

09-09-25 Posting Date
LUC-CR1572-7.89
PID No. 124560
City of Sylvania
Response Due Date: 09-30-25

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. The services involve roadway engineering for the installation of an elliptical roundabout at the intersection of Brint Road and Main Street /Holland Sylvania Road. This project also includes the installation of a multi-use path along the north side of the east leg.

This project involves the Preliminary Engineering (PE), Environmental Engineering (EE), and Final Engineering/ROW (FE) phases of the PDP phased approach and is anticipated to follow a Path 3 Project.

Estimated Construction Cost: \$2,914,900.00

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition services. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. 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).

DESIGN SERVICES:

- Bicycle Facilities & Enhancement Design;
- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Geotechnical Drilling Inspection Services;
- Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

- Public Involvement - C1 and C2 Level CE

RIGHT OF WAY ACQUISITION SERVICES:

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

FINANCIAL MANAGEMENT SYSTEM EVALUATION

Compliant with Federal Requirements (Prime consultant and subconsultants that provide engineering and design related services must meet this prequalification requirement)

Selection Subfactors

There are no selection subfactors 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 November 2025

Completion Schedule

The Preliminary Engineering (PE) is to be completed by April 2026. Environmental (EE) and Final Engineering are to be completed by September 2027. Construction is scheduled for 2028. The attached scope provides a detailed layout of the project schedule.

Disadvantaged Business Enterprise (DBE) Participation Goal

None

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 Sylvania, 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 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 by submitting two (2) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Joseph E. Shaw, P.E., P.S., Service Director
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, Ohio 43560**

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

Scope of Services

The Scope of Services document is included below.

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 the Project Manager and other key staff members, including key subconsultant 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 subfactors 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 Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: LUC-CR 1572-7.89
PID: 124560
Project Type: PE, EE, FE
District: 02
Selection Committee Members: N/A

Firm Name:

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

Exhibit 1 - 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 for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors 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.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

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 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 subfactors identified in the project notification.

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.

Scope of Services

A. PROEJCT IDENTIFICATION

CRS: LUC-1572-7.89	PID: 124560	Scope Date: 8/19/25
Let Type: <input checked="" type="checkbox"/> Local Let <input type="checkbox"/> ODOT Let LPA Traditional		Project Sponsor: City of Sylvania
Design: <input type="checkbox"/> In-House <input checked="" type="checkbox"/> Consultant		Consultant Name: TBD
Fiscal Year: 2026		Proposed Sale Date: 1/1/28
<p>Project Description (proposed work, issues to be corrected, and project termini, required noise waivers):</p> <p>Convert the existing signalized intersection of Brint & Holland Sylvania to a single lane roundabout with an eastbound right turn slip lane. This eliminates a signalized intersection to improve traffic flow and addresses the geometric concerns of the intersection, reducing the overall crash frequency.</p> <p>Field Review Notes:</p> <ul style="list-style-type: none"> - Project will develop as a stand-alone project, but the intent is to combine this project with PID 120824 and sell the two projects together. ODOT will combine the two PIDs after PS&E is received for both projects. TMACOG will have to do an Administrative Modification to the TIP to approve this at that time. - The City will stay outside of RR RW. - This project location is a split Corp with Sylvania Township. The City will be annexing the southwest corner prior to the project. - The City will need to do a parking impact study, but the intent of the City is to not lose any parking spaces. 		

B. PROJECT DETAILS

EXISTING CONDITIONS

R/W Width: Varies

Curbs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Curb ramps	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ADA Compliant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ADA Compliant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Guardrail	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PROPOSED WORK

R/W Width: Varies, R/W take proposed for NE, SE, and SW corners of intersection.

Curbs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Curb ramps	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Sidewalks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Guardrail	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:
Pavement Work- Overlay	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:
Pavement Work- Mill & Fill	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> 1 Course <input type="checkbox"/> 2 Course
Pavement Work- Full Depth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt
Pavement Repairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input type="checkbox"/> Percentage: Asphalt
Driveways	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Stone
Storm or Sanitary Sewers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Catch basins/manholes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Adjust
Signing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Lighting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Signals	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Loops/Camera/Radar	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments: Click or tap here to enter text.
Rumble Strips	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

