06-09-25 Posting Date
LUC-SR2-21.72
PID No. 118234
City of Oregon
Response Due Date: 06-27-25

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 Construction Inspection and Construction Administration services for the Navarre Safety Project (LUC SR 2 21.72) within the City of Oregon in Lucas County.

This project involves constructing a concrete median and resurfacing a 0.7-mile stretch of Navarre Avenue (State Route 2), extending from Isaac Streets Drive to 450 feet west of Coy Road. It also includes the installation of U-turn bulb-outs, access management drive improvements, and new traffic signals at the intersections of Harbor Drive, Kingston Court, and Kroger Drive. Additional work includes installing sidewalks, signage, pavement striping, and other related work required for project completion.

The City of Oregon has secured ODOT Safety Funding, ODOT Urban Paving Funding, OPWC Funding for this project.

Estimated Construction Cost: $5,475,000.00

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.

Also, please note that only individuals (not firms) are prequalified construction inspection activities. 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).

CONSTRUCTION INSPECTION AND ADMINISTRATION:

- Project Inspector 1;
- Traffic Signal and Lighting Inspector;
- Soils and Aggregate Inspector;
- Construction Engineer Level 2;
- Construction Management Firm

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

Proven expertise in inspecting the specific work items detailed in the Project Description, combined with extensive experience in overseeing Local Public Agency (LPA) projects, particularly within ODOT District 2.

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 July 2025.

Project Schedule

Sale: NLT – August 1, 2025
Award: NLT – September 1, 2025
Estimated Begin Construction: October 1, 2025
Estimated End Construction: July 31, 2026

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 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 (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 three(3) copies of the Letter of Interest along with one (1) electronic pdf file 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. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.

2. Provide references from 3 governmental organizations for similar projects completed in the past five years. .

3. Please provide the names and availability of the key staff members you propose to assign to this project. These individuals should be the primary personnel responsible for performing the required services. Be sure to clearly identify the designated project manager, and include resumes for all listed team members

   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.

   Describe your firm's management method for tracking materials delivery and acceptance of material items and quantities needed for each construction bid item on the project. Provide a description of any aspect of your project approach that is innovative or unique, and describe the benefits to the City. Provide copies of project bill of materials, daily inspection reports and quantity tracking sheets that your firm has used on past projects. (This does not counted towards the page limit) Describe any specific computer software programs or files you employ for construction administration and/or inspection.

Items 1 thru 4 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project:
PID:
Project Type:_____
District:
Selection Committee Members:

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.

CITY OF OREGON
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS MANAGEMENT SCOPE OF SERVICES

Project Specific Services

Project Name	**LUC SR 2 21.72 Navarre Safety**
PID	**118234**
Project Description	The services include Construction Inspection and Construction Administration services for constructing a concrete median and resurfacing a 0.7-mile stretch of Navarre Avenue (SR 2), extending from Isaac Streets Drive to 450 feet west of Coy Road. It also includes the installation of U-turn bulb-outs, access management drive improvements, and new traffic signals at the intersections of Harbor Drive, Kingston Court, and Kroger Drive. Additional work includes installing sidewalks, signage, pavement striping, and other related work required for project completion. The City of Oregon has secured Safety Funding, Urban Paving Funding, OPWC Funding for this project.
Work Description	Consultant's work includes but not limited to: construction administration, project management, inspection, materials testing and/or documentation of the Work performed by the City's Contractor. The services performed in accordance with the Ohio Department of Transportation, "Construction and Materials Specifications" and City of Oregon procedures, directives, and other requirements. The Consultant will provide services to monitor the construction work on a full or part-time basis and report the city contractor's work and determine whether such work complies with the State's contract requirements to the Local Public Agency/Person in Responsible Charge. The Construction Project Engineer (CPE), appointed by the Consultant will act upon the behalf of the city for the completion of the contract.
Scope of Services Meeting Date	**TBD**

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2025 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector 1	1	
Project Inspector 2		
Structures Inspector		
Coatings Inspector		
Traffic Signals & Lighting Inspector	1	
Soils & Aggregate Inspector	1	
Construction Engineer Level 1		
Construction Engineer Level 2	1	
Non-Prequalified Personnel	**Approximate Number Required**	**Notes**
Documentation Clerk		
Other		

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

		Responsibility		
PRIMARY TASK	**ODOT Oversight**	**LPA**	**CONSULTANT**	**NOTES**
POST AWARD				
Preconstruction Conference	X	X	X	Meeting to be conducted by the City; Consultant; will be in attendance.
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X		X	Consultant can subcontract Third Party Test Lab, if needed
Asphalt, Concrete & Aggregate Field Testing			X	Consultant can subcontract Third Party Test Lab, if needed

Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X	X	X	City to be advised and attend Progress Meetings. Meeting agendas and minutes are the responsibility of the selected consultant.
Schedule Tracking and Updates	X	X	X	City to be notified by the consultant of any deviations to the schedule, and approve changes to the schedule/
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	Consultant to provide City with Qtys for City to prepare invoices
Summary of Progressive Payment		X		
Invoice and Reimbursement Preparation		X		
Review and Approval of Reimbursement Request	X	X		
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	Consultant to keep City informed of any potential change orders and review/obtain City concurrence.
Concurrence on significant Change Orders for Reimbursement	X	X	X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	Consultant to review all claims and provide recommendation to the City.

