



Montgomery County Convention Facilities Authority
ALTA, Geotechnical, & Environmental Surveying RFP

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY



REQUEST FOR PROPOSALS

ALTA/NSPS, GEOTECHNICAL, & ENVIRONMENTAL SURVEYS
FOR THE SITE OF THE NEW DAYTON CONVENTION HEADQUARTERS HOTEL
116 E. FIFTH STREET, DAYTON, OH 45402

ISSUE DATE: July 1, 2024

SUBMITTAL DEADLINE: 2PM (EDT) August 1, 2024

Issued By:

Montgomery County Convention Facilities Authority
Dayton Convention Center
22 E. Fifth Street
Dayton, OH 45402
www.montgomerycountycfa.org



PROJECT BACKGROUND

The Montgomery County Convention Facilities Authority (the “MCCFA”) is seeking submittals from firms interested in providing professional consulting services including: 1) an ALTA/ACSM land title survey; 2) geotechnical survey; and 3) a Phase I environmental assessment related to the site for Dayton’s new convention headquarters hotel. The site is located at 116 E. Fifth Street and is bounded by E. Fifth Street S. Jefferson Street, and Stone Street and adjacent to the Dayton City parking facility in the Oregon District.

The MCCFA is moving forward with plans to develop a 200+ room convention hotel in immediate proximity to the Dayton Convention Center near downtown Dayton. A site map is attached providing a general view of the proposed headquarters hotel’s site. The MCCFA owns the long-term ground lease for the project site on the east side of South Jefferson Street between East Fifth Street and Stone Street. Adjacent to the site is the Oregon District Parking Garage owned by the City of Dayton. The MCCFA intends to engage qualified professional consultants as soon as possible in support of the hotel developer’s design and construction efforts.

The site maps shown on **Attachments A & B** provide a current representation of the proposed hotel development site.

Additional information regarding the MCCFA may be found at its website: www.montgomerycountycfa.org.

SCOPE OF SERVICES

The MCCFA requests Qualification and Experience Statements from companies for civil surveying, geotechnical service, and environment assessment services related to the above-referenced hotel development site.

Please review the Scope of Work outlined below and provide in the submittal your firm’s qualifications and experience and the project staffing plan, schedule, and your technical approach to the work.



Scope of Work Part I: ALTA/NSPS Land Title Survey

Perform the below-listed services in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys (“ALTA/NSPS Standards”):

- For the parcel shown on Attachment “A”, show the boundary lines, giving length and bearing of each straight line; interior angles, radius point of tangency, and length of curved lines. There is a downtown City of Dayton Grid from Fifth Street to the north. If any control from this grid is used, the latest adjustment must be used.
- Place monuments (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by an existing monument or witness to the corner.
- Furnish a legal description that conforms to the record title boundaries. Prior to making this survey and insofar as possible, the Surveyor shall acquire data including, but not limited to deeds, maps, certificates or abstracts of the title, section line and other boundary line locations in the vicinity,
 - Reconcile any discrepancies between the survey and the recorded legal description.
- Note the identity, jurisdiction and width of adjoining streets and highways, width and type of pavements. Show distance to nearest intersections.
- Plot the location of structures on the property. Dimensions to property lines and other buildings.
- Show encroachments across property lines, either way. Show and dimension footings of adjacent buildings (based upon available plans) and other building encroachments.
- Describe any fences and walls and locate them with respect to property lines.
- Show the recorded or otherwise known easements and rights-of-way and identify owners, with recording information and reference to the title insurance commitment.
- Show zoning of property.
- List the setback, height, and floor space area restrictions disclosed by applicable zoning or building codes (beyond those required under paragraph 5d of the ALTA/NSPS Standards). If none, so state. The source of such information must be disclosed.
- Provide the names of owners of adjacent properties.
- Show contours at one-foot intervals.
- Provide utility information from observed evidence together with evidence from plans obtained from utility companies, and markings by utility companies obtained by contacting the Ohio Utilities Protection Service (OUPS) and other appropriate sources (with reference as to the source of information, and showing at a minimum:
 - Location and size of water and gas mains and other utilities not limited to buried tanks and septic fields serving the property,
 - Location of fire hydrants available to the site.



