for this development so that these additional concerns will be addressed within this study.

The firm’s Project Manager will be the primary point of contact for the County for this project. This person will be expected to submit a monthly progress report via e-mail to the Assistant County Engineer. The Consultant shall describe the commitment of the firm’s resources for the project’s duration. Information regarding the commitment, availability and qualifications of key project personnel shall also be included. The firm’s experience in completing projects of a similar nature and complexity and the ability of the firm to draw upon this experience to benefit the County shall be submitted.

SCOPE OF WORK

The County desires that the Study include the following scope items:

- Perform traffic counts at each of the study intersections before the end of school (Union-Scioto School District- 4/17-4/21: Break, 5/22: Last Day) during the hours of 7-9 AM and 2-6 PM on a typical weekday:
 - US 50 & Veterans Parkway
 - Pleasant Valley/Veterans Parkway & Clinton Road
 - **Pleasant Valley & Larrick Lane**
 - Pleasant Valley & Egypt Pike/US 35 Ramp

- Pleasant Valley & Moundsville Road
- Moundsville Road & SR 104

Counts shall include truck percentages for each movement. Pedestrian counts are not necessary.

- Calculate the trip generation for two scenarios utilizing the latest edition of the Trip Generation Manual. One scenario shall include only 161 single-family homes, and the second shall include a mix of commercial and residential properties.
- Determine an appropriate growth rate for the area based on historical count data. The growth rate shall be approved by the county before proceeding.
- The growth rate will be applied to the AM and PM peak hour traffic volumes to arrive at the study years of 2026 and 2046.
- The two development scenarios will be distributed along the roadway network based on a directional distribution.
- Submit the volumes to the county for approval before moving on to the analysis of the roadway network.
- The scenario shall include two access points along Pleasant Valley (site plan included). The second scenario will not involve specific known access locations, but the analysis shall identify allowable access configuration and spacing.
- Perform traffic analyses utilizing Synchro version 12 software to analyze the study area intersections. The analysis shall include AM and PM peak hours for 2026 and 2046 No-Build and Build scenarios for the two different site layout scenarios.
- Complete a Turn Lane Analysis, which includes turn lane warrants at unsignalized intersections and queuing analysis at signalized intersections. The methodology shall follow the Ohio Department of Transportation Location and Design Manual.
- Perform safety analysis at the study intersections utilizing ODOT's CAM tool. The analysis shall review no less than the last 3 years of crash data and summarizing the findings. Any safety concerns shall be addressed in the recommendations.
- Submit a traffic impact study to the county for review. It should be expected that the consultant will submit the study twice, addressing one set of comments from the county.

QUALIFICATION RESPONSE AND REQUIREMENTS

The response to the RFQ (Letter of Interest) shall be as brief and as concise as possible without exceeding ten (10) pages nor sacrificing the clarity of the intended response. **One (1) PDF file (emailed to dericcox@rosscountyohio.gov)**, shall be delivered to the County. The following format and qualification content shall be adhered to by each Consultant and presented in the following order:

1. Letter of Transmittal/Cover Letter
 - a. A statement indicating the Consultant's formal response to the RFQ.
 - ~~b. Include a commitment to meeting the scope items described.~~
 - ~~c. Provide a schedule that identifies the key dates for the following four (4) items: Traffic Count Completion, Volume Submittal, Traffic Impact Study, and Final Traffic Impact Study.~~
 - d. Indicate the address and telephone number of the Consultant's office nearest to Ross County, Ohio, and the office from which the project will be managed.
 - e. Name of responsible firm member/principal/owner (contractual authority) and the designated Project Manager (main point of contact). Include the email address and phone number for each person.

2. Background and Understanding of the Scope of Services

Describe your firm's background and qualifications to perform the County's proposed scope of work. Provide a schedule that identifies the key dates for the following four (4) items: Traffic Count Completion, Volume Submittal, Traffic Impact Study, and Final Traffic Impact Study.

