Request for Qualifications for
City of Newark Ohio & Licking County Ohio
Thoroughfare Plan

Summary Information:
Project Title: City of Newark & Licking County Ohio Thoroughfare Plan
Issuing Agency: Licking County Area Transportation Study (LCATS)
Submittal Due: November 3, 2021 at 4:00 pm
Submit Qualifications To:
Matt Hill, LCATS Technical Study Director
20 S. 2nd St., Planning and Development
Newark OH, 43055

Submittals received after the stated time will not be considered. Any questions regarding the study must be emailed to MHill@Lcounty.com, with Thoroughfare Question in the subject line by 4:00 PM EST on October 13, 2021. Written responses to all questions will be posted by 3:00 PM October 20, 2021 on the LCATS website located at https://lickingcounty.gov/depts/planning/lcats/thoroughfare_plans.htm. Consultants should review the website for daily updates.

Consultant Selection Committee comprised of:
• 2 members of City of Newark, Division of Engineering
• Licking County, Engineers Office
• 2 members Licking County, Planning Commission

The Selection Committee will select the firm they feel will supply the selection committee the best and most complete effort regarding the thoroughfare plan for both unincorporated Licking County and the City of Newark. The Selection Committee may interview the consultants (Virtually if located more than 50 miles from 20 South Second Street, Newark, Oh 43055) during the course of selection. The Selection Committee members will score the RFQs and submit their scoring to the LCATS Technical Study Director.

RFQ Format:
• A Title page with consultants contact information
• Up to 6 pages to discuss project manager, strength/experience of staff, availability of staff (in #12 Arial font)
• Up to 4 pages for understanding of scope and to discuss project approach (in #12 Arial font)
• Appendix A pages at end of document
RFQ Selection Criteria and Scoring:
The Selection Committee will receive applications from firms having specific experience and qualifications in the areas identified in this solicitation. Interested firms should send a sealed qualifications package. Firms must comply with all required Federal clauses and provisions included in this document. Packages will be reviewed and be ranked according to the following criteria:

- Project Manager 10%
- Strength/Experience of assigned staff including sub-consultants 25%
- Availability of Personnel 10%
- Understanding of Scope 30%
- Project Approach 25%

The selection committee reserves the right to reject any or all submittals, to waive any irregularities in submittals, and to negotiate scope with one or more submitters. The Selection Committee will recommend to the Licking County Planning Commission the award of a contract to the firm whose submittal is deemed to be the most advantageous and meets all submittal requirements.

Number of Copies:
One (1) digital pdf, up to 50 meg, on a USB memory stick along with one (1) hard copy mailed or delivered to Matt Hill, Licking County Area Transportation Study (LCATS), 20 S. 2nd Street, Planning and Development Office, 1st Floor, Newark OH, 43055

Schedule
September 1, 2021 - RFQ posted
Pre-Submittal Meeting - September 22, 2021 (attendance not required to submit RFQ)
Question submittal deadline - October 13, 2021; 4:00 PM
Question response deadline - October 20, 2021; 3:00 PM
Submittal Deadline - November 3, 2021 at 4:00 pm
Selection Committee scoring completed – November 24, 2021
Interviews if necessary – December 8, 2021
Selection committee ranking of consultants posted – December 15, 2021
Winning Consultant Notification and Request for Proposal - December 22, 2021

Pre-submittal meeting will be held

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<thead>
<tr>
<th>In Person</th>
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<tbody>
<tr>
<td>September 22, 2021</td>
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<tr>
<td>10:00a – 12:00p</td>
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<tr>
<td>Room A (Basement)</td>
<td>Join Zoom Meeting</td>
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<tr>
<td>County Admin Building</td>
<td><a href="https://us02web.zoom.us/j/82481764900?pwd=UzNjZHgxdDVOY2crNVFUVmNJQ25jUT09">https://us02web.zoom.us/j/82481764900?pwd=UzNjZHgxdDVOY2crNVFUVmNJQ25jUT09</a></td>
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<td>20 South Second Street Newark, Oh 43055</td>
<td>Meeting will be recorded and placed on website</td>
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Thoroughfare Plan(s) Scope of Work:
The scope of this project should cover the items below for roadways Collectors and above in both the City of Newark Ohio and within unincorporated Licking County Ohio. Local roadways will also be
included in a minor capacity, such as; typical sections for special types of non-collector roadways (i.e. Industrial roadways; Residential sub-collectors; etc.) and studying the varying types of local roadways (i.e. rural local vs. urban local vs suburban local, etc.).

