

**Request for Letters of Interest
Complex Right of Way Plan Development
Addendum #1**

To: All Prospective Firms
From: Doug Crabill, Assistant to the Director of Administration
Date: March 3, 2014
Re: Revision to Consultant Selection Rating Form Notes (Exhibit 1)

Revision to Consultant Selection Rating Form Notes (Exhibit 1)

Under Section VIII (Scoring Form) of the Request for Letters of Interest, item B labeled Consultant Selection Rating Form Notes (Exhibit 1) shall be revised to read as follows in order to match the language posted in the ODOT LPA notice:

B. Consultant Selection Rating Form Notes (Exhibit 1)

- 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 shall be based on each project manager's experience on similar projects and past performance for the City of Urbana and other similar agencies. The selection committee shall reserve the right to contact ODOT and outside agencies if necessary. Any sub-factors shall be weighed heavily in the differential scoring. Differential scoring shall 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 shall 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 sub-consultant staff, shall 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 shall be weighed heavily in the differential scoring. As noted above, the city shall reserve the right to contact other agencies.
- 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 shall consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The differential scoring shall consider the complexity of the project and any sub-factors identified in the project notification.
- 4) The consultants' workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.