

06-22-26 Posting Date
CUY-SR094-03.51
PID No. 125886
City of North Royalton
Response Due Date: 07-13-26

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of North Royalton 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 pedestrian facilities on CUY-SR 094-03.51 in Cuyahoga County. Installation of sidewalk along the eastern side of State Road. (State Route 94) between Wallings Road and Lisa Lane in the City of North Royalton, Cuyahoga County.

Estimated Construction Cost: \$494,368.20

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).

DESIGN SERVICES:

Bicycle Facilities & Enhancement Design;
Non-Complex Roadway Design;
Limited Right of Way Plan Development;
Subsurface Utility Location Services;
Geotechnical Engineering Services;
Geotechnical Testing Laboratory;
Geotechnical Field Exploration Services;
Geotechnical Drilling Inspection Services;

ENVIRONMENTAL SERVICES:

Environmental Document Preparation - CE;
Public Involvement - C1 and C2 Level CE;
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 in:

- Designing pedestrian facilities, sidewalks, curb ramps, ADA-compliant improvements, and related work on ODOT routes.
- Preparing ODOT-let plan packages and coordinating with ODOT District 12.
- Completing C1 categorical exclusion documentation in EnviroNet and coordinating environmental clearance before Stage 3 detailed design.
- Ability to meet the project schedule, including combined Stage 1/Stage 2 submittal, Stage 3 submittal, and final plan file dates.

Contract Type and Payment Method

Refer to 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 October 2026.

Completion Schedule

The plans are to be completed and on file with ODOT District 12 no later than September 1, 2027. The anticipated notice to proceed is approximately October 1, 2026, and ODOT District 12 has identified an estimated 8–11 months from notice to proceed to plan file. Stage 1 and Stage 2 may be combined into one submittal; environmental clearance is required before Stage 3 detailed design 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 North Royalton, 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 North Royalton 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** copy of the Letter of Interest by **4:00 PM on the response due date** listed above.

Matthew D. Glass, P.E., City Engineer
City of North Royalton
nreng1@northroyalton.org

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, 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.
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.

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 experience of key staff members on similar projects and qualifications related to the selection subfactors.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload and availability of 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 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: CUY SR 094 03.51 Pedestrian

PID: 125886

Project Type: Pedestrian Facilities / Sidewalk Design

District: 12

Selection Committee Members: Matthew Glass – City Engineer
 Tom Jordan – Community Development Director
 Kevin Nekl – Director of Public Service

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-Route-Section / Project Name	CUY-SR 094-03.51 (CUY SR 094 03.51 Pedestrian)
Project Sponsor / Maintenance Responsibility	City of North Royalton
Let Type	ODOT Let
SAM Unique ID	SAM000000000001029454
PID (ODOT assigned)	125886
Scope Field Review	To be completed/confirmed at consultant scoping meeting
Scope Meeting	To be scheduled after consultant selection
Proposed Award Date	01/01/2028
State Fiscal Year	SFY 2028
Highway Functional Classification	Minor Arterial
Federal Aid System	Yes

B. Design Standard

ODOT Design Manuals	ODOT Location and Design Manual, ODOT LPA Manual, ODOT Traffic Engineering Manual, ODOT Construction and Material Specifications, ODOT Standard Construction Drawings, and applicable ODOT pedestrian/ADA guidance.
AASHTO Publications	Applicable AASHTO roadway and pedestrian facility guidance.
Local Design Standards	City of North Royalton standards, details, and requirements, where applicable and not in conflict with ODOT/Federal requirements.

C. Project Description

Description of Project	Installation of sidewalk along the eastern side of State Rd. (SR 94) between Wallings Rd. and Lisa Ln in the City of North Royalton, Cuyahoga County.
Prior studies / plans	ELLIS project application information and available City/ODOT corridor information. Consultant to obtain and review available existing plans, mapping, utility information, and field conditions.
Project Limits	SR 94 from Wallings Rd. to Lisa Ln.
Estimated Project Length	To be confirmed by selected consultant from survey/mapping.
Work Length	0.346 miles.
Alignment	Existing roadway alignment.

