

## **Notice of Request for Qualifications**

The Akron Metropolitan Area Transportation Study (AMATS) is seeking Letters of Interest (LoI) from qualified firms to develop a regional pavement management program. As the metropolitan planning organization for the greater Akron area, AMATS is responsible for regional transportation planning and programming of federal funds. AMATS anticipates a two-year contract for the services of collecting and analyzing an estimated 890 centerline miles of pavement in the AMATS service area. The AMATS area includes Summit County, Portage County, and two adjacent townships of Wayne County.

It is anticipated that the selected Consultant will be authorized to proceed by January 1, 2023.

### **Selection Procedures**

The Consultant will be selected from the Letter of Interest (LoI), although AMATS reserves the right to interview candidates after the initial scoring. The requirements for the LoI are shown below.

Firms interested in being considered for selection should respond by submitting four (4) copies of the Letter of Interest and an electronic copy to the following address by 4:30 PM on Friday, September 9, 2022.

Seth Bush  
1 Cascade Plaza  
Suite 1300  
Akron, OH 44308  
Sbush@akronohio.gov  
330-375-2436 ext. 3569

Responses received after the close of business on the specified due date will not be considered.

## **The Planning Issues at Hand**

AMATS long range transportation plan, Transportation Outlook 2045, emphasizes the importance of roadway preservation and maintenance. This emphasis has included analysis of the federal aid system as it pertains to pavement condition. Since 2019, AMATS has contracted with a third-party vendor to develop a Pavement Condition Index (PCI) for its federally classified roadways. AMATS uses this data to analyze the existing condition data as a basis for funding decisions.

## **Project Scope**

AMATS desires to develop a regionally comprehensive inventory of pavement data for roads eligible to receive federal funds through AMATS. AMATS expects to hire a consultant responsible for all required labor, materials, equipment and expertise related to the collection, processing and analysis of pavement data.

The consultant will collect pavement condition data on all federal aid local roadways in the AMATS area excluding state routes outside of municipalities. The total centerline mileage is estimated to be 890 miles. It is anticipated that half of the system mileage would be completed in 2023 and half would be completed in 2024.

Pavement condition data should be presented in the form of Pavement Condition Index (PCI) ratings or another acceptable standardized method of collection and must be compatible with ESRI ArcGIS Software. The consultant will provide AMATS staff access to pavement management system software such as PAVER or other similar equivalent analysis tool. The software must be able to predict future pavement conditions and estimate level of investment and maintenance strategies and scenarios.

## **Anticipated Deliverables**

- The consultant will provide AMATS with its methodology used to collect pavement data including a description of data quality control practices
- Pavement condition data, collected during 2023 and 2024, provided as a PCI for 890 centerline miles of federal aid eligible roads, in table format compatible with MSOffice and ESRI ArcGIS
- Provide 360 imagery or HD video of each pavement section
- Yearly summary of PCI data collected, as well as a final report at the end of the two-year contract to include estimates of AMATS investment needed over a 5 to 10 year period to increase condition of the federal aid system. AMATS reserves the right to extend contract for an additional two years based on consultant performance
- Consultant housed database of PCI data that can be accessed online
- Access to pavement management system that includes tools such as pavement modeling, condition analysis and budget scenarios.

- Provide the ability to view historical degradation of pavement segments when future ratings are collected
- Two presentations (once per year) to AMATS committees regarding pavement analysis

### **Disadvantage Business Enterprise (DBE Goal)**

It is the policy of AMATS and the Ohio Department of Transportation that firms certified in the Ohio Unified DBE Directory as Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and participate in agreements included in this Request for Qualifications (RFQ), either as a prime contractor or sub-contractor.

Contract Goal: In furtherance of the policy stated above, there has been an established goal of 10% for the participation of Disadvantage Business Enterprises (DBEs).

Submission Requirements: For projects noted as having DBE goals, the consultant must submit a DBE participation statement to include the DBE firms they will utilize to meet the project goal listed above. By submitting a DBE participation statement, the consultant is affirming that they will be using the DBE firms identified to meet the DBE contract goal. The DBE participation statement shall be included at the time of submittal.

