

05-25-26 Posting Date

LUC-Highland View Drive/San Benito Drive/San Reno Drive

PID No. N/A

City of Sylvania

Response Due Date: 06-12-26

In accordance with Ohio Revised Code 153.67 the City of Sylvania is soliciting Letters of Interest from Consultants to provide Professional Surveying and Design Engineering Services on the Highland View Drive/San Benito Drive/San Reno Drive Waterline Improvements Project.

This project does not have Federal funding and is not an ODOT-Let or LPA-Let project.

Consultants qualified to complete the enclosed scope of services are encouraged to submit.

Project Description

The City of Sylvania is requesting Letters of Interest (LoI) from Consultants for planning and engineering services. The services involve waterline and roadway engineering for the replacement of waterline on Highland View Drive, San Benito Drive, and San Reno Drive

The Highland View Drive waterline is a mix of 4-inch and 6-inch cast iron waterline with an unconfirmed installation date, but known to have been installed prior to 1959. The replacement length would be approximately 1,375 feet. The San Benito Drive 4-inch cast iron waterline is also believed to have been installed prior to 1959 and the replacement length would be approximately 425 feet. The San Reno Drive 6-inch cast iron waterline was installed in 1957 and the replacement length would be approximately 710 feet. The total length of waterline replacement would be over 2,500 feet and all water mains would be fully replaced with a new 8" water main complete with new services and appurtenances. Roadways will be resurfaced at the completion of the waterline installation.

The selected Consultant will provide services to prepare construction plans and specifications for a scheduled 2029 construction project.

Prequalification Requirements

DESIGN SERVICES:

Non-Complex Roadway Design;

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by July 2026.

Anticipated Scope of Services & Project Schedule

See below

Selection Procedures

The City of Sylvania will directly select the most highly qualified Consultant based on the Letter of Interest (LoI). The Rating Form that will be used to score and rank each Consultant is

provided. Once the Consultant has been selected the City of Sylvania will enter into scope and fee negotiations.

Firms interested in being considered for selection should respond by submitting **one (1) electronic pdf** of the Letter of Interest to the following address by **4:30 PM** on the response due date listed above. Please use "LUC-Highland View/San Benito/San Reno WL" in the subject line. Confirmation of receipt will be sent via email.

info2026@cityofsylvania.com

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

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:

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 a maximum of ten (10) pages. All pages must be 8½" x 11", with a minimum font size of 12-point, and maintain margins of 1" on all four sides. No more than five (5) of the 10 pages shall be used to address Items 1 thru 4 in the Letter of Interest Content below. No more than two (2) of the 10 pages shall be used for the Project Approach (Item B.4 below). Remaining space within the maximum 10 pages may be utilized to provide personnel resumes or additional information concerning general qualifications.
3. File attachment size must be less than 15MB.

B. Letter of Interest Content

1. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
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.

3. 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.
4. Provide a description of your Project Approach, not to exceed two pages 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 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.

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.

SCOPE OF SERVICES

PROJECT INFORMATION

1. The City is seeking engineering services to replace approximately 2,500 feet of water main with new 8" water main complete with new services and appurtenances in the following locations:
 - a. **Highland View Drive** – Involves replacing approximately 1,375 feet of existing 4-inch and 6-inch cast iron waterline. Located on the west side of Highland View Drive, the replacement limits extend from Erie Street to Altera Drive. The original installation date is unconfirmed, but known to have been installed prior to 1959.
 - b. **San Benito Drive** – Involves replacing approximately 425 feet of existing 4-inch cast iron waterline, which is believed to have been installed prior to 1959. This section of the waterline is currently located on the north side of the roadway. The limits extend from San Reno Drive to Highland View Drive.
 - c. **San Reno Drive** – Involves replacing approximately 710 feet of existing 6-inch cast iron waterline, originally installed in 1957. The waterline is currently located on the east side of San Reno Drive. The limits extend from Orvieto Drive to Erie Street.
2. All driveways would be replaced where the new main crosses and the asphalt roadway would be resurfaced at the end of the project.
3. The City is interested in securing a consultant to provide professional design services to complete the construction plans by April 2027.

