

06-15-26 Posting Date
CLE-SR48-6.65
PID No. 121899
City of Loveland
Response Due Date: 07-07-26

Communications Restrictions

Please note the following policy concerning communication with the City of Loveland and any City employees during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, the City of Loveland will not communicate with consultants (or their agents) regarding:

- 1) discussions or marketing activities related to this project;
- 2) the status of the selection process relative to this project; or
- 3) any communications related to the listed project.

Permissible communications include technical or scope of services questions specific to the project or RFP requirements; project administration activities for previously authorized agreements, scope and negotiation activities for projects selected but not under contract, training, or related activities.

Any questions shall be submitted via email to Chris Wojnicz, Assistant City Manager, at cwojnicz@lovelandoh.gov.

All questions not submitted strictly in accordance with the procedure outlined above will not be answered.

When completed, selections will be announced via e-mail.

Project Description

The Consultant will perform Right of Way Acquisition Services for improvements on State Route 48. The project involves the installation of 6' detached and 8' attached sidewalk on the south and north side of State Route 48 from approximately Blossom View Drive to Butterworth Road (3,200 +/- linear feet) If funded through OKI, project will extend up the east side of Butterworth Road to Dorsey Lane (additional 2,300 +/- linear feet). Project will include retaining walls, curb and gutter, a mid-block RRFB crossing and storm improvements. See attached LPA Scope of Services Document, attached as Exhibit A.

Estimated Construction Cost: \$2,894,195.65

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 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).

RIGHT OF WAY ACQUISITION SERVICES:

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

Selection Subfactors

1. Experience in R/W acquisition.
2. Past history of successful delivery of same/similar projects.
3. Public Involvements and Engagement Experience.
4. Knowledge of ODOT Systemic Grant Programmatic Requirements.

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 2026.

Completion Schedule

See attached ODOT Milestones in LPA Scope.

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 Loveland, 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 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 Loveland 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 **or one electronic version (on a flash drive)** of the Letter of Interest, labeled "**CLE-SR48-6.65 Right of Way Consulting Services**", to the following address **by 4:00 PM on the response due date** listed above.

**Chris Wojnicz, Assistant City Manager
City of Loveland, Ohio
120 W. Loveland Ave.
Loveland, Ohio 45140**

Responses received after 4:00 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 significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List of 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 related 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 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		

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. Project Identification

County	Clermont/Warren	Route	SR 48	Section	6.65
Project sponsor / Maintenance responsibility:			City of Loveland		
Local Let				ODOT Let	X
Scope field review:		7-23-24		Scope meeting:	7-23-24
Highway Functional Classification			Minor Arterial (Urban)		
PID	121899				
Fiscal Year	SFY 2028 (2)		Proposed Sale Date		Q2 FY28

B. Design Standard

AASHTO/ODOT, MMDG, City of Loveland (sidewalk, curb and gutter)

C. Project Description

Description of Proposed Improvements:	
Install 6' wide detached and 8' wide attached sidewalk on SR 48 in the City of Loveland. Project will also include retaining walls, curb & gutter, and a mid-block RRFB crossing.	

Prior studies / plan (identify):	Systemic Safety Report (January 2024)		
Estimated Project Length: (begin pavement to end pavement including bridge)			3,200 ft *
Work Length: (including project length & approach work)		3,200 ft *	

Alignment:	Existing	X	Relocated	
Profile:	Existing	X	New	
Logical Termini: (w/explanation)		O'Bannon Creek Bridge to Butterworth Road*		

*project has potential to extend northern limit north along Butterworth. This will extend project length and effect RW, Environment, Drainage, Utilities etc. Decision expected by mid to late September based on a pending OKI funding application.

D. Typical Sections

Existing:

Width:	Pavement	~23'	Graded Shoulder	N/A	Treated Shoulder	N/A
R/W	Width Varies (~50'-150')					
Bridge:	face to face of rails		N/A		or toe to toe of parapets	N/A
Curbs		Yes	X		No	
Curb ramps		Yes			No	X
Sidewalks	Yes	X	No		Comment	5' wide where existing between O'Bannon Creek & Blossom Hill Drive
Guardrail	Yes	X	No		Type	

Proposed:

Width:	Pavement	~23'	Graded Shoulder	N/A	Treated Shoulder	N/A
Bridge	N/A	Existing culvert to remain in place				
Median:	Yes		No	X	Type	
Curbs:	Yes	X	No		Type	Type 2
Curb ramps:	Yes	X	No	Per SCD BP-7.1-ada compliance required if possible otherwise waivers expected. Detail sheets required.		
Sidewalks	Yes	X	No		Comment	6' detached, 8' attached (does not include the 0.5' curb width). ADA compliance required.
Guardrail	Yes	X	No		Type	Replace in kind for storm replacement

