06-22-26 Posting Date
STW-2027 CEAO Safety Studies
PID No. 126670
County Engineers Association of Ohio (CEAO)
Response Due Date: 07-24-26

Communications Restrictions

Please note the following policy concerning communication between Consultants and CEAO 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 Inventory and/or Safety Studies as outlined in the attached Scope of Services. Each County (LPA) approved for funding by CEAO will select a consulting firm to complete one or more of the Inventory or Safety Studies. The qualifications data collected through this RFQ will be made available to the Counties selected for funding.

Estimated Construction Cost: N/A

Prequalification Requirements

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

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

For agreements that require prequalification in FINANCIAL MANAGEMENT SYSTEM EVALUATION, the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

DESIGN SERVICES:

If performing Safety Studies, must be pre-qualified in:

Safety Studies;

If performing Traffic Signal Warrants, must be pre-qualified in:

Basic Signal Design;

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

1. Experience in preparing inventory reports and/or speed zone studies, traffic signal warrants, or safety studies
2. Ability to provide data in a user-friendly and easily accessible format
3. Quality of past work

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 December 1, 2026.

Completion Schedule

The final reports for the inventories and studies are to be completed and on file with the County within six (6) 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 counties, 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

Each County 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 **one (1) electronic PDF with subject: 2027 CEAO Safety Project LOI** copy of the Letter of Interest to the following address **by 3:30 PM on the response due date** listed above.

Andrew Kelly
CSTP/LBR Manager
County Engineers Association of Ohio
akelly@ceao.org

Responses received after 3:30 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" pages only.
    d. Electronic File size should not exceed 5 megabytes

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 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.

6. Include the completed table below:

Type of Study	**Qualification Requirements**	**Consultant Request to Be Considered for Study (Place an X)**
Sign Inventory (Urban and Rural)		
Sign Inspection/Compliance	Ohio Licensed Professional Engineer Signature and Seal Required	
Guardrail Inventory		
Guardrail Inspection/Compliance	Ohio Licensed Professional Engineer Signature and Seal Required	
Pavement Marking Inventory/Inspection/Centerline Compliance (Including No Passing Zone)	Ohio Licensed Professional Engineer Signature and Seal Required	

Curve Advisory Speed Study	Ohio Licensed Professional Engineer Signature and Seal Required	
Roadside Hazard Inventory/Inspection/Compliance	Ohio Licensed Professional Engineer Signature and Seal Required	
Speed Zone Study	Ohio Licensed Professional Engineer Signature and Seal Required	
Traffic Signal Warrant	Ohio Licensed Professional Engineer Signature and Seal Required and ODOT Prequalified in Basic Traffic Signal Design	
Intersection/Corridor Safety Study	Ohio Licensed Professional Engineer Signature and Seal Required and ODOT Prequalified in Safety Studies	

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

CEAO County Safety Study Projects

The goal of this project is to give County Engineers the information they need to bring their county roads and all related roadway aspects up to current standards. The studies available to the County Engineers are:

SIGN INVENTORY (SI-U/SI-R)

1. Catalog a detailed inventory of existing signs. Include the following attributes for each:
    a. Placement: Road number, road name, log point, GPS coordinates, side of road
    b. Characteristics: Sign number, signcode, height, width
    c. Post/Assembly: Post type
    d. Perform a visual inspection of each sign, post and breakaway
    e. Log the number of signs mounted on the post
    f. Take digital photograph(s) of signs or provide video
2. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
3. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

SIGN INSPECTION/COMPLIANCE (SC)

The Sign Inspection & Compliance study SHALL be signed and sealed by a Professional Engineer licensed in the
State of Ohio.

1. Catalog and add the following attributes to the existing sign inventory:
    a. Placement: Direction facing
    b. Characteristics: Sheeting type, blank type
    c. Post/Assembly: Breakaway type, quantity of posts, quantity of signs on post
2. Perform a visual inspection of each sign, post, and breakaway
3. Catalog any visual deficiencies (as defined by the Engineer, this log is not based on OMUTCD compliance)
4. Record retro-reflectivity readings for each sign's legend (where applicable) and background (within a reachable distance)
5. Apply a serialized adhesive sign label to each reachable and non-double-sided sign
6. Provide videos for all contracted roadways or take digital photograph(s) of each sign
7. Determine sign and sign placement conformance to OMUTCD including:
    a. School Zone signage
    b. Speed Zone signage (sign checks only)
    c. Bridge Signs (one lane, narrow, end markers)
    d. Stop Ahead and Yield Sign placement
    e. Warning sign(s) too close together
    f. Low Clearance Underpass signage
    g. T & Y Intersection signage
    h. Advance Railroad Crossing signage
    i. Other situations where additional signage may be helpful or existing signage may be a hindrance

8. Determine additional signs needed to bring roadway into compliance with OMUTCD (Additional signs needed which necessitates a Curve Study are waived from this compliance check)
9. Check signs for compliance with OMUTCD standards including, but not limited too: size, height from pavement, and placement.
10. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
11. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

GUARDRAIL INVENTORY (GI)

1. Catalog a detailed inventory of existing guardrail assemblies. This includes lone guardrail assemblies, bridge guardrail, and approach guardrail assemblies.
2. Include the following attributes for each guardrail assembly:
    a. Placement: Road number, road name, begin log point, end log point, begin GPS coordinates, end GPS coordinates, side of road
    b. Characteristics: Rail number, rail type
3. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
4. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

GUARDRAIL INSPECTION/COMPLIANCE (GC)

The Guardrail Inspection & Compliance study SHALL be signed and sealed by a Professional Engineer licensed
in the State of Ohio.

