



04/21/2020 Posting Date
MED-W. Smith Road Reconstruction, Phase 4
PID No. 112540
City of Medina Project No. 1025
Response Due Date: May 22, 2020

COMMUNICATIONS RESTRICTIONS

Please note the following policy concerning communication between Consultants and the City of Medina during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or Qualification Statement requirements.

PROJECT DESCRIPTION

The project consists of the complete reconstruction of a portion of West Smith Road in the City of Medina. The project limits extend from approximately 300 feet east of State Road to the intersection with South Court Street (US 42/SR 3). The work to be completed includes the removal and replacement of the existing concrete pavement; installation of new storm sewers and related structures; installation of new water lines, valves and fire hydrants; new sidewalk; new street lighting and all other appurtenances.

The City of Medina is interested in engaging a design consultant to provide all required environmental services (including permitting), right of way plan preparation and acquisition services, geotechnical investigation and analysis, and engineering design and construction plan preparation services.

The five (5) intersections within the project limits shall be analyzed for potential turning radii improvements.

The consultant or the sub-consultant shall complete all necessary environmental investigations and secure any required environmental approvals.



The project will be funded by a combination of funding to be provided by the City of Medina and federal funds to be provided by NOACA and managed by the Ohio Department of Transportation (ODOT).

The City is pursuing an agreement with ODOT to administer this federally funded project as a Local Public Agency (LPA).

The approved LPA Scope of Services Form (see Appendix A) is included herein for informational purposes.

ESTIMATED CONSTRUCTION COST \$3,485,400.00

DBE AND EDGE REQUIREMENTS DBE and EDGE Requirements will be determined at a later date.

PREQUALIFICATION REQUIREMENTS

Prequalification requirements for this agreement are listed below. For all prequalification categories the requirement may be met by the prime consultant or a sub-consultant.

Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

BICYCLE FACILITIES AND ENHANCEMENT DESIGN ROADWAY:

- Non-Complex Roadway Design;

RIGHT OF WAY PLAN DEVELOPMENT:

- Limited

SUBSURFACE UTILITY LOCATION SERVICES

SOILS/GEOTECHNICAL SERVICES:

- Geotechnical Engineering Services
- Geotechnical Testing Laboratory
- Geotechnical Field Exploration Services



- Geotechnical Drilling Inspection Services

TRAFFIC SIGNAL DESIGN:

- Basic Traffic Signal Design

HIGHWAY LIGHTING DESIGN:

- Limited Lighting Design

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation – CE
- Environmental Document Preparation Section 4 (f)
- Ecological Surveys
- Waterway Permits
- History/Architectural Investigations
- Regulated Materials Review

RIGHT OF WAY ACQUISITION SERVICES:

- Project Management for Right of Way Acquisition Services;
- Title Research
- Value Analysis
- Appraisal
- Negotiation
- Closing

SELECTION SUB-FACTORS

There are no selection sub-factors for this project.

CONTRACT TYPE AND PAYMENT METHOD

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

**ESTIMATED DATE OF AUTHORIZATION**

It is anticipated that the selected Consultant will be authorized to proceed by June 22, 2020.

COMPLETION SCHEDULE

Consultants are directed to the commitment dates as shown on the approved LPA Scope of Services Form which is included in Appendix A.

SUSPENDED OR DEBARRED FIRMS

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

TERMS AND CONDITIONS

The Department's Specifications for Consulting Services 2016 Edition will be included in all agreements selected under this request for letters of interest.

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The City of Medina, 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.

SELECTION PROCEDURES

The LPA will directly select a consultant based on the Letter of Interest (LOI). The requirements for the LOI and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Medina will enter into contract negotiations with the most highly qualified firm.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**City of Medina
c/o Patrick Patton, P.E.
132 North Elmwood Avenue
Medina, Ohio 44256**



The City of Medina reserves the right to reject any and all Letters of Interest submitted and the right to waive any informalities or irregularities in the selection process

Responses received after 4:30 PM on the response due date will not be considered.

REQUIREMENTS FOR LETTERS OF INTEREST, PROGRAMMATIC SELECTION PROCESS

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.
3. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub-factors noted.



4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within 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.



