

06-29-26 Posting Date
SUM-SR18
PID No. 126174
City of Fairlawn
Response Due Date: 07-21-26

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Fairlawn 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 plans for a 10-foot wide concrete multi use trail on Summit State Route 18 in the City of Fairlawn, Summit County with a project length of approximately 0.56 miles. Multi-use trail construction from Rosemont Preserve trailhead to Summit Mall along South Smith Road to West Market Street/State Route 18 to Morewood Road. The project also includes pedestrian features of the intersection at South Smith Road and West Market Street including high visibility crosswalk.

Estimated Construction Cost: \$697,338.00

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 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;
- Basic Traffic Signal Design;

ENVIRONMENTAL SERVICES:

- Public Involvement - C1 and C2 Level CE

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

There are no selection subfactors for this project.

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 August 2026.

Completion Schedule

The plans are to be completed and on file with the City of Fairlawn within fifteen (15) months from the date of authorization.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Terms and Conditions

The Department's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for letters of interest.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Fairlawn 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 Fairlawn 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** of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Ernie Staten, Service Director
City of Fairlawn
3300 Fairlawn Service Drive
Fairlawn, Ohio 44333
AustinA@fairlawn.us**

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.

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: SUM SR-18

PID: 126174

Project Type:

District: 4

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

SUM-SR18:
(Project Name)

Project Sponsor / Maintenance Responsibility: City of Fairlawn

☒ Local Let

SAM Unique ID:

☐ ODOT Let

PID (ODOT assigned): 126174

Scope Field Review: _____

Scope Meeting: _____

Proposed Award

Date: _____

State Fiscal Year: 2027

Highway Functional Classification:

Federal Aid System: _____

B. Design Standard

ODOT Design Manuals: L&D Manuals

AASHTO Publications: _____

Local Design Standards:
(list, if applicable)

C. Project Description

Description of Project:
(detail transportation issues to be improved)

10-foot wide concrete multi-use trail (sidepath) construction from Rosemont Preserve trailhead to Summit Mall along S. Smith Road then along WB side of W. Market Street/SR18 to Morewood Road. The project also includes pedestrian features of the intersection at S. Smith Road and W. Market Street, including high visibility crosswalk.

Prior studies / plans: Schocalog to Sand Run Greenway, Ph1 Feasibility Study

Project Limits:
(identify start and end locations)

Start at the Kiwanis Community Center on S. Smith Road. End at the intersection of Morewood Road and West Market Street.

Estimate Project Length:
(begin pavement to end pavement including bridge)

0.56 miles

Work Length:
(including project length & approach
work)

0.56 miles

Alignment: ☐ Existing
☐ Relocated (explain)

Profile: ☒ Existing
☐ New (explain)

Logical Termini:
(w/ explanation)

D. Typical Sections

Existing:

Pavement Width:	☐	curb to curb	Graded Shoulder:	
	☐	edge to edge	Treated Shoulder:	
R/W Width:				
Bridge Width:	☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets			

Existing:	Yes	No	Comment / Type
Median	☐	☐	
Curbs	☐	☐	
Curb ramps	☐	☐	
Sidewalks	☐	☐	Width:
Guardrail	☐	☐	

Additional Things to Note About **Existing** Typical Section:

Proposed:

Pavement Width:	☐	curb to curb	Graded Shoulder:	
	☐	edge to edge	Treated Shoulder:	
R/W Width:				
Bridge Width:	☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets			

Proposed:	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	☐	☐	
Curbs	☐	☐	
Curb ramps (*)	☐	☐	
Sidewalks	☐	☐	Width: _____
Guardrail	☐	☐	

(*) – Curb ramps must be updated to current ADA standards.

Note: Ensure proposed improvements are within the Right of Way.

Additional Things to Note About **Proposed** Typical Section:

Supplemental Information:

ADT	_____	Design ADT	_____
DHV	_____	Certified Traffic	_____
T24	_____		
Design Speed	_____	Legal Speed	_____
Comments:	_____		

E. Environmental

Note: All required environmental studies must be performed by prequalified consultants (unless noted with “(*)” below) and the document must be completed using ODOT’s EnviroNet System.

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.