3. Personnel Qualifications

Identify key personnel who would be assigned to work on the various scopes of work. Include any subconsultants and their specific roles. Names, qualifications, and experience of the responsible firm member/principal/owner (contractual authority), the designated Project Manager, and key personnel who will be assigned to the various project assignments. For each key personnel, please include title, office location, role and a brief description of their relevant experience. List all State and/or Federal prequalifications and certifications that that the Consultant firm and personnel have that are relevant to this Scope of Work.

4. Similar Projects

Provide no more than five (5) similar projects that your firm has worked on that are most similar to the work requested. Ensure that the description of the project details the similar project elements and includes the agency for whom the work was completed, the contract fee, and contact information for the agency's point of contact. List the key personnel who worked on the similar project.

5. Statement of Qualifications Submittal

One (1) electronic copy of the Letter of Interest/~~SOQ~~ shall be addressed and delivered to the following location no later than **12:00 Noon, Friday, April 18, 2025.**

Deric Cox
Assistant County Engineer
755 Fairgrounds Road
P.O. Box 458
Chillicothe, Ohio 45601
Email: dericcox@rosscountyohio.gov

Marked: RFQ#01: Consultant Services for Parcel #370915007000 TIS

Questions regarding this RFQ should be directed via e-mail to Deric Cox at dericcox@rosscountyohio.gov by 2:00 PM, April 11, 2025. No questions will be addressed after this time/date.

General Instructions for Preparing and Submitting the Letter of Interest (LOI):

- a. Provide the information requested in the **Proposal Qualifications** Response and Requirements in the same order as listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures or other material.
- b. The LOI shall be limited to ten (10) 8 ½” x 11” single-sided pages. All pages including the letter of transmittal/cover letter count against the limit.
- c. Please adhere to the following requirements in preparation and binding the LOI:
 - i. Use a minimum font size of 12-point and maintain margins of 1” on all four sides.
 - ii. Page numbers must be centered at the bottom of each page.
 - iii. Do not provide tabbed inserts or other features that may interfere with machine scanning/copying.

Late LOIs will not be accepted.

CONSULTANT SELECTION

Ross County will directly select a consultant based on the Letter of Interest (LoI).

TIME SCHEDULE

The following is the County's anticipated schedule for awarding the contract, the consultant shall provide dates for the items following the award date:

- | | | |
|----|---|-----------------------|
| 1. | Issuance of Request for Proposals (RFP): | April 04, 2025 |
| 2. | RFQ Question Submittals Deadline: | April 11, 2025 |
| 3. | Deadline for submitting Letters of Interest (LOIs): | April 18, 2025 |
| 4. | County Award Consultants' Contract: | ASAP |
| 5. | Counts Complete | Consultant to Provide |
| 6. | Volumes Submittal | Consultant to Provide |

7. TIS Submittal
8. Final Study Submittal

Consultant to Provide
Consultant to Provide

GENERAL INFORMATION

Each Consultant understands and agrees that the County, its departments, their officers, employees or agents will not be liable for the following:

1. Any costs incurred by the Consultant in the preparation, delivery, or presentation of the qualifications and/or proposals;
2. Any costs incurred by the Consultant in meeting the criteria as a result of making or submitting a proposal and/or entering into a formal agreement with the County;
3. Any errors, inaccuracies or misstatements related to the information or data supplied to any Consultant by the County. The use of such information or data provided by the County, its officers, employees or agents is intended to be used at the sole discretion and risk of the Consultant in the preparation of the Request for Proposals.
4. It is the Consultant's responsibility to carefully examine the requirements expressed in the Request for Qualifications and fully educate themselves with the quality and character of work required. All responses to the RFQ will become the property of Ross County and will be retained or disposed of accordingly.
5. Ross County reserves the right to reject any or all submittals and to modify the RFQ and re-solicit submittals.

Consultant Selection Rating Form

Project: **Parcel #370915007000 TIS**
 Project Identifier: Parcel #370915007000
 TIS
 Project Type: Traffic Impact Study
 Selection Committee Members: T.B.D.

