

01-30-23 Posting Date
LUC-2-21.72
PID No. 118234
City of Oregon
Response Due Date: 02-16-23

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon 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 services include preparation of construction contract plans for the LUC-SR 2-21.72 project in the City of Oregon, a project to add a median safety barrier along the approximate $\frac{3}{4}$ mile section of Navarre Avenue between Isaac Streets Drive and Coy Road. Two new signals are proposed to be installed at Harbor Drive and Kroger Drive along with the relocation another traffic signal. This section five-lane segment of Navarre Avenue (SR 2) is classified as a Principal Arterial with a speed limit of 40 MPH with crash patterns from a recent safety study being typical of a congested commercial corridor.

Two other safety improvement projects were awarded to roadway segments immediately adjacent to the current project area. The first was safety project LUC-2-21.24 (PID 96295) directly to the west completed in 2017, which addressed many of the same safety concerns being analyzed in this safety study. The second project is on the eastern edge of the current study area for LUC-2-22.51 at the intersection of Coy Road (PID 109596) and is set to finish construction by May 2023.

This section of SR-2/Navarre Avenue is identified in ODOT's 2020 Highway Safety Improvement Program (HSIP) Priority Locations spreadsheet as well as the Toledo Metropolitan Area Council of Governments (TMACOG) Safety Locations Report that was updated in June of 2021. In ODOT's 2020 HSIP Priority Locations spreadsheet, seven segments within the study area were listed under the Urban Non-Freeway section. The segments listed varied in rank between #36 and #1,100. In TMACOG's 2021 Safety Locations Report, two segments, consisting of the entire study area, were listed as top safety locations for the Metropolitan Planning Organization's (MPO) service area. The first segment listed is from the Navarre Shopping Center, just east of Big Lots, to S Coy Road and is ranked #10. The second segment listed is from Isaac Streets Drive to the Navarre Shopping Center and is ranked #18.

A review of the crash data yielded 243 crashes within the corridor during the 5-year study period from 2017-2021. The crash data gathered suggested several notable crash patterns. First, most

crashes were coded as either occurring at driveways or 'not an intersection'. Also, 40% of crashes were injury crashes with no fatalities. The most common crash type was rear ends followed by angle crashes. Many crashes occurred during the day and during dry conditions. The most prevalent contributing factors for crashes were failure to yield and following too close.

The following countermeasures are recommended for safety improvements to the Navarre Avenue/SR 2 corridor:

1. Signal Improvements

a) Install Traffic Signals

- 1) Harbor Drive (new)
- 2) Kroger Drive (new)
- 3) Kingston Court (relocate Big Lots/Ralphie's signal)

b) Coordinate Arterial Signals

c) Modify Change Plus Clearance Interval to ITE 1985 Proposed Recommended Practice

