

**CITY OF LEBANON
LEGAL ADVERTISEMENT
CITY OF LEBANON COUNTRYSIDE YMCA TRAIL REALIGNMENT
AND EXTENSION
RFP #18-1823**

Sealed qualification statements will be received by the City Manager of the City of Lebanon, Ohio at the office of said Manager (50 S. Broadway Ave.) until 2:00 p.m., on Tuesday, March 20th, 2018, for the **City of Lebanon's Countryside YMCA Trail Realignment and Extension Project, Request for Proposals #18-1823**. The City of Lebanon is soliciting statement of qualifications for the engineering design for the realignment and extension of approximately 11,500 lineal feet of paved multi-use trail. The project will eliminate the existing shared use section of the Lebanon – Countryside YMCA Trail, and extend the trail to serve additional areas of the City. The project is being partially supported by Federal and State grants. Request for Qualifications documents, with additional specifications and requirements, may be obtained from the Office of the City Auditor, City of Lebanon Building, 50 S. Broadway Avenue, Lebanon Ohio 45036 or on the City's website at www.lebanonohio.gov. Questions regarding this project can be directed to Scott Brunka, City Manager at (513) 228-3102 or via email at sbrunka@lebanonohio.gov.

The City reserves the right to reject any and all bids and to waive any informalities. The City also reserves the right to hold all proposals for 60 days after the opening date, even if not accepted or rejected. All contractors and subcontractors must comply with all EEO requirements.

Scott Brunka
City Manager

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**REQUEST FOR PROPOSALS
RFQ #18-1823**

CITY OF LEBANON, OHIO

**LEBANON – COUNTRYSIDE YMCA TRAIL REALIGNMENT &
EXTENSION**

March, 2018

CITY OF LEBANON
WARREN COUNTY, OHIO

REQUEST FOR QUALIFICATIONS

LEBANON – COUNTRYSIDE YMCA TRAIL REALIGNMENT AND EXTENSION

I. Overview

The City of Lebanon (the "City") is currently seeking qualification statements from consulting firms to design the realignment of a section of the existing Lebanon – Countryside YMCA trail, and also extend the trail as shown on the attached map. The existing Lebanon – Countryside YMCA trail is an 8-mile trail that connects downtown Lebanon with the Little Miami Scenic Trail. The goal of this project will be to eliminate a short, shared use section of the trail along Deerfield Rd. with a separate multi-use trail, and extend the trail over Bypass 48 to serve the residents on the east side of Bypass 48. The City has received a Clean Ohio Trail Fund Grant, and an OKI CMAQ Grant to support these improvements. The scope of work will focus on the objectives outlined below.

Direct questions regarding this request for proposals can be sent to Scott Brunka, City Manager, via email at sbrunka@lebanonohio.gov or 513-228-3102.

II. Project and Services

The City of Lebanon has a population of just over 20,000 residents and an area of just over 12 square miles. Lebanon is the County seat of Warren County, one of the fastest growing counties in Ohio. The City is committed to providing a quality trail system for its residents and visitors to enjoy, and currently owns and maintains the 8-mile Lebanon – Countryside YMCA Trail. The scope of work will include the following items:

1. Phase I: Design the re-alignment of the shared use section of the existing trail to construct a new separate 10' wide multi-use trail as shown on the preliminary alignment map. The section of this trail will run from the intersection of Deerfield Rd. and East St. to the Countryside YMCA. Provide all survey and engineering design services, as well as legal descriptions for easements and right-of-way on non-City owned property.
2. Phase II: Design the extension of a 10' wide multi-use trail from the Countryside YMCA over Bypass 48, utilizing the existing Turtlecreek Union Rd. overpass, to the Lebanon Bike Park and the termination of Shattuck Lane as delineated on the preliminary alignment map. Provide all survey and engineering design services, as well as legal descriptions for easements and right-of-way on non-City owned property.

It is the City's intent to utilize as much City-owned property and right of way as possible to support the implementation of this project. Preliminary agreements have been reached with most of the property owners who may be impacted by these projects.

