

**REQUEST FOR QUALIFICATIONS
TRAFFIC IMPACT STUDY - KENWOOD ROAD AND MONTGOMERY ROAD
SYCAMORE TOWNSHIP**



Post Date: 1/07/2022

Response Date: 2/04/2022

Work Statement:

This project will review the township owned property along Montgomery Road between the BP and the Red Stone property. This study should consider not only the potential development of this property, but also the Current CIG property on Kenwood Road. The traffic impact study should determine the off-site roadway impacts that a future development will have on the adjacent roadway network. This phase of the project will require the consultant to prepare a Traffic Impact Study (TIS) for a future development on Montgomery Road and Kenwood Road (See Figure 1). The TIS should also recommend site access point(s) and the potential use of the development property for access management (ie. connector road within the development) to relieve traffic at the intersection of Kenwood Road & Orchard Lane and at the intersection of Kenwood Road & Montgomery Road.

The preferred development of the site will be a mixed-use development. It is anticipated that the development would include approximately 200,000 square feet of office, approximately 100 residential units, an entertainment and retail venue with a capacity of 500 patrons, sit-down style restaurants and ground level retail. The parking would consist of a parking garage with approximately two levels of underground parking and two levels of above ground parking, along with some surface parking areas.

The TIS is scoped to study different analysis scenarios. The following analysis scenarios are to be studied for the Weekday AM, Midday, PM, and Saturday, along with Black Friday Midday and PM Peak Hours and Holiday Saturday Plans (*the Black Friday and Holiday analysis will be simply as a review of the impact of those traffic levels on the development, not necessarily a need to project Generated Volumes for those conditions*):

- Opening Year (2025) Background
- Opening Year (2025) Build
- Horizon Year (2035) Background
- Horizon Year (2035) Build

The TIS should include the following content, an *Executive Summary, Introduction, Existing Conditions, Proposed Development, Traffic Analysis, Conclusions* along with the following Appendices; *Data Collection, Traffic Volume Calculations, Traffic Volume Figures, Signal Warrant Analysis, Turn Lane Warrants and Queuing Results, Turn Lane Results Table Summary, 2025 Background Capacity Analysis, 2025 Build Capacity Analysis, 2035 Background Capacity Analysis, 2035 Build Capacity Analysis, Correspondence.*

The study area on Montgomery Road (US 22/3) should include from Garden Road to Kenwood; and on Kenwood Road from Galbraith Road to Euclid Avenue.

For the second part of this project, Sycamore Township desires to evaluate access management solutions along Kenwood Road specifically related to the businesses located along the existing Median.

- The objective of the Study is to develop recommendations to improve the flow of traffic along Kenwood Road. This should evaluate the previous studies including U-Turn Locations, Roundabouts, Etc.
- The investigation should include issues related to traffic flow such as Level of Service, accidents, safety, and access management standards.
- The investigation should conduct traffic counts at each driveway along Kenwood Road

The report should contain recommendations and an action plan related to Kenwood Road.

Study Area and Jurisdictional Authority:

The Study Area is **Montgomery Road** from Garden Road to Kenwood Road and **Kenwood Road** from Galbraith Road to Euclid Road.

- Kenwood at Euclid
- Kenwood at I-71 NB Off Ramp
- Kenwood at I-71 SB On Ramp
- Kenwood at American Way
- Kenwood at Montgomery (US 22)
- Kenwood at Orchard Lane
- Kenwood at Nordstrom Rt in/ Rt Out Entrance
- Kenwood at Kenwood Place and Towne Centre Entrance
- Kenwood at Happiness Way
- Kenwood at Jewish Hospital and Towne Centre Entrance
- Kenwood at Galbraith Road
- Montgomery Road at Garden Road
- Montgomery Road at Redstone and St. Vincent
- Montgomery Road at Kenwood Road

All Study Areas are located within Sycamore Township. The Hamilton County Engineer has jurisdictional authority for access management on Kenwood Road. ODOT has jurisdictional authority on Montgomery Road. Sycamore Township has zoning and land use authority.

Specific to the Kenwood Road Access Review, the following driveways should be considered:

- Kenwood at Wendy's (In and Out)
- Kenwood at Taziki's (In and Out)
- Kenwood at Tire Discounters (RIRO)
- Kenwood at former Graeter's(RIRO)
- Kenwood at Chilero (RIRO)
- Kenwood at Closed Marathon (In and Out)
- Kenwood at 7292 Kenwood Road (RIRO)

- Kenwood at Kenwood Plaza (South and North Access)
- Kenwood at Kenwood Square Driveway (RIRO)
- Kenwood at Nadeau Furniture (RIRO)
- Kenwood at Sycamore Crossing
- Kenwood at Union Savings Bank
- Kenwood at Bank of America

Scope of Work:

A TIS scoping meeting will be held to develop a Memorandum of Understanding (MOU). The anticipated scope of work for this study shall include:

