

## LEGAL NOTICE

The City of Tiffin is soliciting letters of interest for engineering planning & design services for the SEN-SR 53 9.8 Recon and Resurfacing Project – PID 120415. The City of Tiffin has secured three separate funding sources for this project; Small Cities, Urban Paving and Abbreviated Safety. Federal funding from the Abbreviated Safety Grant will be utilized for a portion of the engineering planning & design services. The scope of the Small Cities grant includes the full depth pavement reconstruction of North Sandusky Street (SR 53) between Hall Street and Tomb Street. Project scope includes but is not limited to full depth asphalt concrete pavement replacement, striping, signage upgrades and structure adjustments. The scope of the Urban Paving grant is to resurface North Sandusky Street (SR 53) from the northerly limits of the Small Cities scoped project (Tomb Street) north to the city's northern corporation limits. The scope of the Abbreviated Safety grant is to implement signal and access management improvements within and near the intersection of North Sandusky Street (SR 53), North Washington Street (SR 100) and East & West Davis Streets. The estimated construction cost for the project is \$2,403,940.00. The LPA Programmatic Announcement and LPA Scope of Services can be found on the City of Tiffin and ODOT's website. The grant applications and associated attachments for the Small Cities and Abbreviated Safety Programs can be obtained from the City Engineer for the City of Tiffin. The City of Tiffin will directly select a consultant based upon the Letter of Interest (LOI). Requirements for the Letter of Interest and the Consultant Selection Rating Form can be obtained from the City Engineer for the City of Tiffin. Questions should be directed to Matt Watson, P.E., P.S., CPESC, CESSWI, CFM - City Engineer for the City of Tiffin via email at [mwatson@tiffinohio.gov](mailto:mwatson@tiffinohio.gov). Firms interested in being considered for selection should respond by submitting an electronic copy of the LOI to City of Tiffin Engineer by email by 4:30 p.m. on Friday, December 8, 2023.

**11-13-23 Posting Date**  
**SEN-SR53-9.86**  
**PID No. 120415**  
**City of Tiffin**  
**Response Due Date: 12-08-23**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the City of Tiffin 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 the Sen-SR 53.9.8 Recon and Resurfacing Project within the City of Tiffin, Seneca County, Ohio. The City of Tiffin has secured three separate funding sources for this project; Small Cities, Urban Paving and Abbreviated Safety. The scope of the Small Cities grant includes the full depth pavement reconstruction of North Sandusky Street (SR 53) between Hall Street and Tomb Street. Project scope includes but is not limited to full depth asphalt concrete pavement replacement, striping, signage upgrades and structure adjustments. The scope of the Urban Paving grant is to resurface North Sandusky Street (SR 53) from the northerly limits of the Small Cities scoped project (Tomb Street) north to the city's northern corporation limits. Project scope will also include but not be limited to structure adjustments and striping. The scope of the Abbreviated Safety grant is to implement signal and access management improvements within and near the intersection of North Sandusky Street (SR 53), North Washington Street (SR 100) and East & West Davis Streets. Recommended intersection improvements include; upgrading the existing signal equipment from a three-pole span wire configuration to a mast arm support, using optically programmed vehicular signal heads for North Sandusky and North Washington Streets, providing pedestrian push buttons and signal heads for each crosswalk, revising signal phasing so that "Walk" and flashing "Don't Walk" are only activated through the use of push buttons, optimizing signal phasing and timing including the potential removal of the southbound protected left turn phase from North Sandusky Street and updating yellow and red clearance intervals to OMUTCD standards, moving stop bars on the south leg of North Washington Street and the east leg of North Sandusky Street and providing perpendicular crosswalks to shorten the distance pedestrians need to travel, prohibiting acute turning movements between North Sandusky Street and North Washington Street which allows for the extension of the curb radius in both directions to decrease intersection crossing distance and flashing "Don't Walk" time, installing "No Right on Red" signage for northbound North Washington Street and eliminating and/or reducing several commercial access drives.

**Estimated Construction Cost:** \$2,403,940.00

## **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 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:

- Non-Complex Roadway Design;
- Complex Right of Way Plan Development;
- Subsurface Utility Location Services;
- Geotechnical Engineering Services;
- Geotechnical Testing Laboratory;
- Geotechnical Field Exploration Services;
- Geotechnical Drilling Inspection Services;
- Basic Traffic Signal Design;
- Traffic Signal System Design;
- Limited Highway Lighting Design

### ENVIRONMENTAL SERVICES

- 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**

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 January 2024.