STRUCTURES

☐ Yes ☒ No

Location:	
Crossing:	
Structure File Number:	
Eligible for the National Register	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Description:	
Maintenance of Traffic	<input type="checkbox"/> Part Width <input type="checkbox"/> Detour
Comments:	

SUPPLEMENTAL INFORMATION

ODOT to supply certified traffic?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Current ADT: Brint – 6920, Holland-Sylvania – 10305, Main – 15602	Design ADT: 2049 (0.5% growth) 7762, 11558, 17499	T24: 2%-3%
Design Speed: Brint – 35 MPH, Holland-Sylvania – 45 MPH, Main – 25 MPH		Legal Speed: 35, 45, 25
Design Exceptions Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Comments:		

C. MAINTENANCE OF TRAFFIC

Part-Width	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Tunnel Lights? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Detour	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Closure Duration: 60 Days
Routes to be Used:		
Harroun Rd, Ravine Dr, Sylvania Ave, McCord Rd		
Adjacent Projects with Detour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PID(s): 120824
Additional Comments: The intent is to construct this roundabout and then 120824.		

D. RIGHT OF WAY

New Right of Way	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Permanent	# of Parcels: 5
Relocations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Possible	Number of Relocations:
Railroad Involvement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Railroad Name:	
Railroad Agreement Needed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Encroachments	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type: Signage for VI	
Is the LPA willing to appropriate if necessary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Comments: Sign that is encroaching will be altered to meet land use requirements.			

(LPA Certification of RW required even if no new RW acquisition is required)

E. UTILITIES

Impacts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> POSSIBLE		
		Company/Owner:	Relocations:
Phone	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Frontier	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Cable	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Charter/Frontier/Buckeye	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Electric	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Toledo Edison	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Gas	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Columbia Gas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
Water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sylvania	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
Storm Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sylvania	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Sanitary Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sylvania	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Who will perform for the Utility Note/Utility Relocation?			<input type="checkbox"/> LPA <input checked="" type="checkbox"/> LPA/Consultant
Additional Comments:			

(NOTE: Utility Note must be submitted to Real Estate for review at least 30 days prior to LPA RW Certification)

F. GEOTECHNICAL				
Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Responsible Party	<input checked="" type="checkbox"/> LPA	<input type="checkbox"/> ODOT		
Tasks	<input checked="" type="checkbox"/> Borings	<input type="checkbox"/> Laboratory Testing	<input type="checkbox"/> Sulfate Testing	<input checked="" type="checkbox"/> GB-1
Submittals	<input checked="" type="checkbox"/> Soil Profile Sheets	<input type="checkbox"/> Structure Foundation Sheets		
Additional Comments:				

G. PROJECT FUNDING

Project cost estimate: \$2,914,900		Inflated to FY: 2028	
Are quantity splits needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Is coordination with concurrent projects needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Funding sources:			
Does the LPA intend to recover any direct labor costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Does the LPA intend to hire a consultant during construction (Inspection or Testing)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
What Cost Recovery method does the LPA intend to utilize?			
<input checked="" type="checkbox"/> No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs.			
<input type="checkbox"/> Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate ^a			
<input type="checkbox"/> Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only), plus indirect costs calculated using the Federal 15% De Minimis Indirect Cost Rate.			
<input type="checkbox"/> Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.			
Does the LPA currently have a timekeeping system in place?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If so, does that system track both payroll and project hours concurrently	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If different systems, how does the LPA reconcile project hours to payroll?			
How often are payroll records prepared?			
<p>The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.</p> <p>2 The De Minimis Indirect Cost Rate is 15 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 15-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system</p>			

and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.