Any submissions received without a DBE participation statement or additional Good Faith Efforts, will be deemed unresponsive.

The DBE participation statement shall include the following information:

The names and addresses of the certified DBE firm(s) that will be used to meet the DBE goal; A description of the work that each DBE will perform. Whether the DBE firm(s) being used to meet the goal will be utilized as a subcontractor, regular dealer, manufacturer, consultant or other capacity; and the dollar amount of the participation of each DBE firm used to meet the DBE goal.

Only DBE Firms certified in Ohio can be utilized toward the project goal. The Ohio Unified DBE Directory can be found here: <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>

Good Faith Efforts (GFE) at submission: In the event that the DBE contract goal established is not met, the consultant shall demonstrate that it made adequate good faith efforts to meet the goal, even though it did not succeed in obtaining enough DBE participation to do so.

If the consultant does not meet the project DBE goal at submission, the consultant shall submit additional Good Faith Efforts (GFE's) documentation with their submission to show why the project goal could not be met. **DBE submittals will not count against the page limit of the RFQ.**

ODOT has provided Good Faith Efforts Guidance located at:

<http://www.dot.state.oh.us/Divisions/ODI/SDBE/DBE%20Goal%20Forms/Contractors%20Good%20Faith%20Efforts%20Guidelines.pdf>

AMATS shall utilize the guidance set forth in 49 CFR §26.53 Appendix A in determining whether the consultant has made adequate good faith efforts to meet the goal. AMATS will review the GFE documentation and issue a written determination on whether adequate GFEs have been demonstrated prior to contract award.

AMATS, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, national origin (including Limited English Proficiency), sex, disability, ancestry, religion, military status or age, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, national origin (including Limited English Proficiency), sex, disability, ancestry, religion, military status or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

## Requirements for Letters of Interest (LoI)

### A. Instructions for Preparing and Submitting a Letter of Interest

Provide the information requested in the Letter of Interest Content (Item B below), in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages (including cover letter) plus two (2) pages for the Project Approach (Item B.1 below).

Please adhere to the following requirements in preparing and binding letters of interest:

Please use a minimum font size of 10-point and maintain margins of 1" on all four sides.

Page numbers must be centered at the bottom of each page.

Use 8½" x 11" paper only.

Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.

Do not provide tabbed inserts or other features that may interfere with machine copying.

Letters of interest not adhering to the above instructions are subject to a deduction in the ranking system.

### B. Letter of Interest Content

**1. Project Approach** - Provide a description of your project approach. Describe why your firm is a good fit for this project. Confirm that your firm has a solid understanding of the project area and issues. Describe any innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's technical approach and explain rationale for proposed pavement rating index and cost containment practices. (two-page maximum)

**2. Project Team and Capacity of Staff and Facilities to Perform Work** - List other key individuals of the project team including the engineer(s) responsible for the technical design of the project and any key sub-consultant staff. Discuss relevant experience of the team with multi-modal transportation and land use planning. Describe staff capacity and the ability to perform the work in a timely manner to meet the project schedule referenced in the Request for Qualifications.

**3. Consultant's Performance on Similar Projects** - Provide five key projects to serve as examples of similar projects completed by the consultant within the last five years. Include reference names with phone numbers. Indicate if any of the proposed project team members worked on these key projects.

**4. Project Manager** - List the Project Manager and discuss relevant experience managing similar projects.

While the consultant selection process will be based on qualifications, please be prepared to provide a cost estimate if selected.

Items 2 thru 4 must be included within the 10-page body of the LOI. The project approach (maximum 2 pages) does not count as part of 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.

Thank you for your consideration of this request for qualifications.

Quality Based Consultant Selection Process

Rating Form

Criteria	Maximum Score	Score
Project Approach	45	
Consultant's Performance	30	
Project Manager, Team & Capacity of Staff	20	
LOI in Conformance	5	
Total Score	100 points total	