Categorical Exclusion (CE) Environmental Document (select document type)							
☒ C1	☐ C2	☐ D1	☐ D2	☐ D3	☐ EA	☐ EIS	

Required			Note: (*) – prequalified consultant is NOT required	Responsibility/Notes
Yes	If Auth	No		
Cultural Resources				

Required			Note: (*) – prequalified consultant is NOT required	Responsibility/Notes
Yes	If Auth	No		
☐	☐	☒	Section 106 – Scoping Request Form (*)	Include OHPO Database Mapping
☐	☐	☒	Phase I Cultural Resources Survey Report	
☐	☐	☒	Phase I History/Architecture Survey Report	
☐	☐	☒	Phase I Archaeology Survey Report	
☐	☐	☒	Phase II Cultural Resources Survey Report	
☐	☐	☒	Phase II History/Architecture Survey Report	
☐	☐	☒	Phase II Archaeology Survey Report	
☐	☐	☒	Phase III Archaeology Data Recovery	
☐	☐	☒	Addendum reports/submissions	
☐	☐	☒	Documentation for Consultation/MOA	
☐	☐	☒	HABS/HAER/Cultural Documentation	
Section 4(f) / Section 6(f)				Official With Jurisdiction (OWJ) Concurrence is required.
☐	☐	☒	Determination Request Form	
☐	☐	☒	Individual Section 4(f) Evaluation	
☐	☐	☒	Section 6(f) Documentation	
Ecological Resources				
☐	☐	☒	Ecological Exempt Form (*) – use EnviroNet Tab	
☐	☐	☒	Level 1 Ecological Survey Reports – use EnviroNet Tab	
☐	☐	☒	Level 2 Ecological Survey Reports – use EnviroNet Tab	
☐	☐	☒	Level 3 Ecological Survey Reports Group	
☐	☐	☒	UNIONID Mussel Survey Report	
☐	☐	☒	Group 2/4 Mussel Survey Report	
☐	☐	☒	Biological Assessment	
☐	☐	☒	Coastal Zone Management	
Sole Source Aquifer / Drinking Water Resources Mapping				
☐	☐	☒	Sole Source Aquifer Coordination	
Farmland Policy Protection Act (FPPA)				

Required			Note: (*) – prequalified consultant is NOT required	Responsibility/Notes
Yes	If Auth	No		
☐	☐	☒	Farmland Conversion Impact Rating-Form	
Waterway Permits				
☐	☐	☒	Permit Determination Request Package	
☐	☐	☒	Conceptual Stream/Wetland Mitigation Reports	
☐	☐	☒	Section 404/401 Applications	
☐	☐	☒	USACE Pre-Construction Notification (PCN) Applications	
☐	☐	☒	Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)	
☐	☐	☒	Coastguard Section 9 Application	
☐	☐	☒	ACOE Section 10 Permit	
☐	☐	☒	Compile Floodplain 8-step Analysis	
☐	☐	☒	Flood Plain Permit Application	
Environmental Site Assessment				
☐	☐	☒	Regulated Materials Screening (RMR) (*)	Include Ohio Regulated Properties Search (ORPS) Mapping
☐	☐	☒	RMR Assessment	
☐	☐	☒	RMR Investigation	
☐	☐	☒	Asbestos Survey	
Noise				
☐	☐	☒	Traffic Noise Analysis Report	
☐	☐	☒	Noise Barrier Public Involvement Summary	
Environmental Justice				
☐	☐	☒	Environmental Justice Census Mapping	
☐	☐	☒	Environmental Justice Analysis Report (EJAR)	
Public Involvement Activities				
☒	☐	☐	Public Involvement Activities	Include opportunity for public comments Provide supporting information such as Property Owner Notification Letters (PONL), Press Release, and Public/Virtual Meeting.

Required			Note: (*) – prequalified consultant is NOT required	Responsibility/Notes
Yes	If Auth	No		
☒	☐	☐	Public Engagement Plan	
☒	☐	☐	Public Notification Letters	
☐	☐	☒	Open House (In Person ☐ or Virtual ☐)	
☐	☐	☒	Public Meeting (In Person ☐ or Virtual ☐)	
☐	☐	☒	Public Meeting Handouts	
☐	☐	☒	Public Meeting Presentation	

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

F. Right-of-Way

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Survey (establish R/W limits):	☐	☒	_____
Right-of-Way Plan:	☐	☒	_____
Approximate Number of Parcels:			_____
Known Relocations:	☐	☒	_____
Railroad Involvement:	☐	☒	_____
Railroad Name:			_____
Encroachments:	☐	☒	_____
Airway Highway Clearance:	☐	☒	_____
Airport Name:			_____
Comments:			_____

Note: Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local Public Agency, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

G. Utilities

Aerial	<u>Yes</u>	<u>No</u>	<u>Name of Company</u>		
Phone	☒	☐			
Cablevision	☒	☐			
Power	☒	☐	First Energy		
Underground					
Phone	☒	☐	AT&T		
Cablevision	☒	☐	FairlawnGIG		
Power	☒	☐	First Energy		
Gas	☒	☐	Enbridge		
Pipelines:	☐	☒			
			<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
Water	☒	☐	☐	☒	City of Akron
Sanitary	☒	☐	☐	☒	City of Fairlawn
Storm	☒	☐	☐	☒	City of Fairlawn
Other:					
Comments:					

- ☐ No.
- ☐ Yes. Utility Quality Level A
- ☐ Yes. Utility Quality Level B
- ☐ Yes. Utility Quality Level C
- ☐ Yes. Utility Quality Level D

Note: if SULS is necessary, follow the Subsurface Utility Location Services Specifications.

