

01-25-16 (Posting Date)

**The Austin Interchange Maintenance & Enhancement Program
Montgomery County Transportation Improvement District (TID)**

02-5-16 (Response Due Date)

Request for Qualifications

The Montgomery County TID is seeking qualifications from firms and/or individuals for providing all labor, materials, services, and equipment required to perform turf, irrigation and landscape services in public right of way at the Austin Interchange and along Austin Boulevard and connecting roadways, as indicated in the attached map "Exhibit A" during the period beginning April 1st and ending November 30th, 2016; and anticipated implementation of additional landscape enhancements, in complete and strict accordance with specifications.

The Austin Interchange was an ODOT administered major roadway project that originally opened to traffic in 2010 and is located in southern Montgomery County within the borders of Miami Township, the City of Miamisburg and the City of Springboro. Upon completion of the Austin Interchange, Phase I of the Austin Enhancement Project was subsequently completed in 2013. It is the TID's intention to select firms that are most qualified to professionally maintain the existing landscape as well as implement Phase 2 of the Austin Enhancements.

Qualifications Submission

Statements of Qualification ("SOQ") must be received by the TID by **4:00 PM EDT on February 5th, 2016**. Provide a signed Electronic SOQ to:

Crystal Davidson, Project & Development Director
E-mail Address: cdavidson@mctid.org

SOQs will not be accepted after the deadline under any circumstances.

The TID Board reserves the right to reject any and all SOQs and to negotiate with selected firm(s) and/or individuals over specific terms of their engagement.

The Review Committee will rank order from first to last the qualifications and experience of each firm and/or individual. Rankings will be based upon the Review Committee's evaluation of the capability of the firm and/or individual to provide the landscape, maintenance and implementation services required in a timely and professional manner.

It is the Review Committee's intent to narrow the selection to 3 qualified contractors and extend an invitation to submit bid proposals. All contractors who provide an SOQ will be notified of the results by **February 11, 2016**.

Required SOQ Content

- A. Instructions for Preparing and Submitting an SOQ
 1. Provide the information requested in the SOQ Content (Item B below), in the same order listed, with a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. SOQ's shall be limited to ten (10) 8½" x 11" single sided pages.
3. Please adhere to the following requirements in preparing and submitting letters of interest:
 - a. PDF format for printing on 8½" x 11" paper only.
 - b. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - c. Page numbers must be centered at the bottom of each page.