### **Completion Schedule**

This project has been selected to receive funding from ODOT for FY 2026. It is the city's intent to proceed with bidding the construction contract for this project as soon as possible following the date that funds become available (July 1, 2025) with construction anticipated to begin in the Spring of 2026. A detailed design phase submission schedule will be agreed upon between the city, ODOT and selected consultant at a future Scoping Meeting, to be scheduled soon thereafter a contract is finalized between the city and the selected consultant.

**Disadvantaged Business Enterprise (DBE) Participation Goal:** NONE

### **Suspended or Debarred Firms**

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

### **Terms and Conditions**

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

### **Compliance with Title VI of the Civil Rights Act of 1964**

The City of Tiffin in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

### **Selection Procedures**

The City of Tiffin 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 an electronic copy of the Letter of Interest to the following email address **by 4:30 PM on the response due date** listed above.

**Matt Watson, PE, PS, CPESC, CESSWI, CFM**  
**Email: mwatson@tiffinohio.gov**

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**

- 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 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.

Items 1 thru 4 must be included within the 10-page body of the Lol. 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
<b>Management &amp; Team</b>			
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	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	100		

If Applicable: Adequate good faith efforts made to meet DBE goal            Y/N

**Exhibit 1 - Consultant Selection Rating Form Notes**

- 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

<b>CRS:</b> SEN-SR 53 9.8 Recon and Resurfacing	<b>PID:</b> 120415	<b>Scope Date:</b>
<b>Let Type:</b> <input checked="" type="checkbox"/> Local Let <input type="checkbox"/> ODOT Let LPA Traditional	<b>Project Sponsor:</b> City of Tiffin	
<b>Design:</b> <input type="checkbox"/> In-House <input checked="" type="checkbox"/> Consultant	<b>Consultant Name:</b>	
<b>Fiscal Year:</b> 2026	<b>Proposed Sale Date:</b> August 2025	
<p><b>Project Description</b> (proposed work, issues to be corrected, and project termini, required noise waivers):</p> <p>The City of Tiffin has secured three separate funding sources for this project; Small Cities, Urban Paving and Abbreviated Safety. The scope of the Small Cities grant includes the full depth pavement reconstruction of North Sandusky Street (SR 53) between Hall Street and Tomb Street. Project scope includes but is not limited to full depth asphalt concrete pavement replacement, striping, signage upgrades and structure adjustments. The scope of the Urban Paving grant is to resurface North Sandusky Street (SR 53) from the northerly limits of the Small Cities scoped project (Tomb Street) north to the city’s northern corporation limits. Project scope will also include but not be limited to structure adjustments and striping. The scope of the Abbreviated Safety grant is to implement signal and access management improvements within and near the intersection of North Sandusky Street (SR 53), North Washington Street (SR 100) and East &amp; West Davis Streets. Recommended intersection improvements include; upgrading the existing signal equipment from a three-pole span wire configuration to a mast arm support, using optically programmed vehicular signal heads for North Sandusky and North Washington Streets, providing pedestrian push buttons and signal heads for each crosswalk, revising signal phasing so that “Walk” and flashing “Don’t Walk” are only activated through the use of push buttons, optimizing signal phasing and timing including the potential removal of the southbound protected left turn phase from North Sandusky Street and updating yellow and red clearance intervals to OMUTCD standards, moving stop bars on the south leg of North Washington Street and the east leg of North Sandusky Street and providing perpendicular crosswalks to shorten the distance pedestrians need to travel, prohibiting acute turning movements between North Sandusky Street and North Washington Street which allows for the extension of the curb radius in both directions to decrease intersection crossing distance and flashing “Don’t Walk” time, installing “No Right on Red” signage for northbound North Washington Street and eliminating and/or reducing several commercial access drives.</p>		

## B. PROJECT DETAILS

### EXISTING CONDITIONS

R/W Width: 66’

<b>Curbs</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Curb ramps</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ADA Compliant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sidewalks</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ADA Compliant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Guardrail</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### PROPOSED WORK

R/W Width: 66’

<b>Curbs</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Only as needed for Abbreviated Safety Project
<b>Curb ramps</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Only as needed for Abbreviated Safety Project
<b>Sidewalks</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments: Only as needed for Abbreviated Safety Project