1. Catalog the following above and beyond the existing guardrail inventory assemblies: bridge terminal assemblies, rail anchor assemblies.
2. Include the following attributes above and beyond the existing guardrail inventory attributes:
    a. Placement: Edge of pavement offset
    b. Characteristics: Bridge number (match with County bridge information when requested), height of rail, hazard which guardrail protects, post spacing, post material
3. Perform a visual inspection of each guardrail assembly including rail end hardware
4. Perform a visual inspection of each guardrail for compliance with ODOT Traffic Engineering Manual
5. Catalog any visual deficiencies
6. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
7. Drive each route to determine any recommended locations of new or extension-based guardrail barrier installation. These recommended locations are to follow the ODOT Traffic Engineering Manual and 'As Established by the County Engineer.'
8. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
9. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

PAVEMENT MARKING INVENTORY, INSPECTION, AND CENTERLINE COMPLIANCE PLAN (INCLUDING NO PASSING ZONES) (PMI)

The Pavement Marking Inventory, Inspection, Centerline Compliance study SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

1. Catalog a detailed inventory of existing pavement markings. These existing pavement markings include stop bars, crosswalks, transition line, edge line, lane line, centerline, railroad and school markings, turn arrows, ONLY markings, channel lines, and other markings requested by the Engineer.
2. Include the following inspection-based attributes:
    a. Placement: Road number, road name, begin log point, end log point, begin GPS coordinates, end GPS coordinates
    b. Characteristics: Marking type, material type, status
3. Provide digital reports containing footage for line-based markings and quantity totals for auxiliary based markings
4. Perform a recommended centerline compliance study (no passing, passing, blank/none, two-way left turn lanes, etc..) based on current OMUTCD and ODOT Traffic Engineering Manual Specifications
5. Establish No Passing Zones in accordance with Chapter 3B.02(or most current) of the OMUTCD and any County specific requirements
6. Provide graphical representation and a spreadsheet of the recommended centerline compliance data to be used for T-Marking prior to centerline striping.
7. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
8. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

CURVE ADVISORY SPEED STUDY (CAS)

The Curve Advisory Speed study SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

1. Follow procedure as established in Chapter 2C (or most current) of the OMUTCD
2. Determine safe speed recommendations for each curve
3. Determine beginning and ending of every curve in relation to control point data
4. Catalog curve related signs and assign them to their respective curve
5. Determine if existing warning signs are correct and at the proper distance from curve/s
6. Determine corrective measures when necessary
7. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
8. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

ROADSIDE HAZARD INVENTORY, INSPECTION, AND COMPLIANCE PLAN (RHI)

The Roadside Hazard study SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

The Clear Zone as defined in this inventory is the distance from the edge of existing pavement 'As Established by the County Engineer'

1. Drive each route and locate all items which interfere with the specified Clear Zone
2. Catalog the following: guardrail installation recommendation locations, slope grading recommendation locations
3. Develop a plan and recommend countermeasures, including but not limited to: barriers such as guardrail installation recommendation (guardrail compliance), obstruction removal and movement and slope grading to address identified roadside hazards within the Clear Zone
4. Provide data importable into the County's current software or provide software for viewing and maintaining the data.
5. Provide GIS layer/s, geo-database, or dynamic API database connection for compatibility with the County's current GIS platform

SPEED ZONE STUDY (SZ) (See Note 4 in Prioritization)

The Speed Zone study SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

1. Set counters to gather ADT, 85th percentile, and pace speed(s)
2. Gather profile on the road showing driveways, business entrances, intersections, horizontal and vertical curves, signs, existing striping, etc.
3. Acquire crash data for the latest three (3) years for the section involved
4. Take digital photographs of the zone
5. Data is inputted into ODOT's formula
6. County will obtain ODOT approval for the Speed Zone, if applicable

TRAFFIC SIGNAL WARRANTS (TSW)
(Consultants MUST be ODOT Pre-Qualified to perform this Study)

Traffic Signal Warrants SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

1. Follow procedure as outlined in Chapter 4C of the OMUTCD (or most current)
2. Determine if location meets any of the eight possible warrants
3. Determine if the installation of the signal will improve the overall safety and/or operation of the intersection
4. Determine if the control signal will seriously disrupt progressive traffic flow

INTERSECTION\CORRIDOR SAFETY STUDY (SS)
(Consultants MUST be ODOT Pre-Qualified to perform this Study)

The Safety Study SHALL be signed and sealed by a Professional Engineer licensed in the State of Ohio.

1. Follow procedure as outlined in ODOT Safety Study Guidelines
2. Document history of problems or crashes at location and reason for the study
3. Prepare a condition diagram
4. Prepare a collision diagram
5. Compile crash data

6. Analyze crash data
7. Take digital photos of the location
8. Identify possible causes or deficiencies in the roadway through analysis of crash patterns, roadway conditions, traffic control, traffic volumes, vehicle speeds, etc.
9. Recommend countermeasures, rate of return, and cost