3 Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

H. PROJECT SCHEDULE

Milestone	LPA Draft Schedule	Field Review Schedule
Project Initiation Package (N/A for projects < \$20M)	N/A	NA
Consultant Authorization	11/1/2025	11/1/2025
Survey	1/2/2026	1/2/2026
Geotechnical	1/2/2026	1/2/2026
Feasibility Study Submitted	N/A	NA
Alternative Evaluation Report Submitted	N/A	NA
Begin Planning Phase (Footprint Submitted)	N/A	NA
Stage 1 Submitted	4/1/2026	4/6/2026
NEPA Start	3/1/2026	4/7/2026
Stage 2 Submitted	8/1/2026	8/3/2026
Preliminary R/W Plans Submitted	9/1/2026	8/3/2026
Compliance R/W Plans Submitted	10/15/2026	9/14/2026
Waterway Permit Determination Submitted- (30-day review)	N/A	NA
Waterway Permit Determination Complete	N/A	NA
Environmental Approval	12/1/2026	12/4/2026
404/401 Permits Submitted to Agencies- (6-18-month review)	N/A	NA
404/401 Permits Received from Agencies	N/A	NA
Stage 3 Submitted	1/1/2027	4/1/2027
R/W Acquisition Complete	7/1/2027	7/2/2027
Final R/W Plans Approved	12/1/2026	12/7/2026
PS&E Submitted to District	9/1/2027	9/7/2027
LPA R/W Certification	8/1/2027	8/2/2027
ODOT R/W Certification	10/1/2027	9/24/2027
Plan Package Received in Central Office	10/1/2027	10/4/2027
Sale	1/1/2028	1/10/2028

Award	2/5/2028	3/6/2028
Begin Construction	5/15/2028	5/15/2028
End Construction	8/15/2028	9/1/2028

1. Assume a 30 day review period for all submissions. Submittal recipients will be outlined in post field review meeting minutes.
2. Allow 1 month between PS&E and plan package to CO
3. Allow 6 weeks between plan package and sale
4. Allow 4 weeks between sale and award

I. ROLES & RESPONSIBILITIES

Task	Responsible Party
Proposal/Specification Development	LPA
Environmental Studies & Document	ODOT
Construction Plan Development	Consultant
R/W Plan Development	Consultant
R/W Acquisition/Appraisals	LPA/LPA RW Consultant(s)
Utility Relocation	Consultant
LPA Agreement	ODOT
Advertising & Award of Contract	LPA
Construction Inspection	Consultant

J. ENVIRONMENTAL

Task	Task#	Required	Preparer	Comments
Environmental Document and PDP				
CE Level: C2 Include all mapping	3.5.A	<input checked="" type="checkbox"/>	ODOT	
Purpose and Need Statement (D1+)	1.3.G	<input type="checkbox"/>	Choose an item.	
Feasibility Study (D1+)		<input type="checkbox"/>	Choose an item.	
Cultural Resources – Any work outside existing r/w, known listings or eligible for listing on the National Register of Historic Places), historic district.				
Section 106 Scoping Request	2.2.B	<input checked="" type="checkbox"/>	ODOT	Required for new R/W – nothing of concern

Consulting Party Invitations/Coordination				
Cultural Resource Phase I (HA/AR)	2.2.B/3.1.A	<input type="checkbox"/>	Choose an item.	
Cultural Resource Phase II (HA/AR)	3.1.A/3.1.B	<input type="checkbox"/>	Choose an item.	
Cultural Resources 4(f)		<input type="checkbox"/>	Choose an item.	
Determination of Effects Report		<input type="checkbox"/>	Choose an item.	
Section 4(f)/6(f) – Any work in/near a recreational area, park bike path, playground, sports field, wildlife refuge, etc. their driveways or connection into an existing path?				
OWJ Letters	2.2.F & 3.1.C	<input checked="" type="checkbox"/>	Choose an item.	n/a
Section 4(f)/6(f) DRF	2.2.F & 3.1.C	<input type="checkbox"/>	Choose an item.	
Water Trails Coordination Form		<input type="checkbox"/>	Choose an item.	
Ecological – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, off existing pavement within the Oak Openings Region, cutting of trees 3 inches in diameter and 13 feet tall, etc.				
Ecological Survey Level: Exempt Form	2.2.C	<input checked="" type="checkbox"/>	ODOT	
Mussel Survey	3.1.Q	<input type="checkbox"/>	Choose an item.	
ODNR Coastal Zone		<input type="checkbox"/>	Choose an item.	
Purple or Yellow Catchment Area		<input type="checkbox"/>	Choose an item.	
Scenic River Tier V Coordination	2.2.C	<input type="checkbox"/>	Choose an item.	
Scenic River Field Review Form (Tier I-IV)	2.2.C	<input type="checkbox"/>	Choose an item.	
Oak Openings Plant Survey		<input type="checkbox"/>	Choose an item.	
Instream Work Restrictions		<input type="checkbox"/>	Choose an item.	
Shore Structure Permit (changing shoreline)		<input type="checkbox"/>	Choose an item.	
Submerged Land Lease (beyond natural shoreline)		<input type="checkbox"/>	Choose an item.	
Waterway Permitting – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, bridge work in, over, or under a navigable waterway.				
Waterway Permit Determination	3.1.M	<input type="checkbox"/>	Choose an item.	n/a