<b>Guardrail</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:
<b>Pavement Work- Overlay</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:
<b>Pavement Work- Mill &amp; Fill</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> 1 Course <input checked="" type="checkbox"/> 2 Course
<b>Pavement Work- Full Depth</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt
<b>Pavement Repairs</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt Percentage: 20%
<b>Driveways</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Stone
<b>Storm or Storm Sewers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Catch basins/manholes</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input type="checkbox"/> New <input checked="" type="checkbox"/> Adjust
<b>Signing</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Lighting</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Signals</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**STRUCTURES**  Yes  No

<b>Location:</b>
<b>Crossing:</b>
<b>Structure File Number:</b>
<b>Eligible for the National Register</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work Description:</b>
<b>Maintenance of Traffic</b> <input type="checkbox"/> Part Width <input type="checkbox"/> Detour Comments:

**SUPPLEMENTAL INFORMATION**

<b>ODOT to supply certified traffic?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Current ADT:</b> 9506 <b>Design ADT:</b> 10,500 (10% +/-) <b>T24:</b>
<b>Design Speed:</b> 35 mph <b>Legal Speed:</b> 35 mph
<b>Design Exceptions Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

<b>C. MAINTENANCE OF TRAFFIC</b>		
<b>Part-Width</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tunnel Lights? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Detour</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Closure Duration: 90 days	
<b>Adjacent Projects with Detour?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	PID(s):	
<b>Additional Comments:</b> Phase project to minimize impact. Section south of North Sandusky, North Washington, Davis Street intersection can be easily detoured from Sandusky, Hudson, Washington. Intersection and north of Intersection will require a local detour of Tyber Road, Maule Road, 2 <sup>nd</sup> Avenue, Wall Street, Miami Street. An out of town detour would be preferred during these phases.		

**D. RIGHT OF WAY**

<b>New Right of Way</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent # of Parcels: 10
<b>Relocations</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Possible Number of Relocations:
<b>Railroad Involvement</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Railroad Name:
<b>Encroachments</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Type:
<b>Airway Clearance Required</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Airport Name:

**Additional Comments:** No temporary or permanent right of way expected at this time. All work being proposed within right of way. Access drive removal/modifications proposed to several commercial businesses. Only to be included (if authorized).

#### E. UTILITIES

<b>Impacts</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> POSSIBLE	
<b>Phone</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input checked="" type="checkbox"/> Buried	Company: AT&T
<b>Cable</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input checked="" type="checkbox"/> Buried	Company: Spectrum
<b>Electric</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Aerial <input type="checkbox"/> Buried	Company: American Electric Power
<b>Gas</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Owner: Columbia Gas
<b>Water</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Owner: AQUA
<b>Storm Sewer</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Owner: City of Tiffin
<b>Sanitary Sewer</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Owner: City of Tiffin
<b>Other</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Owner: Omni Fiber (See Note Below)

**Additional Comments:** Omni Fiber is currently installing fiber throughout our entire city. Infrastructure for this area has yet to be installed, however, expected to be installed by the time of construction.

#### F. PROJECT FUNDING

<b>Project cost estimate:</b> \$2,403,940.00	<b>Inflated to FY:</b> 2026
<b>Are quantity splits needed?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is coordination with concurrent projects needed?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Funding sources:</b> Local, Small Cities, Urban Paving, Abbreviated Safety	
<b>Does the LPA intend to recover any direct labor costs?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the LPA intend to hire a consultant during construction (Inspection or Testing)?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>What Cost Recovery method does the LPA intend to utilize?</b>	
<input checked="" type="checkbox"/> No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs. <input type="checkbox"/> Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate <sup>a</sup> <input type="checkbox"/> Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only), plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate. <input type="checkbox"/> 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.	
<b>Does the LPA currently have a timekeeping system in place?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If so, does that system track both payroll and project hours concurrently</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If different systems, how does the LPA reconcile project hours to payroll?</b>	
<b>How often are payroll records prepared?</b>	

<sup>a</sup> 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.

2 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.