Supplemental Information

ADT	7,905	Design ADT	7,905
DHV	864	Certified Traffic	N/A
T24	158 (2%)		

Design Speed	35 & 45 MPH**	Legal Speed	35 & 45 MPH**
Comments:	**ODOT Completed a speed study in March 2024 & speed limit was reduced North of Sentry Hill to 45mph		

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	11 *			
Known relocations:	Yes		No	X

Railroad Involvement:	Yes		No	X		
Railroad Name:	N/A					
Encroachments:						
Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name	N/A					
Comments:						

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 hazardous waste cleanup.

F. Utilities

Aerial:

Phone	Yes	X	No		Name of Company	TBD/Verizon
Cablevision	Yes	X	No		Name of Company	TBD/Charter/ALTA Fiber
Power	Yes	X	No		Name of Company	Duke

Buried:

Phone	Yes	X	No		Name of Company	TBD/Verizon
Cablevision	Yes	X	No		Name of Company	TBD/Charter/ALTA Fiber
Power	Yes	X	No		Name of Company	Duke

Gas	Yes	X	No		Name of Company	Duke		
Pipelines:	Yes		No	X	Name of Company			
Water	Yes	X	No		Private		Public	City of Loveland
Sanitary Sewer	Yes	X	No		Private		Public	MSD
Storm Sewer	Yes	X	No		Private		Public	City of Loveland
Other								
Comments	Ensure there is enough RW to include any utility relocation. Will discuss relocation plan and schedule at a later date due to the potential number of utilities.							

B. Structure Requirements

Existing Structure information:

Structure type:							
Sufficiency Rating:		General Appraisal			Bridge No.		
Structure File No.				Crossing			
Bridge length:							
Number of Spans							
Eligible for the National Historical Register	Yes		No				

Proposed Structure: no proposed changes to the existing structure at Blossom View Dr

New Structure:	Yes		No					
Rehabilitate Existing Bridge	By:							
Structure width:				Structure type:				
Number of spans:								
Beam Type:	Concrete Box		Steel					
Other Design Considerations / Explanation of Change in Line/Grade:								
Guardrail Type:								

H. Design Exception(s) required

Yes		No	X	Explain	low speed, design exception not required.
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I. Traffic Control

Signing:	Yes	X	No		Remarks	RRFB Crossing at Blossom View Drive
Striping:	Yes	X	No		Remarks	
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

I. Maintenance of Traffic

Detour		Part Width	X
Remarks:	No long-term closure anticipated. Traffic will be maintained as needed with notes, details, and plan		

K. Driveways

Yes	X	No		Type	Gravel, Concrete & Asphalt
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L. Project Funding

Project Cost Estimate	\$3,556,004***				
Quantity splits needed in plans to differentiate funding participation:	Yes	X	No		
Comments:	Potential for a third funding source. Additional splits possible.				
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:	***The estimate will change based on the northern termini of the project.				

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	\$500,400	90%	\$55,600	10%
RIGHT OF WAY	\$143,577	90%	\$15,953	10%
UTILITIES	\$90,000	90%	\$10,000	10%
CONSTRUCTION	\$1,266,023	49.5%	\$1,295,171	50.5%
CONST ENGINEERING	\$0	0%	\$179,280	100%
TOTAL	\$2,000,000	56.3%	\$1,556,004*	43.7%

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X
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	X	No	
If so, does that system track both payroll and project hours concurrently?	Yes	X	No	

^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.

If different systems, how does the LPA reconcile project hours to payroll? Not applicable, no local cost recovery is anticipated for this project, nor will force account or PW labor be used as the project will be let to a contractor per ODOT specifications.				
How often are payroll records prepared? Every 2 weeks				
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes		No	X
Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	

N. Environmental Need ODOT's guidance for this section

Scope of the Proposed Action /Involvement with Resources: These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.				
	Not required	Required	Responsibility	COMMENTS
Tentative CE Level _C2_____		X	City of Loveland/prequal. consultant	DUE 1/5/2026
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X	ODOT D08	
Cultural Resource Phase I	X			
Cultural Resource Phase II	X			
Cultural Resource Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
Recreational Boating	X			
Level 1 Ecological Survey Report		X	City of Loveland/prequal. consultant	

