

8-11-25 Posting Date
LUC-Little-Centennial Roundabout
PID No. N/A
City of Sylvania
Response Due Date: 8-25-25

In accordance with Ohio Revised Code 153.67, the City of Sylvania is soliciting Letters of Interest from Consultants who desire to provide Professional Design Engineering, Geotechnical Engineering, Surveying, and Right of Way Acquisition at the intersection of Little Road and Centennial Road for a single-lane roundabout project.

Individual Consultants (or Consultant teams) necessary to complete the scope of services are encouraged to submit. However, the City will only contract with one prime Consultant.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Sylvania 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 RFP requirements.

Project Description

The City of Sylvania is requesting Letters of Interest (LoI) from Consultants for planning and engineering services for a roundabout project. The services involve roadway engineering and right of way acquisition to improve the existing through traffic and stop condition, three-legged intersection of Little Road & Centennial Road, approximately 2600 feet north of a roundabout at Brint Road, to a single-lane roundabout. This project will also involve extending the existing sidewalk from the west side of the Villas at Palisades subdivision along the south side of Little Rd to Centennial Rd. The purpose of this project is to reduce travel time delays, relocate utilities outside of the Clear Zone, and increase efficiency and safety for those traveling through the intersection.

The selected Consultant will provide services to prepare construction plans and specifications needed for construction of a roundabout at the intersection of Little Rd and Centennial Rd. This also includes surveying, appraising, and acquiring the right of way necessary to construct said project. It is anticipated that this project will be sold and scheduled for construction in late 2027 or early 2028.

Estimated Construction Cost: \$1,400,000

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by October 2025.

Anticipated Project Schedule

Design Engineering RFP = August 11, 2025
Submission of Proposals = August 25, 2025, 4:30 pm.
Consultant Selection Notification = August 29, 2025
Scope and Fee Negotiations = September 1 thru September 26, 2025
City Council Contract Award = January 5, 2026
Authorization to Proceed = January 20, 2026
30% Submission = March 27, 2026
30% Review Completion = April 24, 2026
Preliminary RW Plan Submission = June 19, 2026
Preliminary RW Plan Review Completion = July 17, 2026
95% Submission = August 14, 2026
Final RW Plan Submission = August 14, 2026
Final RW Plan Review Completion = September 18, 2026
95% Review Completion = October 2, 2026
Begin RW Acquisition = October 19, 2026
End RW Acquisition = July 30, 2027
100% Submission = August 27, 2027

Scope of Services

The Scope of Services document is included below.

Letter of Interest Requirements

Letters of Interest are to include information regarding the design firm's capabilities as required by Ohio Revised Code 153.65D. All letters are to include:

1. Resume of project manager to be assigned to this project and related experience on similar residential roadway improvements projects.
2. Evidence of the firm's competency to perform professional design services for this type of municipal work as indicated by the technical training, education, and experience of the firm's personnel. List any subconsultants and their anticipated work percentages.
3. Evidence of the firm's workload and the availability of qualified personnel, equipment, and facilities to perform the required design services.
4. Evidence of the firm's past performance on similar projects.
5. Any other relevant information which the design firm feels will prove competence and capability of the firm and personnel.

Selection Procedures

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

Firms interested in being considered for selection should respond electronically by emailing ebarnes@cityofsylvania.com to submit a copy of the Letter of Interest by 4:30 PM on the response due date listed above. Please use "LUC-Little-Centennial Roundabout LOI" in the subject line. Confirmation of receipt will be sent via email.

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

For attachments 15MB or larger, please use a ShareFile link to ensure delivery.

Enclosed Exhibits

See Exhibit A for the anticipated scope of services.

Consultant Selection Rating Form

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	25	See Note 1	
Strength/Experience of Assigned Staff including Subconsultants	30	See Note 2	
Firm's Current Workload/ Availability of Personnel	10	See Note 4	
Consultant's Past Performance	25	See Note 3	
Other Relevant Information	10		
Total	100		

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 as well as past experience with the City.
2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored.
3. The Consultants' past performance on similar type 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.
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.

Enclosed Exhibits

Exhibit A – Scope of Services



DEPARTMENT OF PUBLIC SERVICE

JOSEPH E. SHAW, P.E., P.S, DIRECTOR

6730 MONROE STREET
SYLVANIA, OH 43560

**EXHIBIT A
SCOPE OF SERVICES**

DATE:	August 11, 2025
PROJECT:	LUC-Little-Centennial Roundabout
TASK:	Professional Engineering Design Services
PREPARED BY:	August 25, 2025, 4:30pm

PROJECT BACKGROUND

1. The City of Sylvania will be converting the existing three-legged intersection of Little Rd and Centennial Rd to a single-lane roundabout. In addition to the roundabout, the project will require the acquisition of right of way, relocation of electric and cable utility poles, and widening of roadway. This project will also include extending the existing sidewalk along the south side of Little Road at the west end of the Villas at Palisades subdivision. The City plans to extend the sidewalk approximately 675ft west to Centennial Road. Minimal waterline and/or hydrant relocation work may be required depending on the layout of the roundabout.