3 Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

## G. PROJECT SCHEDULE

Milestone	LPA Draft Schedule	Field Review Final Schedule
Consultant Authorization	January 2024	
Stage 1 Submitted <sup>1</sup>	06/01/2024	
NEPA Start	04/01/2024	
Stage 2 Submitted <sup>1</sup>	10/01/2024	
Preliminary R/W Plans Submitted <sup>1</sup>	10/01/2024	If needed
Environmental Approval	12/01/2024	
Compliance R/W Plans Submitted <sup>1</sup>	02/01/2025	If needed
Stage 3 Submitted <sup>1</sup>	02/01/2025	
PS&E to District	05/01/2025	
LPA R/W Certification	08/01/2025	
ODOT R/W Certification	04/15/2025	
Plan Package to Central Office <sup>2</sup>	07/01/2025	
Sale <sup>3</sup>	09/01/2025	
Award <sup>4</sup>	11/01/2025	
Begin Construction	04/01/2026	
End Construction	12/01/2026	

1. Assume a 30 day review period for all submissions. Submittal recipients will be outlined in post field review meeting minutes.
2. Allow 2 months between PS&E and plan package to CO
3. Allow 8 weeks between plan package and sale
4. Allow 6 weeks between sale and award

## H. ROLES & RESPONSIBILITIES

Task	Responsible Party
Form & Preliminary Legislation	ODOT
Proposal/Specification Development	City of Tiffin/Consultant
Environmental Studies & Document	City of Tiffin/Consultant

Construction Plan Development	City of Tiffin/Consultant
R/W Plan Development	City of Tiffin/Consultant
R/W Acquisition/Appraisals	City of Tiffin/Consultant(s)
Utility Relocation	LPA
LPA Agreement	ODOT
Advertising & Award of Contract	City of Tiffin
Construction Inspection	City of Tiffin/Consultant

**I. ENVIRONMENTAL (FILLED OUT BY ODOT)**

Task	Task#	Required	Preparer	Comments
<b>Environmental Document and PDP</b>				
<b>CE Level:</b> Choose an item. <b>Include all mapping</b>	<b>3.5.A</b>	<input type="checkbox"/>		
<b>Purpose and Need Statement (D1+)</b>	<b>1.3.G</b>	<input type="checkbox"/>	Choose an item.	
<b>Feasibility Study (D1+)</b>		<input type="checkbox"/>	Choose an item.	
<b>Cultural Resources</b> – Any work outside existing r/w, known listings or eligible for listing on the National Register of Historic Places), historic district.				
<b>Section 106 Scoping Request</b>	<b>2.2.B</b>	<input type="checkbox"/>		
<b>Cultural Resource Phase I (HA/AR)</b>	<b>2.2.B/3.1.A</b>	<input type="checkbox"/>	Choose an item.	
<b>Cultural Resource Phase II (HA/AR)</b>	<b>3.1.A/3.1.B</b>	<input type="checkbox"/>	Choose an item.	
<b>Cultural Resources 4(f)</b>		<input type="checkbox"/>	Choose an item.	
<b>Determination of Effects Report</b>		<input type="checkbox"/>	Choose an item.	
<b>Section 4(f)/6(f)</b> – Any work in/near a recreational area, park bike path, playground, sports field, wildlife refuge, etc. their driveways or connection into an existing path?				
<b>OWJ Letters</b>	<b>2.2.F &amp; 3.1.C</b>	<input type="checkbox"/>	Choose an item.	
<b>Section 4(f)/6(f) DRF</b>	<b>2.2.F &amp; 3.1.C</b>	<input type="checkbox"/>	Choose an item.	
<b>Water Trails Coordination</b>		<input type="checkbox"/>	Choose an item.	
<b>Ecological</b> – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, off existing pavement within the Oak Openings Region, cutting of trees 3 inches in diameter and 13 feet tall, etc.				
<b>Ecological Survey Level:</b> Choose an item.	<b>2.2.C</b>	<input type="checkbox"/>		
<b>Mussel Survey</b>	<b>3.1.Q</b>	<input type="checkbox"/>	Choose an item.	
<b>ODNR Coastal Zone</b>		<input type="checkbox"/>	Choose an item.	
<b>Purple or Yellow Catchment Area</b>		<input type="checkbox"/>	Choose an item.	
<b>Scenic River Coordination</b>	<b>2.2.C</b>	<input type="checkbox"/>	Choose an item.	
<b>Oak Openings Plant Survey</b>		<input type="checkbox"/>	Choose an item.	