Level 2 Ecological Survey Report	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers	X			
404 PCN-Army Corps of Engineers	X			
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			
Scenic River	X			Most likely not, only if we end up impacting O'Bannon Creek
Farmland Screening or FCIR		X	City of Loveland/prequal. consultant	Document that project meets ODOT's Farmland MOU
Public Involvement		X	City of Loveland/prequal. consultant	Letters to adjacent property owners, public services, EMS providers, schools
Public Meeting	X			
RMR Screening		X	City of Loveland/prequal. consultant	1 record in OEPA spills database, just paraffin wax in 2004 on one parcel and should not affect project if no R/W from that parcel
RMR Assessment/Investigation				IF AUTHORIZED
Drinking Water Resources		X	City of Loveland/prequal. consultant	Prepare mapping & develop plan notes if applicable
Flood Plain/Flood Way		X	City of Loveland/prequal. consultant	Prepare mapping; Follow OES Floodplain Management Guidelines; South end of project within 100-year flood zone
Underserved Populations		X	City of Loveland/prequal. consultant	Follow OES EJ Guidelines
Noise Study		X	City of Loveland/prequal. consultant	Document that the project does not warrant a noise analysis using OES flow charts
Air Quality Analysis		X	City of Loveland/prequal. consultant	Document that an air quality analysis is not required using OES flow charts

Asbestos Inspection Required:	Yes		No	X
Comment:				

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

None that we are aware of at this time.

O. Roles / Responsibilities

Construction plan development:	City of Loveland or ODOT Prequalified Consultant/LPA (utilize QBS process to select)
Proposal/Specification Development:	ODOT
LPA Agreement:	ODOT & City of Loveland
Form and preliminary legislation:	ODOT & City of Loveland
Advertising and award of contract:	ODOT
Construction inspection:	ODOT or ODOT Prequalified Consultant
R/W plan development:	ODOT Prequalified Consultant

R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility Coordination / Relocation:	City of Loveland & ODOT

P. Field Review

Date:	7-23-24
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REPRESENTATIVES PRESENT:

2. Participants				
Name	First Join	Last Leave	In-Meeting Duration	Email
Genbauffe, Alexander	7/23/24, 9:58:07 AM	7/23/24, 10:48:51 AM	50m 44s	Alexander.Genbauffe@dot.ohio.gov
Henderson, Andrea	7/23/24, 9:57:36 AM	7/23/24, 10:48:46 AM	51m 10s	Andrea.Henderson@dot.ohio.gov
Scanlon, Teri	7/23/24, 9:57:43 AM	7/23/24, 10:48:47 AM	51m 4s	Teri.Scanlon@dot.ohio.gov
Wojnicz, Christopher	7/23/24, 9:57:53 AM	7/23/24, 10:48:47 AM	50m 53s	cwojnicz@lovelandoh.gov
Smith, Erin	7/23/24, 9:58:51 AM	7/23/24, 10:48:47 AM	49m 55s	Erin.Smith@dot.ohio.gov
Brehm, Tami	7/23/24, 9:58:54 AM	7/23/24, 10:48:50 AM	49m 55s	Tami.Brehm@dot.ohio.gov
Knapp, William	7/23/24, 9:59:06 AM	7/23/24, 10:48:47 AM	49m 40s	William.Knapp@dot.ohio.gov
Hetzel, Brianne	7/23/24, 9:59:07 AM	7/23/24, 10:48:47 AM	49m 39s	brianne.hetzel@dot.ohio.gov
Peters, Benjamin	7/23/24, 9:59:28 AM	7/23/24, 10:48:47 AM	49m 18s	Benjamin.Peters@dot.ohio.gov
Zeller, James	7/23/24, 9:59:31 AM	7/23/24, 10:48:48 AM	49m 16s	James.Zeller@dot.ohio.gov
Braun, Lucas	7/23/24, 9:59:44 AM	7/23/24, 10:48:46 AM	49m 2s	Lucas.Braun@dot.ohio.gov
Otis, John	7/23/24, 10:01:29 AM	7/23/24, 10:48:48 AM	47m 18s	John.Otis@dot.ohio.gov

Geotech: SGE applies, draft Geotech report by stage 1. Wall will require borings

Roadway: ADA compliance is required for all walks and ramps. If not possible, then waivers

will be expected. Detail sheets required for ramps. Should show slopes, widths, lengths and elevations to ensure compliance.

Walk should be designed to MMDG

HMA: A maintenance agreement will be needed for the sidewalk and retaining wall outside of City limits.

RW: if RW services are over 50K then the QBS process is necessary.