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- Location and elevation of power, fiber-line, cable television, and street lighting above ground.
- Location, material type, and size of sanitary sewers, combination sewers, storm drains, and culverts serving or on the property.
- Show location of flood plain and flood level of streams or adjacent bodies of water.
- Show locations of specimen trees flagged by the Owner.
- Provide any other information required by the ALTA/ACSM Standards, Montgomery County Survey Standards, and Montgomery County Conveyance Standards (<https://engineer.mcoho.org/departments/survey-review/>). Where there are any conflicts in the requirements, the most stringent shall apply.
- Prepare a plat of survey of a new lot to be the location of a proposed hotel, shown on **Attachment B**. Also prepare a legal description for this new lot.

Scope of Work Part II: Phase I Environmental Site Assessment

Perform a Phase I ESA allowing the MCCFA to qualify for CERCLA liability protection. The scope of services for the assessment shall meet the needs and requirements of MCCFA to satisfy the “All Appropriate Inquiry (AAI) test certification of previous ownership and uses of the property consistent with good commercial or customary practice as defined at 42 USC-9601 (35) (B). Phase I ESA services must be compliant with American Society for Testing and Materials (ASTM) Standard Practice # 1527-21, and must include:

- A review of available physiological, geological, and hydrological information.
- A review of federal, state, and local records.
- A review of available historical information.
- A review of prior ownership of the property.
- A site reconnaissance of the property to identify potential hazardous concerns and to estimate the extent and location of potential jurisdictional waters and wetlands that may have developed.
- Interview with the past and current owners and occupants of the property and local government officials, as needed.
- A report summarizing the findings of the records review, field investigation, and interview and including conclusions and recommendations for the use by the MCCFA.
- Any other investigation or information necessary to satisfy the AAI standard and ASTM Standard Practice E-1527-21 for environmental site assessments.

Upon completion of the Phase I Environmental Site Assessment, the MCCFA may choose to engage the selected consultant in providing Phase II Environmental Site Assessment services if any suspected contaminants are potentially identified. If necessary, more extensive types of investigations will be contracted to evaluate not only the presence/absence of contaminants but also, where contaminants are detected, the vertical and aerial distribution of each contaminant



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of concern, the potential contamination of other associated media, and a preliminary assessment of potential corrective actions. It is unknown at present whether this level of further investigation will be required.

Scope of Work Part III: Soils/Geotechnical Investigation

Provide a reasonable sample number of soil borings and associated laboratory testing for the proposed development of a twelve-story convention headquarters hotel on the site. The MCCFA will rely on your recommendations in evaluating the appropriate number of boring locations and depth of each boring. Consider obtaining site borings taken for surrounding buildings that may be available from the City of Dayton.

Standard penetration test borings shall be completed across the property in accordance with current applicable ASTM Standards and other local standards including but not limited to: ASTM Standards D1452-07, D1556-00, and D2487-17.

The soil samples shall be preserved, and field logs shall be prepared by either the consultant or by an experienced Soil Technician acting under the supervision of the consultant. The consultant shall analyze information obtained during these subsurface investigations that may affect the proposed hotel building's design and construction.

The consultant shall compile an engineering report based on the test borings, laboratory results, available plans, current project information, and a review of site conditions. The report will present general soil, rock, and groundwater observations, and will provide recommendations pertaining to foundations, slabs, and procedures for preparing the subgrade.

SELECTION PROCESS and EVALUATION CRITERIA

The MCCFA will review, evaluate and select the engineering and surveying consultant whose proposal is "most advantageous", as determined by the criteria stated in this document and in accordance with law. Submittals will be evaluated by a group of individuals selected by the MCCFA and will include members of the MCCFA Board and staff and certain project advisors (the "Selection Committee"). The Selection Committee will review and evaluate all proposals and may short-list firms for interviews based upon criteria listed below and the requirements of law. Upon conclusion of the interviews and evaluation of proposals, the Selection Committee will recommend approval of the firm deemed "most advantageous" to the full Board.

Proposals submitted by interested parties will be evaluated based upon the criteria listed below. Each criterion will be weighted equally. Only that information which is submitted through the RFP process will be used for evaluation.



Criteria One: Qualifications

The qualifications and competence of the firm or team to perform the requested services as demonstrated by the technical training, education and experience of the proposed team members who would be assigned to perform the work.

Criteria Two: Past Performance

The past performance and ability of the firm or team to provide the services required by this RFP as demonstrated by review of past projects completed by the firm or team and by evaluation of previous clients. Emphasis of past review will be placed on quality of work completed; ability to meet objectives and schedules; responsiveness; and resolution of issues/challenges.