<b>Instream Work Restrictions</b>		<input type="checkbox"/>	Choose an item.	
<b>Waterway Permitting</b> – Any work below the Ordinary High Water Mark (OHWM) of a stream/ditch, in a wetland, bridge work in, over, or under a navigable waterway.				
<b>Waterway Permit Determination</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>Section 9/Section 10/Section 408</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>OEPA Ephemeral Stream Permit</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>404 NWP/RGP USACE</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>404 PCN to USACE</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>404 Individual Permit USACE</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>401 PCN to OEPA</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>401 OEPA Application</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>Isolated Wetland Permit to OEPA</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>Coast Guard Coordination</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>Stream and Wetland Mitigation</b>		<input type="checkbox"/>	Choose an item.	
<b>Floodplain</b> – Any work within a FEMA mapped floodplain requires a coordination email to Jorey and all required L&D Forms required prior to plans are sent to CO.				
<b>Floodplain Coordination</b>	<b>2.3.H.A</b>	<input checked="" type="checkbox"/>	<b>Consultant</b>	<b>City Engineer is Flood Plain Administrator for the city and the entire project limits are located outside the floodplain</b>
<b>Statement of Findings</b>		<input type="checkbox"/>	Choose an item.	
<b>Drinking Water Protection</b> – If the project is within a drinking water protection zone, a plan note will be provided by ODOT. If in a public supply area, coordination may be required with the owner before the env doc can be approved.				
<b>Drinking Water Coordination</b>	<b>3.5.A</b>	<input type="checkbox"/>	Choose an item.	
<b>Farmland</b> – Not required for urbanized area (red) on USGS quad map or Census map. Required for bridge replacement with 3 acres or more r/w, widening with strip r/w of 10 acres or more per linear mile, and intersection improvements requiring r/w of 3 or more acres.				
<b>Farmland Screening or FCIR</b>	<b>3.1.E</b>	<input type="checkbox"/>	Choose an item.	
<b>Public Involvement</b> – Includes property owner, tenant, stake holders, emergency services, and schools. Additional PI in different methods needed for UP areas. Property owners and tenants (property address) when there is a building on it.				
<b>Local Festivals or Events</b>		<input checked="" type="checkbox"/>	<b>LPA</b>	
<b>Letter/email to Fire, Police, EMS, Schools, Hospital, etc. (Full closures OR lane restrictions near facilities)</b>	<b>2.6.A</b>	<input checked="" type="checkbox"/>	<b>LPA</b>	<b>Consultant to provide maps and/or necessary attachments</b>
<b>Letters – property owners, tenants, stakeholders (new R/W or closures)</b>	<b>2.2A</b>	<input checked="" type="checkbox"/>	<b>LPA</b>	<b>Consultant to provide maps and/or necessary attachments</b>
<b>Press Release</b>	<b>2.2.A</b>	<input type="checkbox"/>	Choose an item.	

Public Meeting (D1 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Hearing (D2 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Engagement Plan (D1 or higher)	2.6.A	<input type="checkbox"/>	Choose an item.	
<b>Regulated Materials Review</b> – Any work outside existing r/w and/or 6 feet or more below the existing ground surface, such as storm/sanitary sewer work, waterlines, signal poles, catch basins, bridge abutments, etc.				
RMR Screening (all projects)	2.2.D	<input checked="" type="checkbox"/>	Consultant	Possible R/W, form still needs completed (exempt) even if there is no R/W
RMR Assessment (Phase I ESA)	3.1.D	<input type="checkbox"/>	Choose an item.	
RMR Investigation (Phase II ESA)	3.1.O	<input type="checkbox"/>	Choose an item.	
<b>Noise and Air</b> – Any work moving travel lanes closer to noise receptors, adding capacity				
Noise Ordinances/Waivers		<input type="checkbox"/>	Choose an item.	
Noise Analysis	2.2.G & 2.2.H & 3.1.J	<input type="checkbox"/>	Choose an item.	
Air Analysis (typically MSAT)	3.1.P	<input type="checkbox"/>	Choose an item.	
<b>Underserved Populations</b> – Low income, minority, elderly, and Limited English Proficiency. If in or near project area, Public Involvement typically increases and/or changes methods and pedestrian MOT needs to be more in depth.				
Census Mapping	3.1.G	<input type="checkbox"/>	Choose an item.	
UP Impact Assessment Report		<input type="checkbox"/>	Choose an item.	
<b>Other</b>				
Asbestos Inspection	NA	<input type="checkbox"/>	Choose an item.	
NPDES – Post Construction BMPs (required for all projects with 1 acre or more of earth disturbance) Ensure there is room for them in the footprint/Stage 1		<input checked="" type="checkbox"/>	Consultant	Only required if EDA is over 1 acre.

<b>Any Other or Known Environmental Concerns:</b>

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 a hazardous waste cleanup.