CONSULTANT SCOPE OF SERVICES

1. The Consultant shall provide the necessary surveying, geotechnical engineering, and design engineering to create detailed construction plans for the necessary improvements.
2. Surveying
 - a. Qualifications
 - i. All work shall be performed by qualified personnel under the supervision of a Registered Land Surveyor in the State of Ohio.
 - b. OUPS
 - i. The surveyor shall contact the Ohio Utilities Protection Service (OUPS) a minimum of 48 hours but no more than 10 working days ahead of beginning any survey field operations for utility marking. The surveyor shall request a physical locate as well as any plans from OUPS members. The City shall be provided electronic copies of any utility plans generated in the OUPS process.
 - c. Protection of Property
 - i. The surveyor shall take all reasonable precautions to prevent damage to property and restore the site to existing conditions upon completion.
 - d. Horizontal Control
 - i. Ohio State Plane Coordinates (Ohio North, NAD 83 (2011)) and US Survey Feet.



- e. Vertical Control
 - i. North American Vertical Datum of 1988 (NAVD 88).
- f. Right-of-Way and Property Line Resolution
- g. Monuments
 - i. All monuments referenced below shall be field located and include a description of the condition, size, type, depth below grade, etc.
 - 1. West ¼ corner Section 8, T9S, R6E (Intersection Little & Centennial)
 - 2. NW corner Section 8, T9S, R6E (Intersection Centennial & Erie)
 - 3. Center of Section 8, T9S, R6E
 - 4. SE corner of the west half of the NW ¼ of Section 8, T9S, R6E
 - 5. Control monumentation established along Little Rd for Villas at Palisades
 - 6. Any other critical monuments the surveyor may need for right-of-way and property line resolution.
- h. Topography
 - i. Provide topographical survey including all surface features within the limits shown in Exhibit "B". Roadway cross-sections should be at 25' intervals or less.
- i. Structure Inventory
 - i. Provide a structure inventory sheet on a water related facilities within the project limits. Data to be collected during this process includes depth, size, direction, material, etc. There are no sanitary or storm sewer facilities in the vicinity.
- j. Sidewalk Easement and Right of Way (Legal Description and Drawing)
 - i. Once the proposed roundabout alignments are confirmed, the surveyor shall provide the City with a detailed Right of Way plan including a Legend Sheet, Centerline Plat, Summary of Additional RW, and RW Plan and Boundary sheets stamped and signed by a licensed surveyor to be used for the acquisition of permanent right of way take.
 - ii. Acquisition of Right of Way shall abide by the ODOT right of way acquisition process.
 - iii. Takes are anticipated for 5340, 5392, 5440, 5501, and 5355 Centennial Road. The Consultant shall be responsible for surveying, appraisal, and acquisition of property for the purpose of constructing the roundabout and sidewalk along the south side of Little Rd.
- 3. Geotechnical Engineering
 - a. Pavement Cores
 - i. The City would like to have two (2) cores performed to confirm existing pavement depths and the nature of the underlying soil conditions. One (1) core to be located on Little Rd and one (1) core on Centennial Rd.
 - ii. The pavement core termination depth for both locations is to be 8'.
 - iii. A detailed geotechnical report is required, complete with soil stabilization recommendations. The geotechnical engineer shall also provide boring logs to the design engineer as a final deliverable.
- 4. Design Engineering



- a. All construction plans shall be designed and adhere to ODOT Location and Design Manual requirements. The Consultant shall use Lucas County Engineer storm sewer design guidelines for drainage design work.
 - b. The anticipated sheet list for this project is as follows:
 - i. Title Sheet (1)
 - ii. Typical Section (1)
 - iii. General Notes and Details (4)
 - iv. General Summary (1)
 - v. Subsummaries (3)
 - vi. Plan and Profile (6)
 - vii. Cross Sections (10)
 - i. Intersection Details (2)
 - c. Coordination with the City and utility companies. Construction plans will need to be sent to all utility companies with facilities within the project limits at all plan submission levels.
 - d. Submittal of drawings and preliminary cost estimates to the City at the 30%, 95%, and 100% plan development levels. Electronic submissions are acceptable.
 - e. Attend one (1) coordination meeting after submission of 30% level plans. Meeting can be virtual or in person.
 - f. Final deliverable shall include signed and sealed 24x36 and 11x17 PDF plan sets.
5. Bidding Assistance
- a. The Consultant shall assist with questions and RFIs during the bid phase.
 - b. The Consultant shall assist in preparing and issuing addenda as needed.
 - c. The Consultant shall attend the pre-bid meeting.

CITY SCOPE OF SERVICES

- 1. Utility Records
 - a. The City will provide available records of City maintained utilities (sanitary, storm & water) for surveyor use in creating a base map.
- 2. Notification
 - a. The surveyor shall notify the City at a minimum fourteen (14) days prior to commencing field operations. The City shall provide and mail notification letters within this timeframe to advise nearby residents of the work.
- 3. Additional information and design support as needed.
- 4. Bidding and Awarding Contract
 - a. The City shall be responsible for advertising and receiving bids.
 - b. The City shall be responsible for creating the bid tab.
 - c. The City shall be responsible for reviewing bids for completeness and determining the award recommendation.
- 5. Construction administration and inspection.