H. Geotechnical

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Are Pavement Cores needed?	☐	☒	_____
Is Geotechnical Design (**) necessary? (Identify: full depth pavement replacement/widening, bridge work, retaining walls, culverts, slide repairs, etc.?)	☐	☒	_____

Note () – If Geotechnical Design is necessary, fully utilize historic geotechnical information; perform subsurface exploration in accordance with the Specifications for Geotechnical Explorations; and perform geotechnical design in accordance with the Geotechnical Design Manual.**

I. Structure Requirements

Existing Structure Information:

Structure type:	_____		
Bridge No.:	_____	Structural File No.:	_____
Sufficiency Rating:	_____	General Appraisal:	_____
Crossing:	_____		
Bridge Length:	_____	Number of Spans:	_____
Bridge Width:	_____		
Eligible for the National Historical Register:	☐ Yes ☐ No		

Proposed Structure Information:

New Structure:	☐ Yes ☒ No		
Rehabilitate Existing Bridge by:	_____		
Structure Type:	_____		
Beam Type:	☐ Concrete Box; ☐ Steel; ☐ n/a		
Structure Length:	_____	Number of Spans:	_____
Structure Width:	_____		
Other Design Considerations / Explanation of Change in Line/Grade:	_____		

Project Cost Estimate:
(Sponsors are responsible for
TIP/STIP coordination)

Quantity splits needed in plans to
differentiate funding participation:

☐ Yes Comments: _____
☐ No _____

Coordination with Concurrent
Projects Required:

☐ Yes Comments: _____
☐ No _____

Cost Estimates:

	Total Federal or State funds	Percent Split	Total Local Funds	Percent Split
Preliminary Engineering (PE)	\$	%	\$135,000	100%
Right-of-Way (RW)	\$	%	\$	%
Utilities	\$	%	\$	%
Construction (CO)	\$610,338	100%	\$	%
Construction Engineering (CE) (use xx%)	\$17,266	19%	\$69,734	81%
Total	\$627,604	75%	\$204,734	25%

Additional remarks about funding: _____

Project Cap _____

O. Roles/Responsibilities

Note: Consultants used for development of Construction plans, R/W plans, R/W acquisition/appraisals, and Construction inspection must be pre-qualified by ODOT.

Construction Plan Development: _____ City of Fairlawn, ODOT Prequalified Consultant

Proposal/Specification Development: _____ City of Fairlawn, ODOT CMS

LPA Agreement: _____ ODOT

Form and Preliminary Legislation: _____ ODOT

Advertising and Award of Contract: _____ City of Fairlawn

Construction Inspection: _____ City of Fairlawn, ODOT Prequalified Consultant

R/W Plan Development: _____ N/A

R/W Acquisition / Appraisals: N/A

Utility Relocation: City of Fairlawn

Other: _____

P. Field Review

Representatives Present:		Date:
Name	Company	Phone / E-mail

Q. Commitment Dates

☐ ODOT-Let ☒ Local-Let ☐ Reservoir

Activity	Milestone Date
Authorization to Proceed (LPA notification to consultant to begin working on project)	
Stage 1 Submitted for Review (Allow ODOT 30 days for review)	N/A
Environmental Documentation Submitted in EnviroNet	
Stage 2 Submitted for Review (includes Preliminary R/W Plans) (Allow ODOT 30 days for review)	5/2027
Environmental Document Approved	12/2027
R/W Plans Approved – or – R/W Plans Not Required (“N/A”)	N/A
Stage 3 Submitted for Review (includes Bid Document and Estimate) (Allow ODOT 30 days for review)	9/2027

Final Tracings – or – PS&E Package to District (includes Final Plans, Bid Document and Estimate)	11/2027
R/W and Utility Clearance by District (District certifies clearance to FHWA. LPA should certify to the District one (1) month before this date.)	N/A
Plan Package to C. O. (File Date)	1/2028
(For Local Let projects, allow 45 days to Sale Date which includes processing the request for Authorization and three (3) weeks minimum for advertising. For ODOT Let projects, the sale and award will be determined by Central Office per ODOT's letting schedule which is typically a 12 week process.)	
Sale Date (Bid Opening Date)	
Award Date (LPA should submit a summary of bid tabs and the identity of the awarded contractor to the District no later than one (1) week after the award.)	2/2028
Estimated Begin Construction	
Estimated End Construction	

Other due dates of interest:

- LPA certifies R/W and utility clearance to the District
- LPA submits bid results (award package) to District