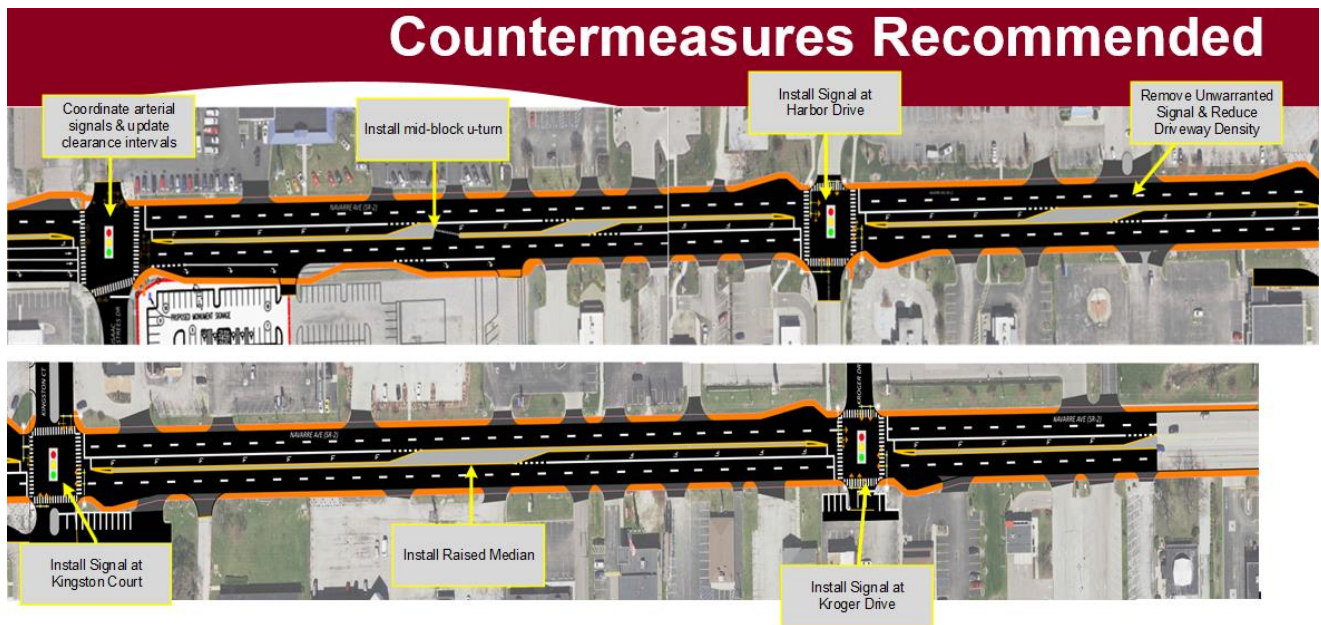
2. Access Management

- a) Install Raised Median between Isaac Streets Drive and Coy Road
- b) Change driveway density by relocating or removing excessive drives

3. Corridor Improvements

- a) Resurface Pavement
- b) Install overhead lane use signs with new signals

The City of Oregon intends to include streetscape elements similar to the adjacent Navarre Avenue/SR 2 safety improvement projects.



The project has received Federal Highway Administration (FHWA) approval and funding for the project through Ohio Department of Transportation (ODOT) Highway Safety Program. The City of Oregon is the lead Local Public Agency administrating the engineering design, right of way acquisition, utility coordination, and construction of the project through the ODOT LPA policy process.

The 2022 safety report is available online at the following address:

<https://www.oregonohio.org/NavarreStudy2022.pdf>

Estimated Construction Cost: \$ 7,500,000.00

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.

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;
- Complex Right of Way Plan Development;
- Subsurface Utility Location Services;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Geotechnical Drilling Inspection Services;
- Basic Traffic Signal Design;
- Traffic Signal System Design;
- Limited Highway Lighting Design

ENVIRONMENTAL SERVICES:

- Environmental Document Preparation - CE;
- Ecological Surveys;
- Waterway Permits
- Regulated Materials Review

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

Experience with projects that have incorporated safety countermeasures, access management principles, urban roadway design including adding center medians. Consultant's experience in managing ODOT local-let projects in accordance with ODOT's Manual of Procedures for locally administered transportation projects and the ability to demonstrate that the project can be delivered on time and within budget.

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 April 2023.

Completion Schedule

The plans are to be completed and on file with the City of Oregon within twenty (20) months from the date of authorization.

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 Oregon, 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 Oregon will directly select a consultant based on the Letter of Interest (Lol). The requirements for the Lol 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 three (3) copies of the Letter of Interest and one (1) electronic pdf file of the entire qualification package to the following address **by 4:30 PM on the response due date** listed above.

**Paul Roman, P.E.
Director of Public Service – City of Oregon
5330 Seaman Road
Oregon, Ohio 43616**

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. A statement of the firm's qualifications to provide the requested services. Describe the expertise and experience of your firm in providing the proposed services on projects of similar size. Identify and describe three (3) projects which your firm has completed over the past five (5) years that have similarities and relevance to this proposed project and scope of services. Provide a list of at least five (5) references,

including name, address and telephone number of previous clients on projects with a similar scope of work. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.

2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. 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-2-21.72
PID: 118234
Project Type: Roadway / Signal
District: 2
Selection Committee Members:
Dir. of Public Service - Oregon
Deputy City Engineer - Oregon
Staff Engineer - Oregon

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		

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

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

It is anticipated that this project will follow an ODOT Path 2 Project Development Process (PDP), which will involve Preliminary Engineering (PE), Environmental Engineering (EE), and Final Engineering (FE) phases. The scope will include preparing the construction plans with all associated traffic and maintenance of traffic items, utility coordination, geotechnical services, environmental clearance, R/W plans, and legal descriptions. The design shall also include decorative features that were included as aesthetic enhancements as part of the previous completed safety projects on Navarre Avenue.

