

8-29-25 Posting Date
HAM School and Solzman Sidewalk
PID No. 119074
Sycamore Township
Response Due Date: 09-26-25

Communications Restrictions

Please note the following policy concerning communication between Consultants and Sycamore Township 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.

Project Description

The services include Construction Inspection and Construction Administration services for the HAM School and Solzman Sidewalk (PID119074).

The Consultant works under the immediate supervision of the LPA Person in Responsible Charge (as defined in the LPA participation requirements chapter of the Locally Administered Transportation Projects (LATP) Manual of Procedures), manages the construction project ensuring construction work performed will achieve plan and specification intent. Coordinates inspection of project sites, oversees testing of materials and documents work to ensure work performed by contractors is compliance with all state and federal specifications. Correlates and analyzes field data, reviews plans and records, initiates change orders, prepares time extensions, submits estimates and all other forms necessary to complete a construction project, assists with dispute resolution, estimates, conducting progress meetings, preparing meeting minutes and other related duties finalize or assists with finalizing and closing out the project. Interprets contract provisions, plan requirements and reviews project records. Calculates pay quantities. Performs other duties as requested. Perform data entry into ODOT's CMS/SITE MANAGER system or local documentation equivalent as directed.

Estimated Construction Cost: \$1,444,480.20

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 construction inspection activities. 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).

CONSTRUCTION INSPECTION AND ADMINISTRATION:

Project Inspector
Construction Engineer Level 1;
Construction Engineer Level 2;
Construction Management Firm

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

For this agreement, prequalification of individuals in construction inspection/administration categories is not required, but actual prequalification of individuals and partial completion of the requirements will be considered in the selection rating. Refer to the Scope of Services document for the approximate number of personnel required for the various categories. Provide resumes for proposed staff including prequalification status, and if not prequalified, a summary of requirements partially or completely met. The Construction Management Firm and Unlimited Cost Accounting categories will remain where applicable.

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 November 2025.

Project Schedule

Sale/Bid Opening	10-16-2025
Begin Construction	11-17-2025
End Construction	12-1-2026

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

Sycamore Township, 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

Sycamore Township 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 two (2) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

**Steve Reutelshofer
Road Superintendent
8540 Kenwood Road
Cincinnati, OH 45236**

Responses received after 4:00 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. 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, 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 two 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.

Items 1 thru 4 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
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

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.

**SYCAMORE TOWNSHIP
CONSTRUCTION ADMINISTRATION AND INSPECTION SCOPE OF SERVICES**

Project Specific Services

Project Name	HAM SCHOOL AND SOLZMAN SIDEWALK
PID	119074
Project Description	Installation of sidewalk, ADA compliant curb ramps, and pedestrian crossings on School Rd and Solzman Rd.
Work Description	Construction Contract Administration and As Needed, Construction Inspection Services
Scope of Services Meeting Date	TBD

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2017 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector 1	1	Available as Needed. Twp will inspect work.
Project Inspector 2	0	
Structures Inspector	0	
Coatings Inspector	0	
Traffic Signals & Lighting Inspector	0	
Soils & Aggregate Inspector	0	
Construction Engineer Level 1	1	Not Full Time.
Construction Engineer Level 2	1	Not Full Time.
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1	Not Full Time.
Other		

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

		Responsibility		
PRIMARY TASK	ODOT Oversight	LPA	CONSULTANT	NOTES
POST AWARD				
Preconstruction Conference	X	X	X	Consultant's primary responsibility. LPA will address questions, as needed.
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection		X	X	Consultant will assist as needed. LPA will provide project inspector.
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring		X		Consultant will assist as needed
Asphalt, Concrete & Aggregate Field Testing		X		Consultant will assist as needed
Field Inspection of Materials from ODOT Certified Sources		X	X	Consultant will assist as needed
Monitoring and Documentation of Materials Management Process	X		X	Consultant's primary responsibility
PROJECT DOCUMENTATION				
Daily Diaries		X	X	Consultant will assist as needed
Documentation of Quantities, Completed & Accepted		X	X	LPA inspector will provide Consultant. Consultant's Responsibility
Monitoring of Project Documentation	X		X	Consultant's Responsibility
ACTIVE PROJECT MANAGEMENT				

Progress Meetings	X	X	X	Consultant will take lead role. LPA will attend.
Schedule Tracking and Updates	X	X	X	Consultant will review milestones. LPA Input.
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	Consultant will take lead role. LPA to sign off on approval.
Summary of Progressive Payment		X	X	Consultant will take lead role. LPA to sign off on approval.
Invoice and Reimbursement Preparation		X	X	Consultant will take lead role. LPA to sign off on approval.
Review and Approval of Reimbursement Request	X	X	X	Consultant will take lead role. LPA to sign off on approval.
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	Consultant to provide recommendation to LPA
Concurrence on significant Change Orders for Reimbursement	X	X	X	All parties must agree.
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	Consultant to provide recommendation to LPA.
Approval of Funding for Resolution	X	X	X	All parties must agree
Monitoring and Documentation of Claims Management Process	X	X	X	Joint effort
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews		X	X	Consultant's primary responsibility.
Resolution of Underpaid Wages		X	X	Consultant to provide recommendation to LPA.
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X	X	Consultant's primary responsibility.
EEO AND DBE CONTRACT COMPLIANCE				

EEO/DBE Contract Requirements		X	X	Consultant's primary responsibility. LPA to Assist.
Bulletin Board Monitoring		X	X	Consultant's primary responsibility. LPA to Assist.
Review and Approval of Contractor DBE Waivers	X	X	X	Joint Effort
Commercially Useful Function Reviews		X	X	Joint Effort
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X	X	X	Joint Effort
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	Joint Effort
Resolution of Punch list Items	X	X	X	Joint Effort
Agreement of Final Quantities, Payment		X	X	Joint Effort
Final Payment to Contractor, Release of Responsibility	X	X	X	Joint Effort
Preparation of Project Closeout Documents		X	X	Joint Effort
Review and Approval of Finalization Documents	X	X	X	Joint Effort
Completion of LPA Contract Administration Evaluation	X	X		Joint Effort

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	0	
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	0	As needed. LPA to Assist.
Paint Inspection Kit in accordance with CMS 514.05.	0	
The type and number of vehicles, either cars or trucks, for use on-site.	Minimum of 1	Based upon Consultant's needs

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspector's reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

- a. High school diploma or GED.
- b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.
- c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

- A. Sycamore Township shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular workday and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the Sycamore Township prior to being incurred.
- B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the Sycamore Township, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required or fail to furnish suitable and sufficient personnel for proper performance of the work, Sycamore Township may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, Sycamore Township may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the *Specifications for Consulting Services, 2016 Edition*.

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for consultant personnel shall be the project field office or a location at the project site designated by Sycamore Township. No compensation will be provided for commuting to and from the report-in location. Travel time to retrieve or return samples or equipment is billable. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY SYCAMORE TOWNSHIP

- A. Sycamore Township will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. Sycamore Township will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.