Profile	Existing roadway profile; minor grading for sidewalk/ADA improvements as needed.
Logical Termini	Wallings Road and Lisa Lane provide logical sidewalk termini for the pedestrian facility segment along SR 94.

D. Typical Sections

Existing	Existing SR 94 corridor conditions to be verified by selected consultant. Existing sidewalks are absent or incomplete along the project side/segment requiring pedestrian connectivity.
Proposed	Install sidewalk along the eastern side of State Road (SR 94) between Wallings Road and Lisa Lane. Provide ADA-compliant curb ramps and related pedestrian facility improvements as required. Improvements shall be designed within existing right-of-way unless otherwise authorized.
Supplemental Information	ADT, design ADT, DHV, T24, design speed, and legal speed to be obtained/verified by selected consultant through ODOT and available traffic data.

E. Environmental

Categorical Exclusion Environmental Document	C1
Required environmental documentation	C1 environmental document in ODOT EnviroNet. District environmental staff indicated environmental document should remain C1 assuming no right-of-way or Section 4(f)/6(f) impacts.
Environmental clearance milestone	Environmental must be cleared before Stage 3 detailed design can be authorized because federal funds are included in design.
Known Environmental Concerns	No right-of-way or Section 4(f)/6(f) impacts identified in the provided materials; consultant shall verify during scoping and environmental review.

F. Right-of-Way Right-of-Way Items

Item	Yes	No	Remarks / Notes
Survey / establish right-of-way limits	☒	☐	Verify existing right-of-way limits and confirm

			improvements fit within existing right-of-way.
Right-of-Way Plan	☐	☒	No acquisition anticipated based on provided materials; prepare/document only if required by ODOT.
Known relocations	☐	☒	None identified.
Railroad involvement	☐	☒	None identified.
Encroachments	☐	☐	To be verified by selected consultant.
Airway highway clearance	☐	☒	None identified.

Approximate Number of Parcels: N/A unless right-of-way verification identifies a need for acquisition.

G. Utilities

Utility coordination	Selected consultant shall identify existing aerial and underground utilities, coordinate with utility owners, and prepare utility notes/clearance documentation as required for ODOT-let project delivery.
SULS	Subsurface Utility Location Services to be performed if necessary for design, conflict resolution, ADA ramp construction, drainage, or other improvements.
Quality Level	To be determined by selected consultant based on project needs.

H. Geotechnical

Pavement cores	Not anticipated for sidewalk installation unless required for pavement tie-ins or as directed by ODOT/City.
Geotechnical design	Not anticipated; selected consultant shall verify whether any retaining walls, full-depth pavement work, significant embankment, culvert work, or other geotechnical elements are required.

I. Structure Requirements

Existing Structure Information	No bridge/structure work identified in provided materials.
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Proposed Structure Information	No new structure or bridge rehabilitation anticipated.
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J. Design Exception(s) Required

Design Exceptions	None known at announcement stage. Selected consultant shall identify and prepare design exceptions/design waivers if required.
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K. Traffic Control Traffic Control Items

Item	Yes	No	Remarks / Notes
Signing	☒	☐	As required for pedestrian facility, construction, and final signing.
Striping	☐	☐	To be verified; provide as needed.
Lighting	☐	☐	No lighting work identified; verify during design.
Signals	☐	☐	No major signal work identified; verify crossings/ADA pushbuttons if signalized intersections are affected.
RPMs	☐	☐	To be verified.

L. Maintenance of Traffic

Type of MOT	Daily flagging, lane/shoulder closures, pedestrian detours, or part-width work as needed; final MOT concept to be developed by selected consultant.
Pedestrian Traffic	Pedestrian traffic shall be maintained or safely detoured in accordance with ODOT standards and ADA requirements during construction.