Approval of Funding for Resolution	X	X		ODOT and LPA Shared Responsibility
Monitoring and Documentation of Claims Management Process	X	X	X	
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews		X	X	City will rely on assistance from consultant if needed
Resolution of Underpaid Wages		X	X	City will rely on assistance from consultant if needed
Monitoring and Documentation of Prevailing Wage Compliance Process	X	X	X	City will review Certified Payroll Reports
EEO AND DBE CONTRACT COMPLIANCE				
EEO/DBE Contract Requirements		X	X	City will primarily manage. Consultant needs to be cognitive of requirements and ensuring compliance
Bulletin Board Monitoring			X	
Review and Approval of Contractor DBE Waivers	X	X	X	
Commercially Useful Function Reviews		X	X	
Monitoring and Documentation of LPA's EEO and DBE Compliance Process	X	X	X	Shared responsibility amongst all parties
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	Shared responsibility amongst all parties
Resolution of Punch list Items			X	City will intervene if required
Agreement of Final Quantities, Payment			X	City will intervene if required
Final Payment to Contractor, Release of Responsibility		X	X	
Preparation of Project Closeout Documents			X	
Review and Approval of Finalization Documents	X	X	X	Shared responsibility amongst all parties
Completion of LPA Contract Administration Evaluation	X			

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	1	
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	
Paint Inspection Kit in accordance with CMS 514.05.	0	
The type and number of vehicles, either cars or trucks, for use on-site.	1	

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

a. High school diploma or GED.

b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.

c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

A. The City of Oregon shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the City of Oregon prior to being incurred.

B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City of Oregon, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

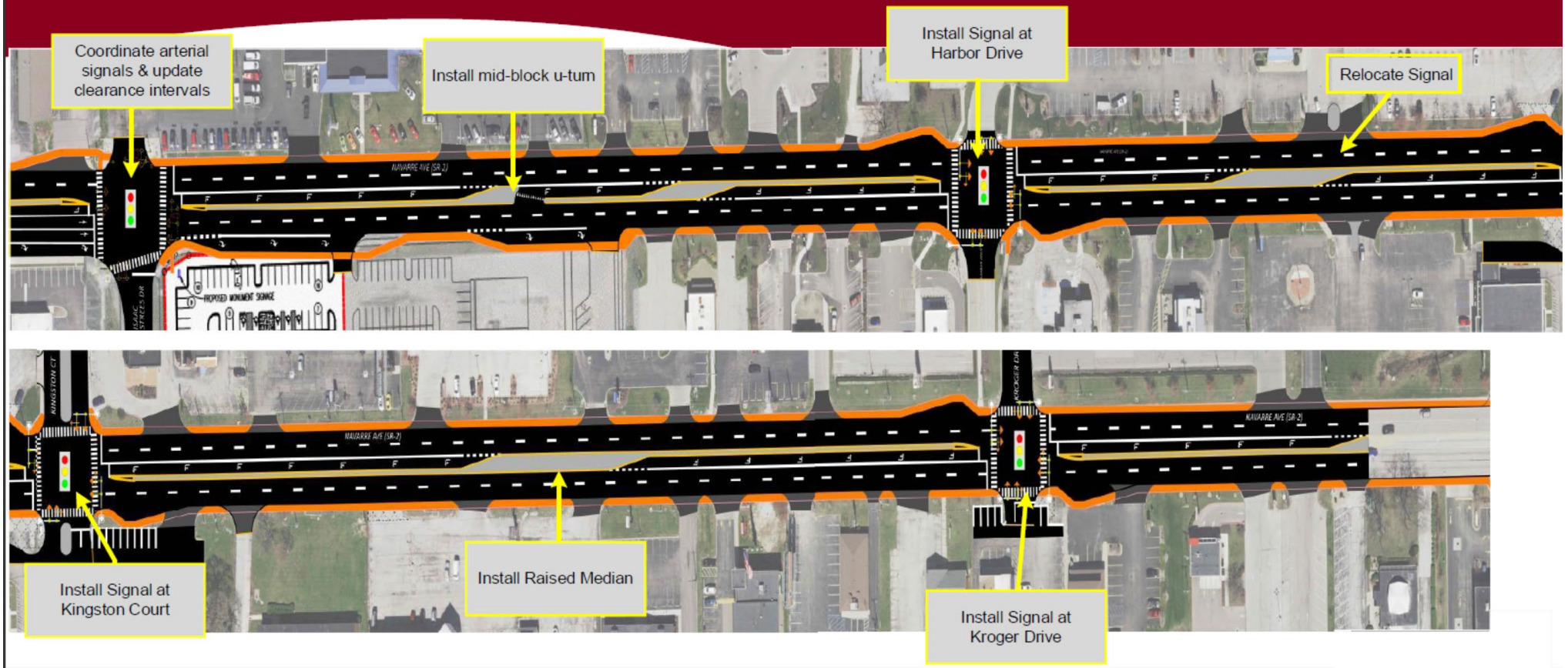
Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the City of Oregon may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City of Oregon may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the *Specifications for Consulting Services, 2016 Edition.*

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City of Oregon. No compensation will be provided for commuting to and from the report-in location. Travel time to retrieve or return samples or equipment is billable. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY THE CITY OF OREGON

A. The City of Oregon will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.

B. The City of Oregon will provide the Consultant with documentation requirements including inspection report forms needed for computation, reporting, record keeping and field testing.

Countermeasures Recommended