Criteria Three: Availability of Resources

The ability of the firm or team to perform the required services competently and on schedule as demonstrated by the availability and accessibility of experienced personnel and other resources needed to successfully provide the required services.

Criteria Four: Uniqueness

The uniqueness of the firm or team as demonstrated by the proposed manner and methodology in which the firm will achieve the requirements of this RFP.

Criteria Five: Technical Approach and Schedule

The technical approach and proposed schedule for completion of the services contained herein.

REQUIRED SUBMITTALS

One original, six copies and one electronic copy of each submittal shall be delivered to the following addressee on or before **August 1, 2024**, at 2:00 PM EDT.

Pam Plageman, Executive Director/CEO
Montgomery County Convention Facilities Authority
Dayton Convention Center
22 E. Fifth Street
Dayton, OH 45402

One additional electronic copy of each submittal shall be delivered to the following addressee on or before the 2 PM deadline on August 1st : donlbrown4382@sbcglobal.net.



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Questions regarding this RFP must be submitted in writing to Don Brown at donlbrown4382@sbcglobal.net and to Pam Plageman (MCCFA) at pplageman@montgomerycountycfa.org on or before the close of business on **July 15th**. Responses to all questions submitted prior to the deadline for submittal will be distributed to interested firms on record that have received a copy of this RFP. Responses will be distributed on or before **July 19, 2024**.

To enable the MCCFA to efficiently evaluate submittals, Respondents should prepare their submittal on 8.5 x 11 paper utilizing the format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc., at your discretion.

The following outlines the information to be included in each submittal. This outline is not all-inclusive, and information may be added as deemed necessary. Submittals are to be paginated and the section number, title of section, and each sub-part should be clearly identified.

Section I – Team Description

General information should include, but not be limited to:

1. The name, address, telephone number, fax and email address of an individual who will serve as the lead firm's contact for any questions or correspondence regarding the RFP process.
2. A certification of accuracy provided by the highest ranking individual responsible for the lead firm's submittal.
3. If the lead firm will be including subconsultants on the team, all of the information requested for the lead firm shall be included for each subconsultant. A scope of each subconsultant's work on the project shall be included, as well as past experience working with the lead firm.
4. A summary highlighting why the team is uniquely qualified to fulfill the requirements of this RFP.

Section II – Profile & Organization

The profile for the lead firm and each subconsultant should include but not be limited to:

1. Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.
2. If applicable, information describing any other participating firm's current organization, date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy, number of employees and employee demographics.



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3. Provide an organizational chart and staffing plan for the team who will be working directly with the MCCFA. Identify key members and describe the services, roles and responsibilities of each. Indicate the availability of key team members.
4. Provide information that describes the firm's current workload as well as outline the availability of necessary personnel, equipment and resources needed to satisfy the requirements of this RFP.

Section III – Approach

A description of the team's approach to accomplishing each part (Parts I, II, and III) of the Scope of Work described in the Scope of Services above.

Section IV – Resumes of Key Individuals

Provide professional resumes and job titles for individuals that will be working with the MCCFA; describing each member's education, qualifications, and project experience with similar clients.

Section V – Experience

List clients that the team has worked with during the past five years that are similar in size and function to the MCCFA. Each firm's role with each client should be clearly identified as well as the role of individual team members. Information should include a description of services provided; examples of successful strategies implemented that improved outcomes; and unique characteristics of the services provided that resulted in a positive outcome for the client. Include references for each listed client. References should be prepared to be contacted by the RFP Selection Committee.

Section VI – Other Requested Information

Provide specific information describing the team's understanding of required services for the project along with a description of any services not provided by the firm. Please include any other pertinent information in this section.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

MCCFA's Best Interest – the MCCFA reserves the sole right to (1) evaluate the proposals submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed proposals; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFP, should it be deemed in the MCCFA's best interest to do so. This RFP is not intended to be an offer, contract, obligation, or commitment of any kind.

Addenda and Modifications – Changes in the specifications or terms and conditions of this RFP may be made in writing by the MCCFA prior to the required due date. Results of informal



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meetings or discussions between a Respondent and any MCCFA project representative may not be used as a basis for deviations from the requirements contained within this RFP and may subject the Respondent to immediate disqualification.

All addenda, amendments, and interpretations to this RFP shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the MCCFA. Only information supplied by the MCCFA in this RFP, or in connection with this RFP, shall be used in preparing submittals. All contact that a Respondent may have had before or after receipt of this RFP with any individuals, employees, or representatives of the MCCFA and any information that may have been read in any news media or seen or heard in any communications regarding this RFP should be disregarded by Respondents in preparing responses to this RFP.

Clarification – the MCCFA reserves the right to conduct discussions with Respondents who submit proposals, or statements of qualifications, for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements of this RFP.

No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, director or employee of the MCCFA nor its advisors for any purpose or reason that could be construed as influencing the selection process. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

No False Information – Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the MCCFA for consideration in the selection process shall be excluded.

Conflicts of Interest – All Respondents must disclose, within their proposal, the name(s) of any officer, director, agents, or immediate family member (spouse, parent, sibling, child) who is also an employee of the MCCFA or have a familial business relationship with any MCCFA director. Further, all proposals must disclose the name of any MCCFA employees who own, either directly or indirectly, an interest of 10% or more in the Respondent or any of its affiliates or subcontractors.

Preparation Costs – Under no circumstances will the MCCFA be responsible for any costs incurred by anyone in (a) the submittal of proposals or qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the most advantageous Respondent.

Confidentiality – To the extent permitted by law, the MCCFA will make reasonable efforts to safeguard the confidentiality of confidential information submitted in response to this RFP, provided that the information is conspicuously marked “CONFIDENTIAL”. The MCCFA will not be



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required to defend any litigation seeking disclosure of confidential information. The MCCFA will make reasonable efforts to notify a Respondent to give the Respondent opportunity to defend any request or litigation seeking disclosure.

Note that the wholesale use of headers/footers bearing designations such as “confidential”, “proprietary”, or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the MCCFA as a waiver of any exemption claim. The identification of exempt information must be sufficiently specific to allow for the MCCFA to identify the exempt data in responding to public records requests.

Public Records – Respondents are hereby notified that all proposals and qualifications, including without limitation, any and all information and documentation submitted therewith, will be available for public inspection after the award of the contract, in compliance with Ohio Revised Code 149 and other applicable public records laws.

By submitting to the MCCFA a document that the Respondent designates as “confidential” or “trade secret”, the Respondent agrees that in the event a third party brings any action against the MCCFA or any of its officials or employees to obtain disclosure of the document, the Respondent will indemnify and hold harmless the MCCFA and any affected officials and employees from all costs, including attorney’s fees incurred by or assessed against any defendant, of defending against such action. The Respondent also agrees that at the MCCFA’s request, the Respondent will intervene in such action and assume all responsibility for defending against it, and that the Respondent’s failure to do so will relieve the MCCFA of all further obligations to protect the confidentiality of the document. The MCCFA assumes no responsibility for disclosure or use of unmarked data for any purposes.

MCCFA Policies and Ordinances – Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the MCCFA. In the event of any inconsistency or conflict between the process of requirements set forth in this RFP and MCCFA policies and ordinances, or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

Right of Refusal – the MCCFA reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFP; fails to meet the terms and conditions of this RFP, including but not limited to, the standards, specifications, and requirements specified in this RFP.

NON-DISCRIMINATION POLICY

The MCCFA is committed to equal opportunity and non-discrimination in all aspects of its contracting and procurement activities through the adoption of this Non-Discrimination Policy (“Non-Discrimination Policy”). Pursuant to this Non-Discrimination Policy, the MCCFA will not participate in either active or passive unlawful discrimination of any type.



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The MCCFA recognizes that it has a continuing obligation to avoid unlawful discrimination in contracting and procurement activities. Therefore, all Respondents shall not have engaged, and shall not engage, in any kind of unlawful discrimination. Each Respondent, should they be engaged by the MCCFA, shall certify in writing that such Respondent, directly or indirectly, (1) has not engaged, is not engaged, and will not engage in any kind of unlawful discrimination involving race, color, sex, sexual orientation, disability, age, religion, veteran status or national origin, or any other basis prohibited by laws of the United States, the State of Ohio or the City of Dayton (“Other Prohibited Basis”), whether or not such discrimination is related to a contract or procurement activity with or for the MCCFA and (2) will not, for any purpose related to its engagement by the MCCFA, employ or contract with persons or businesses which the Contractor knows or has reason to know have engaged, are engaged, or will engage in any kind of unlawful discrimination involving race, color, sex, sexual orientation, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contract or procurement activity with or for the MCCFA.

It is the position of the MCCFA that discrimination against business owners based on race, color, sex, sexual orientation, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, is prohibited. No person unlawfully shall be denied the benefit of, or otherwise discriminated against, in connection with the award and/or performance of any contract or award, or modification of any contract or award, between a Contractor and the MCCFA on such basis.

The fundamental tenets of this Non-Discrimination Policy are as follows:

- All contractors should have an equal opportunity to compete with respect to contract and procurement activities of the MCCFA, regardless of race, color, sex, sexual orientation, disability, age, religion, veteran status or national origin;
- No contractor shall have engaged or shall engage in any kind of unlawful discrimination involving race, color, sex, sexual orientation, disability, age, religion, veteran status or national origin, or Other Prohibited Basis, whether or not such unlawful discrimination is related to a contracting or procurement activity with or for the MCCFA;
- The MCCFA through its staff, management company and other contractors will (i) monitor and provide periodic reports to the MCCFA regarding compliance by the MCCFA and its contractors with this Non-Discrimination Policy; (ii) collect and record information on the use of minorities and women in contracting and procurement activities; and (iii) analyze data to evaluate the utilization of minorities and women in the MCCFA’s contracting and procurement activities.



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- The MCCFA shall review this Non-Discrimination Policy periodically to ensure that it effectively promotes and achieves non-discrimination and equal opportunity in connection with MCCFA contracting and procurement activities; and
- All contractors shall comply with this Non-Discrimination Policy. A contractor's success or failure to comply with this Non-Discrimination Policy will be a factor in any award of contracts or procurements from the MCCFA to such contractor.

The MCCFA through its staff and other advisors shall be responsible for implementing, monitoring and evaluating this Non-Discrimination Policy.

The MCCFA staff shall periodically review this Non-Discrimination Policy to ensure that it effectively promotes non-discrimination and equal opportunity in connection with the MCCFA's contracting and procurement activities and periodically report to the Board regarding compliance by the MCCFA and its contractors.

If the MCCFA determines that the objectives of this policy are not being achieved, the MCCFA may, in its discretion, direct the Executive Director to conduct further investigations into the reasons for not achieving such objectives.

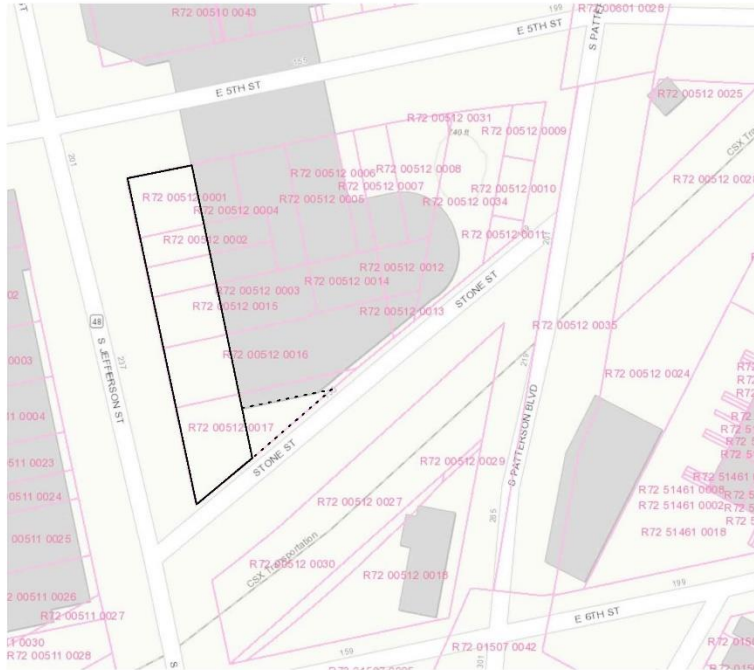
This Non-Discrimination Policy applies to all contracting and procurement activities of the MCCFA, including contracting for construction, professional and non-professional services and procurement of goods and supplies.

This Non-Discrimination Policy shall be referenced in each bid and Request for Proposal or Qualifications document issued by the MCCFA. A contractor's failure to comply with this Non-Discrimination Policy may result in (a) debarment from participation in future MCCFA contracting opportunities, (b) liability for breach of contract and (c) the enforcement of any other remedies available under the related contract or applicable law.

ATTACHMENT A – SITE MAP



ATTACHMENT B



————— CONCEPTUAL OUTLINE OF HOTEL PARCEL
- - - - - POTENTIAL ADDITIONAL AREA