The following are some of the services that are anticipated to be needed for the design portion of this project:

1. Field survey
2. Location and verification of existing utilities
3. Environmental clearance
4. Roadway design
5. Traffic signal design
6. Intersection design
7. Storm water and drainage design
8. Bridge design
9. Erosion control design
10. Signage and pavement marking design

11. Maintenance of traffic design
12. Preparation right of way plans and legal descriptions
13. Preparation of final construction plans, specifications, and cost estimate

SCOPE OF SERVICES

A. PROJECT IDENTIFICATION

CRS: LUC-2-21.72 (Navarre Safety) **PID:** 118234 **Date:** 1/24/2023

Project Sponsor: City of Oregon Local Let ODOT Let LPA Traditional

Design: In-House Consultant **Name:** TBD

Fiscal Year: 2026 Const **Proposed Sale Date:** TBD following Filed Review Mtg w/ ODOT D2

Project Description (include all proposed work, issues to be corrected, and project termini)

This section of Navarre Avenue (SR 2) from Isaac Street Drive to ~550 ft east of Coy Road is a five-lane facility with two lanes in both directions and a two-way-left-turn-lane (TWLTL) that transitions to left turn lanes at existing intersection. Navarre Avenue (SR 2) is classified as a Principal Arterial with a speed limit of 40 MPH.

This section of SR-2/Navarre Avenue is identified in ODOT's 2020 Highway Safety Improvement Program (HSIP) Priority Locations spreadsheet as well as the Toledo Metropolitan Area Council of Governments (TMACOG) Safety Locations Report that was updated in June of 2021. In ODOT's 2020 HSIP Priority Locations spreadsheet, seven segments within the study area were listed under the Urban Non-Freeway section. The segments listed varied in rank between #36 and #1,100. In TMACOG's 2021 Safety Locations Report, two segments, consisting of the entire study area, were listed as top safety locations for the Metropolitan Planning Organization's (MPO) service area. The first segment listed is from the Navarre Shopping Center, just east of Big Lots, to S Coy Road and is ranked #10. The second segment listed is from Isaac Streets Drive to the Navarre Shopping Center and is ranked #18.

A safety study for the intersection was completed in August of 2022 by DGL Consultant Engineers for the City of Oregon. The purpose of the study was to analyze crash trends and to recommend countermeasures that will improve the safety of the corridor.

A review of the crash data yielded 243 crashes within the corridor during the 5-year study period from 2017-2021. The crash data gathered suggested several notable crash patterns. First, most crashes were coded as either occurring at driveways or 'not an intersection'. Also, 40% of crashes were injury crashes with no fatalities. The most common crash type was rear ends followed by angle crashes. Many crashes occurred during the day and during dry conditions. The most prevalent contributing factors for crashes were failure to yield and following too close.

Two other safety improvement projects were awarded to roadway segments immediately adjacent to the current project area. The first was safety project LUC-2-21.24 (PID 96295) directly to the west completed in 2017, which addressed many of the same safety concerns being analyzed in this safety study. The second project is on the eastern edge of the current study area for LUC-2-22.51 at the intersection of Coy Road (PID 109596) and is set to finish construction by May 2023.

Based on the recommendations of the safety study, the following proposed countermeasures are to be implemented as part of the project:

4. Signal Improvements
 - d) Install Traffic Signals
 - Harbor Drive (new)
 - Kroger Drive (new)
 - Kingston Court (relocate Big Lots/Ralphie's signal)

- e) Coordinate Arterial Signals
- f) Modify Change Plus Clearance Interval to ITE 1985 Proposed Recommended Practice
- 5. Access Management
 - g) Install Raised Median between Isaac Streets Drive and Coy Road
 - h) Change driveway density by relocating or removing excessive drives
- 6. Corridor Improvements
 - i) Resurface Pavement
 - j) Install overhead lane use signs with new signals

The project will also include signage, street lighting, pavement markings, sidewalk, ADA ramps and related work, as necessary. The City of Oregon also intends to include streetscape elements similar to the adjacent Navarre Avenue/SR 2 safety improvement projects.