B. SOQ Content

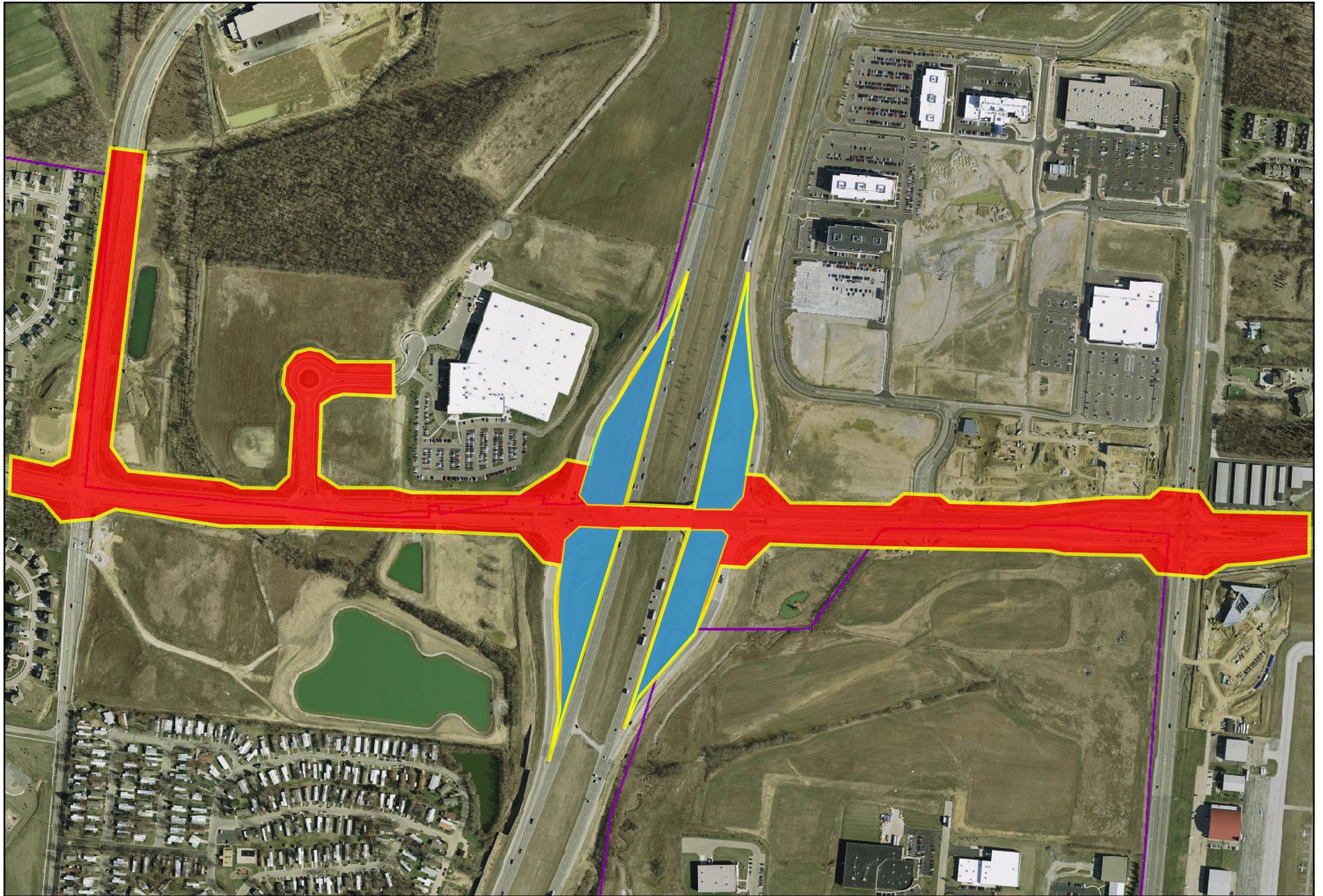
1. List the types of services for which your firm provides.
2. Address the experience of the Company on similar projects and clients.
3. Describe the capacity of your Company and the ability to perform the work in a timely manner, relative to present and anticipated workload, and the availability and commitment of the assigned staff. Identify and include information on your firm's project manager.
4. Confirm your firm's familiarity with the project and any work history it has with related projects and also with the implementation of designed landscaping and hardscape projects. Indicate whether you have visited the project site. Describe your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Items 1 thru 4 must be included within the 10-page body of the SOQ. Resumes and additional information may be required upon request.

Any questions concerning specific requirements for SOQ submission must be directed in writing to Crystal Davidson at the email address listed above (cdavidson@mctid.org). Questions received by the TID after **4:00PM EDT on February 4, 2016** will not be answered.

It is anticipated that the selected firms will be notified by **February 11, 2016**.

Austin Aesthetics "Exhibit A"



Firm Selection Rating Form

Project: Austin Aesthetics Maintenance and Enhancement Program
Selection Committee Members: Representatives of Montgomery County TID, Miami Township, and Austin Center JEDD.

Firm Name: _____

| Category | Total Value | Scoring Criteria | Score |
|---|--------------------|-------------------------|--------------|
| Management & Team | | | |
| Project Manager – Strength & Experience | 15 | See Note 1, Exhibit B | |
| Firm's Current Workload/ Availability of Personnel | 10 | See Note 3, Exhibit B | |
| Firm's Past Performance | 25 | See Note 2, Exhibit B | |
| Landscaping & Hardscape Installation experience | 10 | See Note 4, Exhibit B | |
| Total | 60 | | |

Exhibit B - 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. The selection committee may contact outside agencies if necessary.

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, more complex role for the project manager.

2. The consultant's past performance and experience with 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 may consider consulting other agencies as appropriate.
3. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis.
4. The consultant's past experience specifically with the implementation and installation of designed landscaping and hardscape 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.