Section 9/Section 10/Section 408	3.1.M	<input type="checkbox"/>	Choose an item.	
404 NWP/RGP USACE	3.1.M	<input type="checkbox"/>	Choose an item.	
404 PCN to USACE	3.1.M	<input type="checkbox"/>	Choose an item.	
404/401 Individual Permit USACE	3.1.M	<input type="checkbox"/>	Choose an item.	
OEPA Directors Authorization	3.1.M	<input type="checkbox"/>	Choose an item.	
Isolated Wetland Permit to OEPA	3.1.M	<input type="checkbox"/>	Choose an item.	
Coast Guard Coordination	3.1.M	<input type="checkbox"/>	Choose an item.	
Purchase Stream/Wetland Mitigation		<input type="checkbox"/>	Choose an item.	
Floodplain – Any work within a FEMA mapped floodplain requires a coordination email to Jorey and all required L&D Forms required prior to plans are sent to CO.				
Floodplain Coordination	2.3.H.A	<input type="checkbox"/>	Choose an item.	Not in a floodplain
Statement of Findings		<input type="checkbox"/>	Choose an item.	
Drinking Water Protection – If the project is within a drinking water protection zone, a plan note will be provided by ODOT. If in a public supply area, coordination may be required with the owner before the env doc can be approved.				
Drinking Water Coordination	3.5.A	<input type="checkbox"/>	Choose an item.	n/a
Farmland – Not required for urbanized area (red) on USGS quad map or Census map. Required for bridge replacement with 3 acres or more r/w, widening with strip r/w of 10 acres or more per linear mile, and intersection improvements requiring r/w of 3 or more acres.				
Farmland Screening or FCIR	3.1.E	<input type="checkbox"/>	Choose an item.	n/a
Public Involvement – Includes property owner, tenant, stake holders, emergency services, and schools. Additional PI in different methods needed for UP areas. Property owners and tenants (property address) when there is a building on it.				
Local Festivals or Events		<input type="checkbox"/>	Choose an item.	
Letter/email to Fire, Police, EMS, Schools, Hospital, etc. (Full closures OR lane restrictions near facilities)	2.6.A	<input checked="" type="checkbox"/>	LPA	Required for detour
Letters – property owners, tenants, stakeholders (new R/W or closures)	2.2.A	<input checked="" type="checkbox"/>	LPA	Required for detour
Public Engagement Plan (Path 3 and D1+)	2.6.A	<input type="checkbox"/>	Choose an item.	
Press Release (Path 3)	2.2.A	<input type="checkbox"/>	Choose an item.	
Paid Advertisement (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	

Public Meeting (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	City will hold after NEPA approval
Public Hearing (EA/EIS)	2.6.A	<input type="checkbox"/>	Choose an item.	
Regulated Materials Review – Any work outside existing r/w and/or 6 feet or more below the existing ground surface, such as storm/sanitary sewer work, waterlines, signal poles, catch basins, bridge abutments, etc.				
RMR Screening (all projects)	2.2.D	<input checked="" type="checkbox"/>	ODOT	Required for new R/W – nothing of concern
RMR Assessment (Phase I ESA)	3.1.D	<input type="checkbox"/>	Choose an item.	
RMR Investigation (Phase II ESA)	3.1.O	<input type="checkbox"/>	Choose an item.	
Noise and Air – Any work moving travel lanes closer to noise receptors, adding capacity				
Noise Ordinances/Waivers		<input type="checkbox"/>	Choose an item.	Follow own ordinances, and put those notes in plans
Noise Analysis	2.2.G & 2.2.H & 3.1.J	<input type="checkbox"/>	Choose an item.	
Air Analysis (typically MSAT)	3.1.P	<input type="checkbox"/>	Choose an item.	
Other				
Asbestos Inspection	NA	<input type="checkbox"/>	Choose an item.	
NPDES – Post Construction BMPs (required for all projects with 1 acre or more of earth disturbance) Ensure there is room for them in the footprint/Stage 1		<input checked="" type="checkbox"/>	ODOT	NOI and post construction BMPs required if EDA is over 1ac

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

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, 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.