Both Phase I and Phase II will be completed at the same time. Phase I is being partially funded by a Clean Ohio Trail Fund Grant and Phase II is being partially funded by a CMAQ Grant. Therefore, the design and plans need to delineate the 2 phases as they will likely be bid out as separate projects.

III. Requested Information

To properly assess each Respondent's qualifications for this Project, the City requests that each Respondent respond with the following information in the order that it is presented below. Responses must be limited to the experience of the branch office and/or individuals that will have direct responsibility for the execution of the Project.

A. Technical Qualifications

Respondents to the RFQ shall demonstrate their ability to perform the Work by providing the technical qualifications of the Respondent, and individual team members. The Evaluation Committee will give most consideration to experience related to projects of a similar nature to this project.

The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications. At a minimum, the Respondent and its subcontractors shall provide the following information to demonstrate their technical qualifications:

1. **Bike Trail Design Experience** — The Respondent shall provide its individual member and collective experience in bike trail design and cost estimating experience. Describe in greater detail projects most similar to this Project.
2. **State / Federal Grant Experience** — The Respondent shall provide an overview of its experience working on projects that involve Federal and State grant funding, and plan development requirements.
3. **Key Project Staff** — The Respondent shall provide the qualifications of all key staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information shall include length of time practicing in the profession, familiarity with design and construction of fire stations, and proposed project leadership. Full resumes of key personnel shall be provided.

Along with the above information, Respondent must provide all relevant professional licenses and certificates of registration required to fully perform the Project.

B. Relevant Project Experience

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to five directly relevant projects completed within the past ten years that the Respondent has been involved with. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these projects.

C. Scope of Work Review

Based on the description of the project and concept plans that have been developed to date, briefly evaluate what you consider to be any key challenges for the project and areas that are critical for the project's success.

E. Qualifications Evaluation Criteria

The following information should be included in the RFQ response. The criteria that the City will use to evaluate the RFQs include the following:

1. Competence to perform the required services as indicated by the technical training, education, and experience of the Firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Firm who would be assigned to perform the services associated with the Project;
2. Ability of the Firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously, and experience working on similar types of projects;
3. Past performance of the Firm as reflected by the evaluation of previous clients with respect to such factors as, quality of work, dispute resolution, administration of subcontractors, and meeting deadlines and the past performance of the Firm. Provide 3 examples of similar projects successfully completed by the Firm;
4. Experience of the Firm on projects that are partially funded through Clean Ohio and/or CMAQ grants. Ability to work closely with ODOT and other State agencies during the plan development process.
5. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local

area, working relationships with local professionals, and the general response to the scope of work review.

The Evaluation Committee, at its sole discretion, shall have the right to seek clarifications from each of the Respondents in order to fully understand the nature of the submissions and evaluate and rank the Respondents.

A Respondent shall be considered responsive if the RFQ responds to all material aspects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

After completing its review of the RFQs, a preferred consultant will be recommended for the project.

F. Response Instructions

Questions regarding this RFQ may be directed to the City of Lebanon:

Scott Brunka
City Manager
City of Lebanon
50 S. Broadway Ave.
Lebanon, Ohio 45036
513.228.3102 office
Email: Sbrunka@lebanonohio.gov

Each Respondent must submit five (5) copies of its response to this **RFQ** to the **City** by **2:00 p.m.** on March 20th, 2018.