Drainage:

Floodplain- Floodplain Coordination is required. If the construction limits of the project is within Zone AE Floodplain but not Floodway, then LD-53 is all that is required. If the construction limits of the project is within the Zone A, then additional floodplain efforts will be required

Storm Sewer- calculations are required for new storm sewer (by stage 1)

Inlet Spacing- Spread calculations are required for new curb (by stage 1)

Ditch- calculations are required since the longitudinal slopes are steep and the ditches are large (by stage 1)

BMP- Are required if the EDA is greater than 1 acre. Look at BMP early since it may require additional ROW. (by stage 1)

Utility Coordination:

Consultant to try to avoid utility conflicts throughout design while holding to the scope of work. If utility conflicts cannot be avoided, they should be minimized. Consultant to provide a copy of the OUPS ticket information to ODOT PM (if applicable). Up to date utility contacts shall be used at each plan submission. Utility contact information can be requested by consultant from ODOT PM. If OUPS and OGPUPS ticket are more than two (2) years old, a design non-marking ticket shall be requested to obtain most up to date Utility Members List. The ticket does not need to be submitted to obtain the Utility Members List.

Consultant to provide a utility set of plans with the utility lines shown in color using the most recent version of ODOTcadd_UTPen.tbl at each plan submission. This file is found in the standard ODOTcadd executable file that can be downloaded from the [CADD services webpage](#).

Consultant to prepare a summary of potential utility conflicts at each plan submission. Summary to be provided to Utility Companies at each plan submission. Summary to include, but not limited to station and offset of conflict, type of conflict (direct, decreased cover, proximity, etc.), utility owner (if known) and utility type.

Consultant to compile Utility Company responses and forward to the ODOT PM. Final compilation of utility correspondence is due 35 days after plan submission to utilities. A “no response” from a utility on a plan submission review cannot be considered as “no comment”, “no conflicts” and/or “a confirmation of the consultant’s findings” from the utility. A written

response (email is sufficient) must be received from the utility verifying that they have no comments, no conflicts and/or they agree with the conflicts identified by the consultant.

Consultant to review the Utility Company responses and evaluate. The evaluation of the responses shall include validating that a conflict does exist or that a utility may remain in place. If a conflict does exist, consultant should provide an evaluation of the feasibility of potential resolutions. A disposition of utility status (i.e. utility to stay in place, utility facility relocation plan in writing or plan format) is required at the Stage 3 submission. This disposition shall be included to the utilities with the Stage 3 plan submission. This disposition shall be formulated based on utility responses from previous plan submissions.

Project Schedule

Milestone 	Date 	Completed	SFY (Qtr)
 Initial Project Scope Complete	 07/23/2024		2025 (Q1)
 LPA Scope of Services Document	 07/23/2024		2025 (Q1)
 Authorized Design Consultant	 11/01/2024		2025 (Q2)
 NEPA Start Date	 12/01/2024		2025 (Q2)
 Stage 1 Plans - Submitted	 06/01/2025		2025 (Q4)
 Preliminary R/W Review Submission - Submitted	 06/01/2025		2025 (Q4)
 Stage 1 Plans - Complete	 07/01/2025		2026 (Q1)
 Preliminary R/W Review Submission - Approved	 07/01/2025		2026 (Q1)
 Stage 2 Plans - Submitted	 01/01/2026		2026 (Q3)
 Compliance R/W Review Submission- Submitted	 01/01/2026		2026 (Q3)
 Environmental Document Submitted	 01/05/2026		2026 (Q3)
 Stage 2 Plans - Complete	 02/01/2026		2026 (Q3)
 Compliance R/W Review Submission - Approved	 02/01/2026		2026 (Q3)
 Environmental Document Approved	 02/06/2026		2026 (Q3)
 Final R/W Plan Submission - Approved	 02/13/2026		2026 (Q3)
 R/W Authorized	 03/01/2026		2026 (Q3)
 Stage 3 Plans - Submitted	 10/01/2026		2027 (Q2)
 Stage 3 Plans - Complete	 11/01/2026		2027 (Q2)
 Final Tracings - Submitted	 01/01/2027		2027 (Q3)
 Final Tracings - Complete	 02/01/2027		2027 (Q3)
 R/W Acquisition Complete	 02/28/2027		2027 (Q3)
 District R/W Certification	 04/01/2027		2027 (Q4)
 Utility Note Complete	 06/23/2027		2027 (Q4)
 Plan Package Submitted to C.O.	 07/01/2027		2028 (Q1)
 Sale	 10/01/2027		2028 (Q2)
 Award	 10/01/2027		2028 (Q2)
 Begin Construction	 03/01/2028		2028 (Q3)
 End Construction	 10/31/2028		2029 (Q2)