The project team is looking for guidance in development of the thoroughfare plan based off of the consultant’s experience. Following are items the project team has identified as needed but the consultants experience may suggest additional items as well.

- Licking County and Newark is looking for:
  - Typical Sections the consultant will develop multimodal cross sections for each functional class and for different environments (i.e. urban, rural, central business district) with a 2040 year outlook. The ultimate purpose of these cross sections is to help Newark and Licking County evaluate the best use of available right-of-way when evaluating transportation improvements (widening, complete street improvements, curb, trees, parking, etc.), and to communicate to developers the intent for a certain classified roadway. Flexibility will be built into the cross sections so that they provide solid direction and reflect the goals and objectives but are also adaptable to the conditions and needs of a particular roadway.
  - Crash Density Exhibit(s) – the consultant will perform a simplified analysis of crash density for unincorporated Licking County and the City of Newark. Crashes can be downloaded from Ohio Department of Transportation’s, Geo-located Crash Analysis Tool system and produce crash density exhibit(s) using GIS software. Individual crash reports will not be reviewed to verify the location description matches the GPS coordinates for the crash. Further, detailed site-level crash analysis is not included in this scope.
  - Existing Conditions Summary – the consultant will produce a brief summary report related to the existing conditions assessment that includes exhibits to illustrate key findings including congestion, capacity, safety, types of improvements needed with highest percentage of need, and connectivity needs.
  - Thoroughfare plan mapping including existing conditions and future identified improvements.
  - We are asking for the consultant’s guidance on the layout of the final document(s).

- Licking County has a large spread of growth, character, and density. These range from rural to urban, high to low density areas, and high control zoning and planning strategies to non-existent zoning. Understanding how to handle future roadway decisions in each of these areas is key.
  - The county has access management requirements and subdivision regulations that are in need of updates and are incorporated into the major subdivision process. This project scope will include review of these Access Management regulations with suggestions and recommendations made for updates to said regulations. In addition, if authorized, the consultant will also create a new draft set of County Access Management Regulations and may facilitate the state-required creation and adoption process.
  - Licking County Unincorporated has growth areas wherein local roads that are minimally improved (characterized by no right-of-way or limited right-of-way, narrow pavement, chip and seal pavement or poor pavement, and minimal drainage facilities) that have adjoining parcels being developed for more intense land uses ranging from large
residential subdivisions, commercial developments, to manufacturing and distribution centers. Any regulatory document would need a mechanism for these roadways to be studied, classified, and improved by the developer in conjunction with their development. In instances where multiple developers are involved, a mechanism that would allow all parties to pool financial resources and required improvements into a single corridor improvement would be beneficial. The chosen consultant would provide research and options on how this could be handled within the framework of Ohio Law.

- City of Newark needs to consider multi-lane, high volume roadways that travel through high density land uses. The City of Newark also has a number of areas that are under consideration for redevelopment.
  - The City does not currently have regulations for access management or traffic impact studies. The consultant will provide draft sets of regulations for the City that will cover access management and traffic impact study guidance. The consultant may be involved with the adoption process as well.

Project Setup:
Existing data, analysis and reports:
Existing Traffic Counts:
https://odot.public.ms2soft.com/tcds/tsearch.asp?loc=odot

New Needed traffic counts:
May be requested of LCATS mhill@lcounty.com

Future 2050 volumes:
The MORPC Travel Demand Model will be used for projecting 2050 volumes. The volumes presented are a tool for seeing trends not an absolute.

LCATS:
Including long range transportation plan, transportation improvement program, active transportation plans, transit develop and coordinated plans.
https://lickingcounty.gov/depts/planning/lcats/planning_documents.htm

City of Newark:
Including zoning, permits and projects.
http://www.newarkohio.net/city-services/departments/public-service/engineering-zoning

Licking County Planning Commission:
Including Planning, Development and sub division regulations.
https://lickingcounty.gov/depts/planning/default.htm

The Local Project Team/Steering Committee:
- 2 - City of Newark, Division of Engineering
- Licking County, Engineers Office
- 2 - Licking County, Planning Commission
• Licking County Area Transportation Study (LCATS)

Progress Meetings:
It is expected that there would be a kickoff meeting, an appropriate number of progress meetings (approximately 3) before draft document presentations. Both virtual and in person meetings should be considered based on meeting content.

Stakeholder Interviews
A week of stakeholder interviews should be planned. Schedule of stakeholder interviews will be set up by staff. The interviews should be used to steer and focus the goals of the thoroughfare plan.

Document Presentations:
• A virtual, preliminary draft plan, presentation to the project team for review, three week comment period
• An in person, final draft plan, presentation to Newark City council and the Licking County Planning Commission, four week comment period
• A final plan including any updates due to comments will be presented virtually to the project team.

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

Compliance with Title VI of the Civil Rights Act of 1964
The Licking County, 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.
APPENDIX A

AFFIDAVIT

(To be filled in and executed if the Contractor is a Corporation)

State of ______________________

County of ______________________ ss.:

________________________, being duly sworn, deposes and says that he/she is Secretary of __________________________________________________________ a corporation organized and existing under and by virtue of the laws of the State of ____________________, and having its principal offices at:__________________________ (street), _____________________________ (city), _____________________________ (county), __________________________ (state).

Affiant further says that ______________________________________________ (name of officer), ______________________________________________ (title) of the corporation is duly authorized to sign the contract for ________________________________________________________ for said corporation by virtue of ______________________________________________ (state whether a provision of by-laws, or a resolution of Board of Directors)

If by resolution, give date of adoption: _____________________________, 20__.

________________________________________
Signature

Sworn to before me and subscribed in my presence this _____ day of _________, 20__.

________________________________________
Notary Public

My commission expires: ____________________________
PERSONAL PROPERTY TAX AFFIDAVIT

(No Delinquent Tax Owed)

STATE OF _____________  )
COUNTY OF ___________ ) SS:

The undersigned hereby affirms and certifies that they are not charged with delinquent personal property taxes on the general tax list of personal property of Licking County, Ohio, nor were they charged with delinquent personal property taxes on the general tax list of personal property of Licking County at the time this bid was made.

___________________________________
Contractor

By: ______________________________

Title: ______________________________

Subscribed and sworn to before me this _____ day of ________________, 20__. 

___________________________________
Notary Public

My commission expires______________

In accordance with Section 5719.042 ORC, a copy of this statement shall be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies, unless such statement has been so incorporated as a part thereof.
PERSONAL PROPERTY TAX AFFIDAVIT

(Delinquent Tax Owed)

STATE OF ____________ )
COUNTY OF __________ ) SS:

The undersigned hereby affirms and certifies that they are charged with delinquent personal property taxes on the general tax list of personal property of Licking County, Ohio.

The amount owed is ________________________________. Unpaid interest and penalties are in the amount of _______________________________.

___________________________________
Contractor

By: ________________________________

Title: ______________________________

Subscribed and sworn to before me this _____ day of ________________, 20__.  

___________________________________
Notary Public

My commission expires________________
INDEPENDENT CONTRACTOR ACKNOWLEDGMENT

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

**STEP 1: Personal Information**

Social Security Number

First Name  MI  Last Name

**STEP 2: Public Employment Information**

Name of Public Employer

Employer Contact

First Name  MI  Last Name

Employer Code

Employer Contact Phone Number

Service Provided to Public Employer

Start Date of Service

Month  Day  Year

End Date of Service

Month  Day  Year
STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer’s classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board’s satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer’s classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer’s failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature ___________________________________________ Today’s Date __/__/____

Do not print or type name
CERTIFICATION/AFFIDAVIT IN COMPLIANCE WITH O.R.C. SECTION 3517.13

STATE OF ____________

COUNTY OF ____________, ss: ________________________

Personally appeared before me the undersigned, a bidder or representative of a bidder in competitive bidding on behalf of __________________________ for a contract for the purchase of goods and/or services to be let by the Licking County Planning Commission, Licking County, Ohio LCATS who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under section 3517.13 of the Ohio Revised Code, and further states that the undersigned has the authority to make the following representation on behalf of the entity if the undersigned as an individual is not the bidder himself or herself:

1. On behalf of the individual, partnership or other unincorporated business, association, estate, or trust that all of the following persons, if applicable, are in compliance with 3517.13 (I)(1):

O.R.C. § 3517.13(I)(1)(a) provides:

[N]o political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year, to any individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust if any of [those persons listed in ¶ 1, a–h] … has made, as an individual, within the previous twenty-four months, one or more contributions totaling in excess of one thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officer’s campaign committee.

a. the individual;

b. each partner or owner of the partnership or other unincorporated business;

c. each shareholder of the association;

d. each administrator of the estate;

e. each executor of the estate;

f. each trustee of the trust;

g. each spouse of any person identified in (a) through (f) of this section;

h. each child seven years of age to seventeen years of age of any person identified in (a) through (f) of this section;

i. any combination of persons identified in (a) through (f) of this section.

O.R.C. § 3517.13(I)(1)(b) prohibits award of such a contract:

[I]f any combination of the following has made, within the previous twenty-four months, one or more contributions totaling in excess of two thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officer’s campaign
committee: (i) The individual; (ii) Any partner or owner of the partnership or other unincorporated business; (iii) Any shareholder of the association; (iv) Any administrator of the estate; (v) Any executor of the estate; (vi) Any trustee of the trust; (vii) The spouse of any person identified in divisions (I)(1)(b)(i) to (vi) of this section; (viii) Any child seven years of age through seventeen years of age of any person identified in divisions (I)(1)(b)(i) to (vi) of this section; (ix) Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.” (Emphasis added.)

On behalf of a corporation or business trust, except a professional association organized under Chapter 1785 O.R.C., that all of the following persons, where applicable, are in compliance with 3517.13 (J)(1) :
O.R.C. § 3517.13(J)(1)(a) provides:

[N]o political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year, to a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, if any of [those persons listed in ¶ 2, a–c] ... has made, as an individual, within the previous twenty-four months, taking into consideration only owners for all of that period, one or more contributions totaling in excess of one thousand dollars to the holder of a public office having ultimate responsibility for the award of the contract or to the public officer's campaign committee.

O.R.C. § 3517.13(J)(1)(b) prohibits award of such a contract

[I]f any combination of the following has made, within the previous twenty-four months, taking into consideration only owners for all of that period, one or more contributions totaling in excess of two thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officer's campaign committee: (i) Owners of more than twenty per cent of the corporation or business trust; (ii) Spouses of owners of more than twenty per cent of the corporation or business trust; (iii) Children seven years of age through seventeen years of age of owners of more than twenty per cent of the corporation or business trust; (iv) Any political action committee affiliated with the corporation or business trust.

(Emphasis added.)

a. an owner of more than twenty per cent of the corporation or business trust;
b. each spouse of an owner of more than twenty per cent of the corporation or business trust;
c. each child seven years of age to seventeen years of age of an owner of more than twenty per cent of the corporation or business trust;
d. any combination of persons identified in (a) through (c) of this section.

BIDDER:

SIGNATURE: ______________________________________________

NAME: _________________________________________________

TITLE: _________________________________________________

DATE: _________________________________________________

Sworn to before me and subscribed in my presence by the above named person this ___ day of____, 20______.

NOTARY PUBLIC: ________________________________________

My Commission Expires: _________________________________
NON-COLLUSION AFFIDAVIT

State of ___________________ )
) SS:
County of _________________ )

Bid Identification: Request for Proposals (RFQ)/Request for Bids by the Licking County Transit Board, Licking County, Ohio for Transit Development Plan and Coordinated Plan.

Contractor: _________________________________________________

The undersigned, being first duly sworn, deposes and says that he/she is _____________ of the above named Contractor making the foregoing Bid; that such Bid is not made in the interest of or on behalf of an undisclosed person, partnership, company, association, organization, or corporation; that such Bid is genuine and not collusive or sham; that said Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived or agreed with any Bidder or anyone else to put in a sham Bid, or that anyone shall refrain from Bidding; That said Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix Bid price of said Bidder or any other Bidder, or to fix any overhead, profit or cost element of such Bid price, or that of any other Bidder, or to secure any advantage against the Owner awarding the Contract or anyone interested in the proposed contract; that all statements contained in such Bid are true; and further, that said Bidder has not, directly or indirectly, submitted its Bid price or any break-down thereof, or the contents thereof, or divulged any information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, Bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said Bidder in its general business.

Executed this _____ day of _______________, 20__.

_____________________________
Signature

Sworn to and subscribed in my presence this ____ day of _______________, 20__.

_____________________________
Notary Public
My commission expires: _______