1. Video turning movement counts to be collected on a Tuesday, Wednesday or Thursday during the hours of 7:00 AM – 7:00 PM and on Saturday during the hours of 12:00 PM – 4:00 PM for the studied intersections.
2. Collect peak hour traffic volumes for the Weekday AM, Midday, PM, and Saturday time periods to determine the related traffic scenarios. Additionally, the Black Friday Midday and PM time periods should be analyzed using counts provided by the Hamilton County Engineers Office.
3. A 1.0% annual linear growth rate should be utilized to grow the existing volumes to the Opening Year (2025) and Horizon Year (2035).
4. An analysis to determine the amount of traffic generated by the future Montgomery Road Development utilizing the ITE Trip Generation Manual, 11th Edition is to be completed.
5. The directional distribution shall be based on the existing traffic network.
6. Based upon the directional distribution, the generated traffic volumes should be assigned to the adjacent street(s) network to determine the Opening Year and the Horizon Year Build Traffic Volumes.
7. The prepared MOU, including the anticipated traffic volumes, must be submitted to Hamilton County and ODOT for preliminary review and approval.
8. The following are the studied traffic scenarios:
 - Opening Year (2025) Background
 - Opening Year (2025) Build
 - Horizon Year (2035) Background
 - Horizon Year (2035) Build
9. Perform turn lane warrants at the signalized or unsignalized intersections using the ODOT State Highway Access Management Manual for all studied scenarios listed in item 8.
10. Perform capacity analysis to determine the capacity of the study area intersections during the Weekday AM, Midday, PM, and Saturday, along with Black Friday Midday and PM and Saturday Holiday Midday peak periods for all scenarios listed in item 8. *See ODOT for Existing timings.
11. Perform turn lane queuing analysis using the 95th percentile queue length computed by Synchro. ODOT turn lane lengths from the ODOT Location and Design Manual will be used for comparison.³

12. Based upon the analysis performed, recommendations will be developed (if needed) to mitigate any traffic impacts that the Montgomery Road Development may have on the adjacent street network. Recommendations will be presented to meet an Existing Level of Service of C or better unless existing is a D.
13. A status and progress meeting shall be held with Sycamore Township, ODOT and the Hamilton County Engineer upon completion of preliminary work.
14. At least one public meeting shall be held after the preliminary work for the purpose of receiving public input.
15. Review background material and previous reports and analysis. Selected relevant background material includes the following:
 - Kenwood Road Development, Capital Investment Group, May 25, 2018
 - Kenwood Road Access Management Study, TEC Engineering, Inc., August 2011
 - Frontage Road Traffic Impact Study, Brandstetter and Carroll, Inc., August 30, 2012.
 - Kenwood Road & Sycamore Plaza U-Turn, TEC Engineering, Inc., Memorandum Report, February 2, 2014.
 - Kenwood Road & Sycamore Plaza U-Turn, TEC Engineering, Inc., Memorandum Report, December 19, 2018.
 - Kenwood Road & Kenwood Plaza U-Turn (Part 2), TEC Engineering, Inc., Memorandum Report, May 2, 2019.
 - Mini Roundabout and Kenwood Square Driveway, TEC Engineering, Inc., Letter Report, June 19, 2019.
 - Sycamore Township Montgomery Road Properties 2021 Concept Plan and Land Use Study, Stewart Land Use/Kleingers Group, Report and Concept Plan, 2021.

Notes:

- Traffic safety, operations and impact on the interstate interchanges with I-71 as well as the US 22 SR 3 (Montgomery Road) / Kenwood intersection and Kenwood Road must be the significant factors in reaching an engineering decision.
- The section of Montgomery Road and Kenwood Road is part of the joint ODOT/Hamilton County traffic signal coordination plan that is on the ODOT Centracs system. Any recommendations will need to address the impacts to the entire coordination plan.
- The study, and any recommendations made, shall be prepared, signed and sealed by a Professional Engineer licensed to practice in the State of Ohio with extensive experience in Traffic Operations (PTOE) in accordance with the Ohio Law. The recommendations presented must be based on sound engineering data, analysis and practice.
- The Ohio Department of Transportation shall be involved in the review of areas impacted them; I-71 ramps, intersection with Montgomery Road and Centracs system.

Selection Procedures

Sycamore Township will directly select a consultant based on the Request for Qualifications (RFQ). The requirements for the RFQ 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 3 copies of the RFQ to the following address **by 4:00 PM on the response due date**.

Mr. Tracy Kellums
“Traffic Impact Study Kenwood Road and Montgomery Road”
8540 Kenwood Road
Cincinnati, Ohio 45236

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

Requirements for Request for Qualifications (RFQ):

Requirements for Request for Qualifications, Programmatic Selection Process

A. Instructions for Preparing and Submitting a RFQ

1. Provide the information requested in the RFQ 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. RFQ 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. RFQ 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. Also include an approximate time frame for completion of the TIS
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 Hamilton County Engineer, 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 RFQ. 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:
PID:
Project Type: _____
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: DBE or EDGE Goal Met: N/A

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 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.