M. Driveways

Driveways	Driveways may be present along the corridor. Selected consultant shall verify locations and design sidewalk crossings/drive apron adjustments as needed.
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Description of Work	Maintain/replace/adjust driveway aprons and transitions as required for ADA-compliant sidewalk construction.
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N. Project Funding

Project Cost Estimate		Total: \$549,031.20. PE Environmental: \$38,264.10; PE Detailed Design: \$16,398.90; Right-of-Way: \$0.00; Construction: \$494,368.20.		
Quantity splits needed		To be confirmed during scope/fee negotiation and plan development.		
Coordination with Concurrent Projects Required		No concurrent projects identified in provided materials; selected consultant shall verify with City/ODOT.		
Cost Item	Total Federal or State Funds	Percent Split	Total Local Funds	Percent Split
Preliminary Engineering (PE)	\$54,663.00	TBD	\$0.00 / TBD	TBD
Right-of-Way (RW)	\$0.00	N/A	\$0.00	N/A
Utilities	\$0.00 / TBD	TBD	\$0.00 / TBD	TBD
Construction (CO)	\$494,368.20	TBD	\$0.00 / TBD	TBD
Construction Engineering (CE)	\$0.00 / TBD	TBD	\$0.00 / TBD	TBD
Total	\$549,031.20	TBD	\$0.00 / TBD	TBD

Additional remarks about funding: Federal funds are included in design; consultant selection and administration must follow ODOT LPA consultant procedures. Project cap and funding percentages to be confirmed by ODOT/City.

O. Roles/Responsibilities

Construction Plan Development	Selected ODOT-prequalified consultant
Proposal/Specification Development	Selected consultant with City of North Royalton and ODOT District 12 review
LPA Agreement	ODOT / City of North Royalton
Form and Preliminary Legislation	ODOT / City of North Royalton (ODOT Let)
Advertising and Award of Contract	ODOT Let; award anticipated January 1, 2028
Construction Inspection	To be determined by City/ODOT; must meet ODOT prequalification requirements if consultant-provided
R/W Plan Development	Selected consultant, if required; no acquisition anticipated
R/W Acquisition / Appraisals	N/A unless acquisition is later identified

Utility Relocation	Utility owners, coordinated by selected consultant/City/ODOT
Other	Environmental documentation and EnviroNet submittal by selected consultant/qualified subconsultant as required

P. Field Review

Representatives Present	To be completed at field review/scoping meeting
Date	To be scheduled after consultant selection
Name / Company / Phone / E-mail	To be completed

Q. Commitment Dates

Project delivery type: ☒ ODOT-Let ☐ Local-Let ☐ Reservoir

Activity	Milestone Date
Authorization to Proceed (LPA notification to consultant to begin working on project)	10/01/2026 (anticipated)
Stage 1 Submitted for Review (Allow ODOT 30 days for review)	02/01/2027 (combined Stage 1/Stage 2 anticipated)
Environmental Documentation Submitted in EnviroNet	02/01/2027 (anticipated)
Stage 2 Submitted for Review (includes Preliminary R/W Plans) (Allow ODOT 30 days for review)	02/01/2027 (combined Stage 1/Stage 2 anticipated)
Environmental Document Approved	04/01/2027 (anticipated; required before Stage 3 detailed design authorization)
R/W Plans Approved – or – R/W Plans Not Required (“N/A”)	04/01/2027 / N/A anticipated
Stage 3 Submitted for Review (includes Bid Document and Estimate) (Allow ODOT 30 days for review)	06/01/2027 (anticipated)
Final Tracings – or – PS&E Package to District (includes Final Plans, Bid Document and Estimate)	09/01/2027 (required latest District submittal for Jan. 1, 2028 award target)
R/W and Utility Clearance by District	09/01/2027 (anticipated; LPA to certify to District one month prior as applicable)
Plan Package to C.O. (File Date)	09/01/2027 (anticipated)
Sale Date (Bid Opening Date)	12/01/2027 (anticipated; ODOT-let schedule to be confirmed)
Award Date	01/01/2028 (latest recommended beginning of 3rd quarter award target)
Estimated Begin Construction	04/01/2028 (anticipated)
Estimated End Construction	08/31/2028 (anticipated)

Other due dates of interest: LPA certifies right-of-way and utility clearance to the District approximately one (1) month before District clearance date; LPA/ODOT award package and bid tabs to be submitted per ODOT requirements after award.

Environmental Coordinator	To be completed by ODOT District 12
Real Estate Administrator	To be completed by ODOT District 12
Program Manager	To be completed by ODOT District 12
Project Manager	Robert Mileti, P.E., ODOT District 12 / City contact: Matthew D. Glass, P.E.