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2	
Firm's Current Workload/ Availability of Personnel	10	See Note 4	
Consultant's Past Performance	30	See Note 3,	
Project Approach	20		
Total	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 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.

Q1: First, the Consultant Selection Rating Form includes scoring for a technical approach; however, the "Response and Requirements" section does not mention the inclusion of an approach. Could you confirm if a technical approach is expected as part of the submission, and if so, are there any specific content requirements?

A1: The RFQ has been revised to address this question.

Q2: We would also appreciate clarification regarding Section 1: Letter of Transmittal/Cover Letter. Should this section be limited to a one-page cover letter, or are the requirements listed in this section intended to be included in the full 10 pages allowed for the Letter of Interest?

A2: The RFQ has been revised to address this question. Those items should not be sent in addition to the 10-page Letter of interest. Information of that kind can be included in the Letter of Interest.

Q3: The RFQ indicates that a site plan is available for this development. Can you please provide this to us?

A3: Yes a site plan has been included with the revised RFQ posting.

Q4: Under the General Instructions for Preparing and Submitting the Letter of Interest, it says that additional forms, resumes, brochures, and other materials not requested in the Proposal and Response Requirements should not be provided. However, in the Rating Form Notes, it indicates that scoring will include ratings for strength of project manager, experience and strength of assigned staff, and consultant's workload and availability of personnel, equipment, and facilities. Could you please provide clarification on how you would like the items included in the rating criteria to be communicated?

A4: Those items should be included within the 10-page Letter of Interest. The RFQ has been revised to address this question.

Q5: In reviewing the "Response and Requirements" section, we noticed there is no mention of a required project approach. However, the "Consultant Selection Rating Form" includes evaluation points for project approach.

A5: The RFQ has been revised to address this question.

Q6: We want to ensure our submission is both complete and compliant. Would you be able to confirm whether a project approach should be included in our response? We want to avoid losing points for omission, but also want to make sure we don't include anything that might fall outside the specified requirements.

A6: The RFQ has been revised to address this question.

Q7: Could you please clarify the expectations for the Statements of Qualifications (SOQs)? Our last SOQ submission to Ross County was back in December 2022, and it was a detailed 76-page document. When

you mention the Letter of Interest/SOQ for this project, are you expecting us to provide SOQs that are specifically tailored to this study only, and fit within the 10-page limit submission?

A7: Qualifications are needed for this project. The RFQ has been revised to address this question.

Q8: Additionally, I noticed that the intersection of Pleasant Valley Rd and Larrick Ln is not included in the study intersection list. The recent 2022 count report for the US 35 on-ramp shows a daily volume of 4,500 vehicles, with peak hour volumes of 344 (AM) and 375 (PM). Is there a specific reason why this intersection was omitted from the list?

A8: This intersection has been added into the scope. The RFQ has been revised to address this question.

Q9: Were there any safety studies performed for the intersection of Veterans Pkwy/Pleasant Valley/Clinton in the past?

A9: Yes a study was completed by Lanham Engineering in August 2020. The study along with a stage 3 set of roadway plans have also been posted on the website.

Q10: The RFQ (Page 3, Scope of Work), bullet 7 mentions about a site plan being included. We did not see a site plan attached to the RFQ. Could you share the site plan.

A10: Yes a site plan has been included with the revised RFQ posting.

Q11: The first page of the RFQ states, "Additionally, each submission shall include a Statement of Qualifications." However, under "Response and Requirements" it is unclear as to whether the Statement of Qualifications is to be a separate entity or is to be included within the 10 page limit within the same document. Is it to be included within the 10 page limit or is it to be submitted as a completely separate document?

A11: The RFQ has been revised to address this question.

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Site Area ± 54.56 acres
 TOTAL Homes 161

50x120	75	47%
40x120	86	53%
Open Space	±25 acres	46%

Front: 25'
 Side: 5'
 Rear: 25'



SITE PLAN
 June 20, 2024

Pleasant Valley
 Ross County, Ohio