Logical Termini: Start @ Isaac Street Drive Intersection (21.71)
 End ~ 550 ft west of Coy Road Intersection (22.42)

Estimated Project Length: 0.71 mile (3,700 ft)

B. PROJECT DETAILS

EXISTING CONDITIONS

R/W Width: 100'

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: 100' plus any additional needed at new signal locations

Curbs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Click or tap here to enter text.
Curb ramps	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Click or tap here to enter text.
Sidewalks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Replace with curb ramps as necessary
Guardrail	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments: Click or tap here to enter text.
Pavement Work- Overlay	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments: Click or tap here to enter text.
Pavement Work- Mill & Fill	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> 1 Course <input checked="" type="checkbox"/> 2 Course
Pavement Work- Full Depth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt
Pavement Repairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt Percentage:
Driveways	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Stone
Storm or Storm 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 checked="" type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input type="checkbox"/> No
Lighting	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signals	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input type="checkbox"/> No

STRUCTURES Yes No

LOCATION: [Click or tap here to enter text.](#)

New Structure Rehab/Maintenance

Crossing: [Click or tap here to enter text.](#)

Structure File Number: [Click or tap here to enter text.](#)

Eligible for the National Register Yes No

Work Description: [Click or tap here to enter text.](#)

Maintenance of Traffic: [Click or tap here to enter text.](#)

SUPPLEMENTAL INFORMATION

ODOT to supply certified traffic? Yes No

Current ADT: 26,521 Design ADT: [Click or tap here to enter text.](#) T24: [Click or tap here to enter text.](#)

Design speed: 45 mph Legal speed: 40 mph

Are any design exceptions required? Yes No Explain: [Click or tap here to enter text.](#)

C. MAINTENANCE OF TRAFFIC

Detour Yes No Duration: [Click or tap here to enter text.](#)

Part-Width Yes No

Comments:

D. RIGHT OF WAY

New Right of Way Yes No
 Temporary Permanent Work Agreements (check all that apply)

Number of parcels: +/- 10 Parcels

Relocations Yes No Possible
Number of relocations: [Click or tap here to enter text.](#)

Railroad Involvement Yes No
Railroad name: [Click or tap here to enter text.](#)

Encroachments Yes No Type: [Click or tap here to enter text.](#)

Airway clearance required? Yes No Airport name: [Click or tap here to enter text.](#)

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.

E. UTILITIES

Impacts Yes * No * Possible minor pole relocation work

Phone None Aerial Buried

Company: AT&T, Buckeye Broadband, Time Warner

Cable None Aerial Buried

Company: AT&T, Buckeye Broadband, Time Warner

Electric None Aerial Buried Company: Toledo Edison, City of Oregon (Lighting)

Gas Yes No Owner: Columbia Gas, Mid-Valley, Buckeye Pipeline

Water Yes No Owner: City of Oregon

Storm sewer Yes No Owner: City of Oregon

Sanitary sewer Yes No Owner: City of Oregon

F. PROJECT FUNDING

Project cost estimate: \$10,078,634 Inflated to

Are quantity splits needed? Yes No

Is coordination with concurrent projects needed? Yes No

Funding sources: Highway Safety Funds (4HJ7) (also looking to pursue OPWC, CMAQ and Urban Paving Funds)

Does the LPA intend to recover any direct labor costs? Yes No

Does the LPA intend to hire a consultant during construction (Inspection or Testing)? Yes No

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

What Cost Recovery method does the LPA intend to utilize?

- 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs.
- 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate^a
- 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)^b, plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.
- 4. 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? 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?

Department managers review payroll hours and project hour time sheets submitted by employees

How often are payroll records prepared? Bi-Weekly

G. PROJECT SCHEDULE

Milestone	LPA Draft Schedule	Field Review Final Schedule
Consultant Authorization	4/3/2023	
Stage 1 Submitted ¹	6/9/2023	
NEPA Start	6/12/2023	
Stage 2 Submitted ¹	10/27/2023	

^a 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.