APPENDIX A
APPROVED SCOPE OF SERVICES

Project: MEDINA-West Smith, Ph. 4
PID No. 112540
City of Medina Project No. 1025
Project Type: Roadway Reconstruction
District: 3

L P A S C O P E O F S E R V I C E S F O R M

A. Project Identification

County-Route-Section (Project Name): Medina - West Smith Road-15.43

Project Sponsor / Maintenance Responsibility: City of Medina, Ohio

- Local Let
- ODOT Let

PID (ODOT assigned): 112540

Scope Field Review: 3/9/2020

Scope Meeting: 3/16/2020

Proposed Sale Date: TBD

State Fiscal Year: 2022

Highway Functional Classification: Collector

Federal Aid System (ODOT assigned): Other Federal-Aide Highway

B. Design Standard

ODOT Location and Design Manual

Local City Standards

C. Project Description

Transportation Issues to be Corrected: Pavement Condition, Intersection turning radii

Full reconstruction of Smith Rd from just east of State Rd to SR 3. Project will include concrete Pavement, sidewalk, curb, culvert replacement, curb ramps and possibly steel rail.

Prior studies / plan (identify): None in this section

Estimate Project Length: 3,650 ft
(begin pavement to end pavement including bridge)

Work Length: 3,850 ft
(including project length & approach work)

Alignment: Existing
 Relocated *(explain)*

Profile: Existing
 New *(explain)* Minor profile adjustments to improve pavement drainage

Logical Termini: Approx. 300 ft. east of State Road to U.S. 42 (S. Court St.)
(w/ explanation)

D. Typical Sections

Existing	Pavement Width:	<input checked="" type="checkbox"/> curb to curb	Graded Shoulder:
	<i>28 ft</i>	<input type="checkbox"/> edge to edge	Treated Shoulder:
	R/W Width:		
	<i>60 ft</i>		
	Bridge Width:	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets	
	<i>n/a</i>		

Existing	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Typical sidewalk is 6 inch concrete, integral to pavement</i>
Curb ramps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Curb ramps not completed at all areas, all ramps must be made compliant with ADA standards.</i>
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Width: <i>5 feet width. Sidewalk not currently present along entire corridor.</i>
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Things To Note About **Existing** Typical Section: *Existing retaining wall with railing is Located on south side of W. Smith, from S. Elmwood to 385 feet east. Design consultant to evaluate retaining wall to determine what, if any, repairs are needed.*

Proposed	Pavement Width:	<input checked="" type="checkbox"/> curb to curb	Graded Shoulder:
	<i>28 ft</i>	<input type="checkbox"/> edge to edge	Treated Shoulder:
	R/W Width:		
	<i>60 ft</i>		
	Bridge Width:	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets	
	<i>n/a</i>		

Proposed	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>6" concrete integral to pavement</i>
Curb ramps (*)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Width: <i>4 feet</i>
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note () – Curb ramps must be updated to current ADA standards.*

Additional Things To Note About **Proposed** Typical Section: *Existing retaining wall on south side*

Of W. Smith to remain in place; modifications may include new railing on retaining wall.

Supplemental Information:

ADT	<u>7,787 (2015)</u>	Design ADT	<u>10,496 (2045)</u>
DHV	_____	Certified Traffic	_____
T24	<u>373</u>		
Design Speed	<u>35</u>	Legal Speed	<u>25/35</u>
Comments: _____			

E. Right-of-Way

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Right-of-Way Plan:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Approximate Number of Parcels:			<u>14</u>
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Railroad Involvement:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>ROW will need purchased from RR</u>
Railroad Name:			<u>Wheeling and Lake Erie Railway</u>
Encroachments:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>All encroachments will be addressed by The City of Medina</u>
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airport Name:			_____
Comments:			_____

Note: Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local Public Agency, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

		<u>Yes</u>	<u>No</u>	<u>Name of Company</u>			
Aerial	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Frontier Communication</i>			
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Armstrong</i>			
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>First Energy – Ohio Edison</i>			
Underground	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Frontier Communication</i>			
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Armstrong</i>			
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>First Energy – Ohio Edison</i>			
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Columbia Gas</i>			
	Pipelines:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Trans Canada</i>			
					<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
	Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Medina</i>	
	Sanitary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Medina County</i>	
	Storm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Medina</i>	
Other:		<u><i>Medina County Fiber Network</i></u>					
Comments:							

The Consultant is to locate and identify all existing and foreseeable future utilities (public or private; on or over the project limits) in accordance with Section 153.64 of the Ohio Revised Code. To locate existing utilities, the Consultant shall contact the following One-Call centers and provide the District 3 Utilities Coordinator with the appropriate reference numbers:

Ohio Utilities Protection Service: 1-800-362-2764

Oil and Gas Producers Underground Protection Services: 1-800-925-0988

A listing of all utility companies within the project limits shall be included in the Stage 2 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant shall contact the District 3 Utilities Coordinator for the correct addresses, telephone numbers and company contacts.

Stage 2 plan submittals must include all underground utilities on the Plan/Profile and appropriate Cross Section Sheets. Preliminary cross sections must be included to show the effect of the proposed construction on all existing utilities. Aerial and underground utility relocations may require additional right of way beyond the existing right of way limits. These existing utilities, proposed utility relocations and approximate right of way needs must be reflected in the Conceptual Right of Way Plan.

The Consultant will submit a complete full size copy of all Stage Submittals and Final plans to all affected utility companies at the time submittals are sent to District 3. The Consultant will submit a copy of plans and/or details in electronic form, as well as prints, to the utility companies located within the project limits, and will copy the Utility Coordinator on all correspondence with the utility companies.

The Local Agency will write the project utility note and Exhibit B and submit to the Utility Coordinator for approval; they will also supply the Utility Coordinator with copies of approved utility company relocation plans. The Utility Note and Exhibit B are a part of the Right-of-Way Certification supplied by the Local Agency at the PS&E Submission.

The Consultant will follow procedures for all utility relocation as per ODOT's Utilities Manual and the Ohio Revised Code.

G. Structure Requirements

Existing Structure Information:	Structure type: <u>3 sided flat top concrete culvert</u>	
	Bridge No.: <u>MED C0004 15660</u>	Structural File No.: <u>5243246</u>
	Sufficiency Rating: <u>99.6</u>	General Appraisal: <u>8A</u>
	Crossing: <u>Champion Creek</u>	
	Bridge Length: <u>41 ft</u>	Number of Spans: <u>1</u>
	Eligible for the National Historical Register: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Proposed Structure Information:	New Structure: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Rehabilitate Existing Bridge by: _____	
	Structure Type: _____	
	Beam Type: <input type="checkbox"/> Concrete Box; <input type="checkbox"/> Steel; <input type="checkbox"/> n/a	
	Structure Width: _____	Number of Spans: _____
	Other Design Considerations / Explanation of Change in Line/Grade: _____	
	Guardrail Type: _____	

H. Design Exception(s) Required

Yes Explain: City requests to use standard City pavement, storm sewer and water specifications.
 No

I. Traffic Control

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Signing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Striping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lighting:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Signals:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RPMs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

J. Maintenance of Traffic

Type of MOT: Detour, Part Width, Daily Flagging

Remarks/Describe: Project limits will be completed in phases; one direction of travel will be utilized during work within each phase. Daily flagging may be required at specific times.

Will Pedestrian Traffic need to be maintained? Yes

Remarks/Describe: _____

K. Driveways

Yes Type: Concrete
 No

L. Project Funding

Project Cost Estimate: \$3,965,630

Quantity splits needed in plans to differentiate funding participation: Yes No Comments: _____

Coordination with Concurrent Projects Required: Yes No Comments: _____

Funding Source: NOACA TIP (4TA7) Federal Maximum: \$2,046,590 Funding Split: 80%

Cost Estimates:

	<u>Total Federal or State Funds</u>	<u>Percent Split</u>	<u>Total Local Funds</u>	<u>Percent Split</u>
Preliminary Engineering (PE)	\$ 0	0 %	\$ 75,000	100 %
Right-of-Way (RW)	\$ 0	0 %	\$ 150,000	100 %
Utilities	\$ 0	0 %	\$ 0	0 %
<i>Detailed Design (DD)</i>			\$ 212,000	100 %
<i>Construction (CO)</i>	\$ 2,046,590	80 %	\$ 511,647.50	20 %
<i>Construction (Above Fed Cap)_</i>			\$ 927,123.50	100 %
Construction Engineering (CE)	\$ 0	0 %	\$ 43,269	100 %
Total	\$ 2,046,590		\$ 1,919,040	

A

Additional remarks about funding: _____

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X

If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?

- 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs)
- 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate¹
- 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)²
- 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate
- 5. No cost recovery of any LPA direct labor, fringe benefits, or overhead costs.

Does the LPA currently have a timekeeping system in place?	Yes		No	
--	-----	--	----	--

If so, does that system track both payroll and project hours concurrently?	Yes		No	
--	-----	--	----	--

If different systems, how does the LPA reconcile project hours to payroll?

How often are payroll records prepared?

For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes		No	
---	-----	--	----	--

Does the LPA ensure that timecards are signed by the employee?	Yes		No	
--	-----	--	----	--

N. Environmental

Required		Responsibility		Note: (*) – prequalified consultant is NOT required
Yes	No	ODOT	Local	
<u>Cultural Resources</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section 106 – Scoping Request Form (*)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase I History/Architecture Survey Report (If Authorized)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase I Archaeology Survey Report (If Authorized)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appendix A
<u>Section 4f</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determination Request Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual Section 4(f) Evaluation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 6(f) Documentation
<u>Ecological Resources</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ecological Exempt Form (*)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Level 1 Ecological Survey Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNIONID Mussel Survey Report
<u>Sole Source Aquifer</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sole Source Aquifer Coordination
<u>Farmland Policy Protection Act (FPPA)</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farmland Conversion Impact Rating-Form
<u>Waterway Permits</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Permit Determination Request Package
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Stream/Wetland Mitigation Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 404/401 Applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USACE Pre-Construction Notification (PCN) Applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coastguard Section 9 Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACOE Section 10 Permit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floodplain Permit Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floodplain Coordination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coastal Waterway Permit
<u>Environmental Site Assessment</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regulated Materials Review (RMR) (*)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Phase I Environmental Site Assessment Report (If Authorized)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey/Inspection
<u>Air</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exempt Memo
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ozone Analysis
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSAT Analysis
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM 2.5 Analysis
<u>Noise</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Noise Analysis Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise Barrier Public Involvement Summary
<u>Public Involvement Activities</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Involvement Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Meeting Activities – Website & Newspaper Release

N. Environmental				
Required		Responsibility		Note: (*) – prequalified consultant is NOT required
Yes	No	ODOT	Local	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Announcement (webpage, news article, new release)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underserved Population Outreach – If access is maintained no outreach needed
<u>Categorical Exclusion (CE) Environmental Document</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D3

Any Known Environmental Concerns (ex. Historic properties on National Register, wetlands, underground storage tanks, stream relocation): _____

O. Roles/Responsibilities

Note: Consultants used for development of Construction plans, R/W plans, R/W acquisition/appraisals, and Construction inspection must be pre-qualified by ODOT.

- Construction Plan Development: CITY
- Proposal/Specification Development: CITY
- LPA Agreement: ODOT
- Form and Preliminary Legislation: ODOT
- Advertising and Award of Contract: CITY
- Construction Inspection: CITY
- R/W Plan Development: CITY
- R/W Acquisition / Appraisals: CITY
- Utility Relocation: CITY

P. Field Review

Representatives Present:		Date: 3/9/2020
Name	Name	Name
Jeff Rogers	Levi Wingler	John Schafrath
Jason Copeland	Pat Patton	Fred Himmelreich

Q. Commitment Dates

<u>Activity</u>	<u>Milestone Date</u>
LPA Scope of Services Document signed	
Initial Project Scope Complete (ODOT use only)	
LPA Agreement signed	
Authorization Design Consultant (if Federally funded; then PE needs Fed. Authorization, signed contract and encumbrance first)	5/1/2020
Stage 1 Submission	
Stage 2 Submission	9/1/2020
Stage 3 Submission	
Stage 1,2 or 3 Plans Reviewed	1 month after submission
R/W Plans Submitted (typically same date as Stage 2 submission)	9/1/2020
R/W Plans Approved (typically 1 month after submission)	10/1/2020
Environmental Document Approved (typically 6 months from Stage 2 submission. If R/W involved, then the Environmental Document Approval must be completed at least 1 year prior to the District R/W Cert. Date.)	3/1/2021
Authorization for Detail Design (If Federally funded, then 1 month after Env. Document approved)	
Local Let PS&E Package to District	3/1/2022
Environmental Certification Form (ECF) (typically same as PS&E to District-Request from DEC one week prior to PS&E submission)	3/1/2022
District R/W Certification (typically 1 month after Env. Clearance Date. If R/W purchased then 1 year after Environmental Document approved Date. Required whether project requires R/W or not)	3/1/2022
Plan Package to C. O. (typically 1 month after PS&E to District)	4/1/2022
Sale Date (minimum 1 month prior to award date, minimum 1 month after Plan Package to C.O.)	5/15/2022
Award Date	7/1/2022
Estimated Begin Constr. Date	8/1/2022
Estimated End Constr. Date (days of duration? <u>580</u>)	2/1/2024
LPA Final Acceptance (1 month after End Constr. Date)	3/1/2024

Project Schedule Approval:

Date

Date

Donald E. Smith 4/7/2020
Environmental Coordinator

Bradley S. Corder 04/07/2020
Real Estate Administrator

Steve Stephens 04/07/2020
Program Manager

J. Rogers 4/2/2020
Project Manager

[Signature]
Local Agency Approval



**APPENDIX B
CONSULTANT SELECTION RATING FORM**

Project: MEDINA-West Smith, Ph. 4
 PID No. 112540
 City of Medina Project No. 1025
 Project Type: Roadway Reconstruction
 District: 3

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team	20	See Note 1, Exhibit 1	
Project Manager	10	See Note 2, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-consultants	20	See Note 3, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 5, Exhibit 1	
Project Approach	15	See Note 6, Exhibit 1	
Total	100		

If Applicable: Adequate good faith efforts made to meet DBE goal Y/N

Exhibit 1 - Consultant Selection Rating Form Notes

1. The management and team for each consultant shall be ranked, with the highest ranked team 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 team's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any sub-factors identified should be weighed heavily in the differential scoring.
2. 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 for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any sub-factors identified should be weighed heavily in the differential scoring.

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 role for the project manager.

3. The experience and strength of the assigned staff, including sub-consultant staff, should 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 should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.
5. 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 should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any sub-factors identified in the project notification.

6. The consultants' project approach 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 differential scoring should consider the thoroughness of the project approach along with any unique and beneficial project approach ideas, and any sub-factors identified in the project notification.



APPENDIX C
LEGAL ADVERTISEMENT

Project: MEDINA-West Smith, Ph. 4
PID No. 112540
City of Medina Project No. 1025
Project Type: Roadway Reconstruction
District: 3

CITY OF MEDINA
LEGAL NOTICE

The City of Medina is inviting interested consulting firms to submit a Letter of Interest for the following City projects:

Engineering and Design Services for
MED-West Smith Road Reconstruction, Ph. 4
City Project #1025
PID #112540

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Medina will enter into contract negotiations with the most highly qualified firm. The City of Medina will utilize a qualifications based selection process to select design consultants for these projects. Dependent upon a review of the Statement of Qualifications, the City may elect to award design services contracts to one or more of the firms submitting. Firms interested in submitting a Statement of Qualifications for consideration of award of one of these projects must contact the City of Medina to acquire the Request for Qualifications (RFQ) Information Packet.

The City will only review Statements of Qualifications received from those firms that acquire the RFQ package. RFQ's may be obtained by submitting a written request to the City of Medina Engineering Department, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256, or by contacting City Engineer Patrick Patton by telephone at 330-721-4721 or by email at ppatton@medinaoh.org.

Three (3) copies of the Statement of Qualification must be sealed in an envelope marked "Qualification Statements – City of Medina 2020 Bridge Replacement and Repair Program" and addressed to the Service Director, City of Medina, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256. Qualification Statements must be received no later than 4:30 PM local time on Friday, May 22, 2020. Responses received after the specified time and date will not be considered. The City of Medina reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process. Contact the City Engineer at 330-721-4721 for questions or further information.

Serafino Piccoli
Service Director
City of Medina, Ohio

Medina Gazette: April 21, 2020
April 28, 2020