CONSULTANT SURVEYING SCOPE OF SERVICES

1. Qualifications
 - a. All work shall be performed by qualified personnel under the supervision of a Registered Land Surveyor in the State of Ohio.
2. OUPS
 - a. 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.
3. Protection of Property
 - a. The surveyor shall take all reasonable precautions to prevent damage to property and restore the site to existing conditions upon completion.
4. Notification
 - a. The surveyor shall notify the City at a minimum seven (7) days prior to commencing field operations. The City shall provide and mail notification letters within this timeframe to advise nearby residents of the work.
5. Horizontal Control
 - a. Ohio State Plane Coordinates (Ohio North, NAD 83, GRS80 Ellipsoid) and US Survey Feet.
6. Vertical Control
 - a. North American Vertical Datum of 1988 (NAVD 88), GEOID 12B.
7. Monuments
 - a. All monuments needed for right-of-way and property line resolution shall be physically located and include a description of the condition, size, type, depth below grade, etc.
8. Topography

- a. Provide topographical survey including all surface features within 50 feet of the centerline of roadway. Roadway cross-sections should be at 50' intervals, or less as needed based on field conditions.
9. Structure Inventory
 - a. Provide structure inventory sheets on all sanitary, storm and water related facilities within the project limits. Data to be collected during this process includes invert measurements (depth, size, direction, material, etc.) as well as condition of the lid, casting and walls.

CITY SURVEYING SCOPE OF SERVICES

Utility and Plat Records

- a. The City will provide available records of City maintained utilities (sanitary, storm & water) and record plats for surveyor use processing the base map.

CONSULTANT ENGINEERING SCOPE OF SERVICES

1. The consultant shall be responsible for creating detailed construction plans to provide the necessary improvements. All construction plans shall be designed and adhere to ODOT Location and Design Manual requirements. The anticipated sheet list and page count is as follows:
 - a. Title Sheet (1)
 - b. General Notes/Driveway Replacement Details (2-3)
 - c. Waterline Notes/Details/Tie-In Connection Details (2-3)
 - d. General Summary (1)
 - e. Subsummaries (2)
 - f. Plan and Profile (8)
2. Right-of-way and property line resolution.
 - a. Consultant shall be responsible for establishing right of way and property lines.
 - b. City shall be responsible for acquiring necessary easements.
3. Coordination with the City and utility companies.
4. Progress meetings and/or design check-in virtual meetings as needed by the Consultant.
5. Secondary bidding assistance (i.e. responses to RFI's, addenda materials preparation, etc.).
6. Submittal of drawings and preliminary cost estimate to the City and utility companies at the 50% level for review.
7. Submittal of drawings and preliminary cost estimate to the City and utility companies at the 95% level for review.
8. Submittal of drawings and finalized cost estimate at the 100% level. Final submittal shall include:
 - a. 11x17 signed and sealed PDF plan set and signed and sealed cost estimate.

CITY SCOPE OF SERVICES

1. Additional information and design support as needed.
2. Bid documents and Primary bidding assistance.
3. Construction administration and inspection.

ANTICIPATED PROJECT SCHEDULE

1. Design Engineering LOI – May 25, 2026
2. Submission of Proposals – June 12, 2026, 4:30 pm
3. Consultant Selection Notification – June 17, 2026
4. Scope and Fee Negotiations – June 17 thru July 10, 2026
5. City Council Contract Award – July 20, 2026
6. Authorization to Proceed – July 27, 2026

7. 50% Submission – Oct 19, 2026
8. 50% Review – 30 Days
9. 95% Submission – February 1, 2027
10. 95% Review – 30 Days
11. 100% Complete Plans and Cost Estimate to City – April 6, 2027
12. Bid Project – December 2028
13. Award Project – January 2029
14. Construction – Spring/Summer 2029