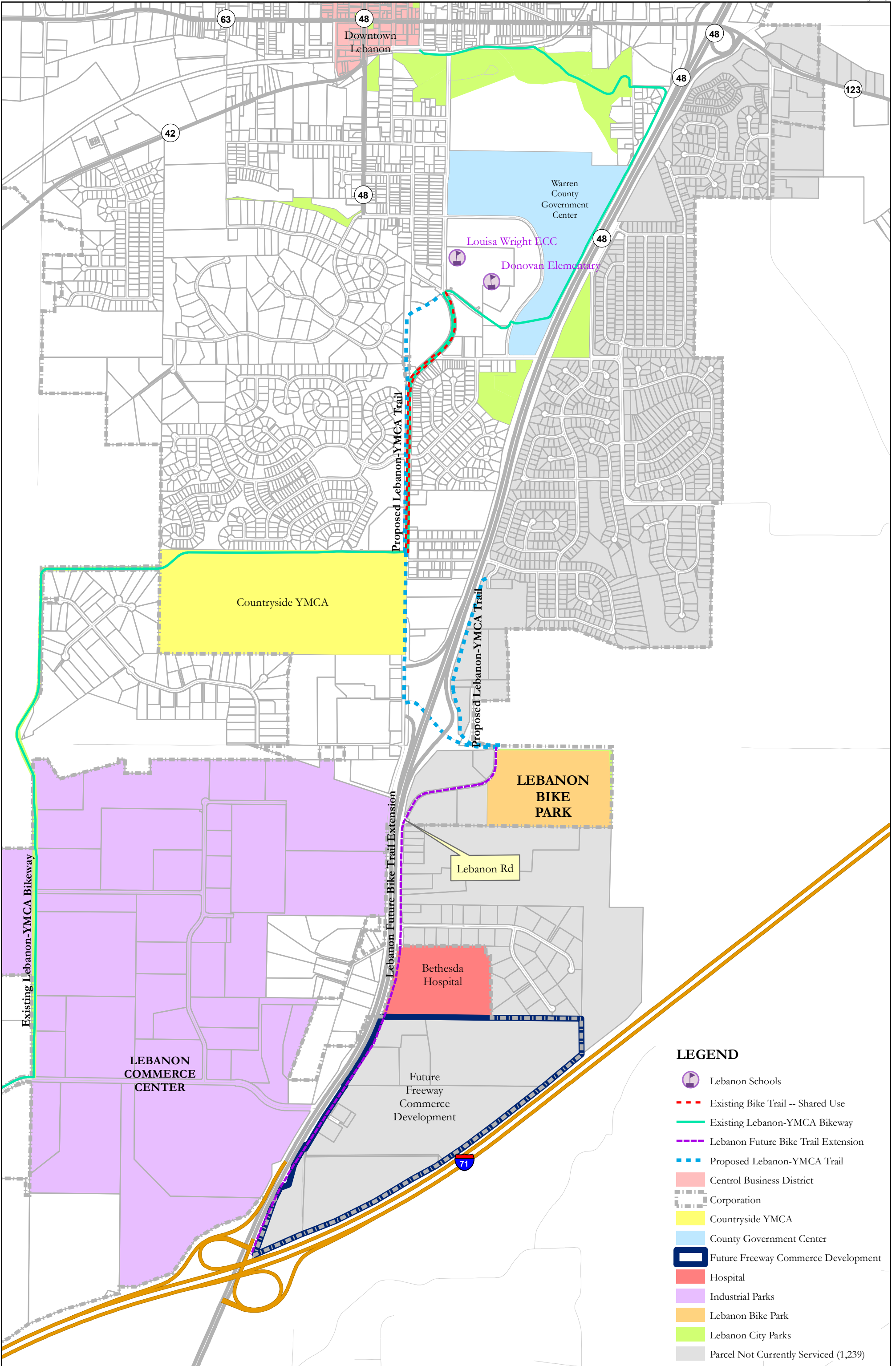
Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Lebanon – Countryside YMCA Trail Re-alignment and Extension Project"

The SOQ must be separated into the following sections:
















1. General Consultant Information
2. Technical Qualifications
3. Relevant Project Experience
4. Scope of Work Review

Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged.

The City reserves all rights to waive any informalities, irregularities or technical defects in the responses to this RFQ.



LEGEND

-  Lebanon Schools
-  Existing Bike Trail -- Shared Use
-  Existing Lebanon-YMCA Bikeway
-  Lebanon Future Bike Trail Extension
-  Proposed Lebanon-YMCA Trail
-  Control Business District
-  Corporation
-  Countryside YMCA
-  County Government Center
-  Future Freeway Commerce Development
-  Hospital
-  Industrial Parks
-  Lebanon Bike Park
-  Lebanon City Parks
-  Parcel Not Currently Served (1,239)