

8-20-26 Posting Date
US 42 (E. Main) – Existing Utility Inventory
City of Mason
Response Due Date: 9-18-26

The City of Mason is seeking engineering services for a multi-phase project, which could include: data collection of all existing overhead and underground utility information, prepare a proposed utility design to facilitate moving all utilities underground, preliminary roadway engineering, which includes future storm sewer, sidewalk, curb, & streetscape improvements.

The selected consultant will be scoped for the first phase of the project, which will include initial engineering efforts that focus on collecting ground topography and existing utility surveys on US 42 from Mason Montgomery Rd to Fox Drive. Preliminary analysis and conducting a drainage study for a future improvement along this corridor may also be part of the initial phase.

Estimated Construction Cost: \$ TBD

Required Prequalification, Combination of Prime Consultant and Subconsultants:

DESIGN SERVICES:

Utility Design; Bicycle Facilities & Enhancement Design; Non-Complex Roadway Design; Roundabout Design; Limited Right of Way Plan Development; Basic Traffic Signal Design; Limited Highway Lighting Design.

COST ACCOUNTING SYSTEM

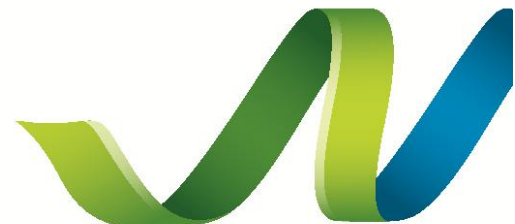
Unlimited (Prime Consultant Only)

There are no selection sub-factors for this project.

It is anticipated that the selected Consultant will be authorized to proceed by November 2026. Preliminary Study results are to be completed by July 2027.

Suspended or Debarred Firms

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



Selection Procedures

The City of Mason 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 an electronic PDF of the Letter of Interest to the following **by 4:30 PM on the response due date** listed above.

Steven J. Hartke, P.E., S.I.

City Engineer

shartke@masonoh.org

Nick Okuley, P.E., S.I.

Assistant City Engineer

nokuley@masonoh.org

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

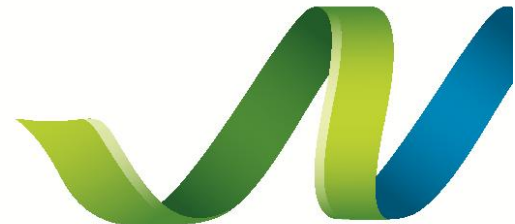
Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, 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. Do not provide features that may interfere with machine copying.
 - e. Submittal must be in electronic pdf form



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 sub-factors 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) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Your firm's 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 LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.



Consultant Selection Rating Form

Programmatic Selections

Project: **Oak Park Roadway Design**

CIP Project:

Project Type: Roadway

Selection Committee Members:

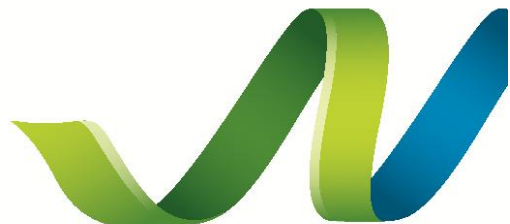
Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	25		
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 sub factors 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 sub factors 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 sub factors 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.