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

Preliminary R/W Plans Submitted ¹	12/1/2023	
Environmental Approval	4/5/2024	
Final R/W Plans Submitted ¹	3/8/2024	
Stage 3 Submitted ¹	5/5/2024	
PS&E to District	11/22/2024	
R/W Certification	11/22/2024	
Plan Package to Central Office ²	1/17/2024	
Sale ³	3/20/2025	
Award ⁴	4/28/2025	
Begin Construction	6/9/2025	
End Construction	10/31/2025	

1. Assume a 30 day review period for all submissions. Submittal recipients will be outlined in post field review meeting minutes.
2. Allow 2 months between PS&E and plan package to CO
3. Allow 8 weeks between plan package and sale
4. Allow 6 weeks between sale and award

H. ROLES & RESPONSIBILITIES

Task	Responsible Party
Form & Preliminary Legislation	ODOT
Proposal/Specification Development	City of Oregon
Environmental Studies & Document	ODOT / Consultant
Construction Plan Development	Consultant
R/W Plan Development	Consultant
R/W Acquisition/Appraisals	Consultant
Utility Relocation	City
LPA Agreement	ODOT
Advertising & Award of Contract	City of Oregon
Construction Inspection	City of Oregon/Consultant

I. ENVIRONMENTAL (FILLED OUT BY ODOT)

Task	Task#	Required	Preparer	Comments
Environmental Document – Required for any projects requesting Federal funding				
CE Level: Choose an item. Include all mapping	3.5.A	<input type="checkbox"/>	Choose an item.	
Purpose and Need Statement (D1 and higher)	1.3.G	<input type="checkbox"/>	Choose an item.	
Feasibility Study (D1 and higher)		<input type="checkbox"/>	Choose an item.	

Cultural Resources – Any work outside existing r/w, near structures 50 years or older, known listings or eligible for listing on the National Register of Historic Places), historic district, undisturbed land/farmland, encroachment removal, etc.				
Section 106 Scoping Request	2.2.B	<input type="checkbox"/>	Choose an item.	
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 (including mitigation)		<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 type="checkbox"/>	Choose an item.	
Section 4(f)/6(f) Determination Request Form (DRF)	2.2.F & 3.1.C	<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: Choose an item.	2.2.C	<input type="checkbox"/>	Choose an item.	
Bird/Bat Inspection		<input type="checkbox"/>	Choose an item.	
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 Coordination	2.2.C	<input type="checkbox"/>	Choose an item.	
Oak Openings Plant Survey		<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. Such as outlet pipes, grading, rock channel protection, temporary workpad/causeway, cofferdam for pump around, excavation, pier encasement, connection of a ditch into a waterway, connection of a pipe/structure/stormwater system into the side of a culvert, culvert lining, culvert extension, any work below OHWM, etc.				
Waterway Permit Determination	3.1.M	<input type="checkbox"/>	Choose an item.	
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 Individual Permit USACE	3.1.M	<input type="checkbox"/>	Choose an item.	
401 PCN to OEPA	3.1.M	<input type="checkbox"/>	Choose an item.	
401 OEPA Application	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.	
Stream and Wetland Mitigation		<input type="checkbox"/>	Choose an item.	
Floodplain – Any work within a FEMA mapped floodplain requires a coordination email or letter to the Local Floodplain Administrator before the env doc can be approved. A return email stating no permit is required OR the floodplain permit, if needed, if required before or with PS&E/Plan Pack.				
Flood Plain Coordination	2.3.H.A	<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.	
Farmland – The current conditions of the area are not relevant. 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.	
Public Involvement – Includes property owner, tenant, stake holders, emergency services, and schools. Additional PI in different methods needed for EJ areas. Property owners and tenants (property address) when there is a building on it.				
Local Festivals or Events		<input type="checkbox"/>	Choose an item.	
Letters – property owners, tenants, stakeholders	2.2A	<input type="checkbox"/>	Choose an item.	
Letter/email to Fire, Police, EMS, Schools, Hospital, etc. (any closure or lane restrictions near facility)	2.6.A	<input type="checkbox"/>	Choose an item.	
Press Release	2.2.A	<input type="checkbox"/>	Choose an item.	
Public Meeting (D1 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Hearing (D2 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Involvement Plan (D1 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
Environmental Site Assessment – 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	2.2.D	<input type="checkbox"/>	Choose an item.	
RMR Assessment (Phase 1 ESA)	3.1.D	<input type="checkbox"/>	Choose an item.	
RMR Investigation (Phase 2 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		<input type="checkbox"/>	Choose an item.	
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.	
Underserved Populations – Low income, minority, elderly, etc. if in or near project area, Public Involvement typically increases and/or changes methods and pedestrian MOT needs to be more in depth.				
Census Mapping/ UP Form	3.1.G	<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 type="checkbox"/>	Choose an item.	

Any Other or Known Environmental Concerns: