

04-13-26 Posting Date
ERI-MR0726-00.02
PID No. 125707
City of Huron
Response Due Date: 05-05-26

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Huron 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 an enhanced crosswalk with solar powered RRFBs equipped with passive pedestrian detection. The asphalt at the intersection of the end of the pedestrian bridge and end of Lake Shore Electric Trail will be removed and replaced with a clearly defined walkway connecting the facilities at a curb ramp to cross Jim Campbell Blvd. Curb will be placed for vertical clearance from the roadway surface. The drive on the east side will be modified to allow for a curb ramp on the east side of Jim Campbell Blvd. Work on the east side of the road connects to existing walk. Advanced signage will be installed and the warning sign to the south of the crosswalk will include flashing beacons activated with the crosswalk RRFBs. The east walk will be 11' wide to prepare for future multi-use path connections. Tree clearing will be done prior to the project.

Estimated Construction Cost: \$234,750.00

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:

- Bicycle Facilities & Enhancement Design;
- Non-Complex Roadway Design;
- Limited Right of Way Plan Development;
- Limited Highway Lighting Design;

ENVIRONMENTAL SERVICES:

- Public Involvement – C1 and C2 Level CE;

RIGHT OF WAY ACQUISITION SERVICES:

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

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 June 2026.

Completion Schedule

The plans are to be completed and on file with City of Huron within 18 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 Huron 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 Huron 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 **one (1) electronic pdf** copy of the Letter of Interest to the following listed individual via email **by 2:00 PM on the response due date** listed above.

Terri Welkener
terri.welkener@huronohio.us

Responses received after 2:00 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
 1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.

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
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): ERI-Jim Campbell Blvd Enhanced Crosswalk

Project Sponsor / Maintenance Responsibility: City of Huron

Local Let

ODOT Let

Design Build

PID (ODOT assigned): 125707

Scope Field Review: 2/17/26

Scope Meeting: 2/19/26

Proposed Sale Date: 3/1/2027

State Fiscal Year: FY2027

Highway Functional Classification: 07 Local

Federal Aid System (ODOT assigned): _____

B. Design Standard

ODOT Location and Design Manuals

C. Project Description

The project includes installing an enhanced crosswalk with solar powered RRFBs equipped with passive pedestrian detection. The asphalt at the intersection of the end of the pedestrian bridge and end of Lake Shore Electric Trail will be removed and replaced with a clearly defined walkway connecting the facilities at a curb ramp to cross Jim Campbell Blvd. Curb will be placed for vertical clearance from the roadway surface. The drive on the east side will be modified to allow for a curb ramp on the east side of Jim Campbell Blvd. Work on the east side of the road connects to existing walk. Advanced signage will be installed and the warning sign to the south of the crosswalk will include flashing beacons activated with the crosswalk RRFBs. The east walk will be 11' wide to prepare for future multi-use path connections. Tree clearing will be done prior to the project.

Prior studies / plan (identify):

Conceptual plan submitted for safety application

Estimate Project Length:

(begin pavement to end pavement including bridge) Approx. 150 feet

Work Length:

(including project length & approach work) Approx. 170 feet.

Alignment: Existing
 Relocated (explain) _____

Profile: Existing
 New (explain) _____

Logical Termini: *Lake Shore Electric Trail & Pedestrian Bridge on the west terminus, existing walk on the east terminus*
(w/ explanation) _____

D. Typical Sections

Existing	Pavement Width: <i>40 feet (at crossing)</i>	<input checked="" type="checkbox"/> curb to curb	Graded Shoulder:	
		<input type="checkbox"/> edge to edge	Treated Shoulder:	
	R/W Width: <i>Varies, 60 feet minimum</i>			
	Bridge Width: <i>N/A</i>	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

Existing	Yes	No	Comment / Type
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Existing curb on the east side of the roadway</i>
Curb ramps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Existing ramp on the west side of the roadway, not ADA compliant, no receiving ramp</i>
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>8' on the west side of the roadway, 5' on the east side of the roadway</i>
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

Proposed	Pavement Width: <i>24 feet (at crossing)</i>	<input checked="" type="checkbox"/> curb to curb	Graded Shoulder:	
		<input type="checkbox"/> edge to edge	Treated Shoulder:	
	R/W Width: <i>Varies</i>			
	Bridge Width: <i>N/A</i>	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

E. Right-of-Way

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Right-of-Way Plan:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Will confirm with right of way survey</u> <u>Potentially 3 parcels (small areas, all same</u> <u>owner Huron City Schools)</u>
Approximate Number of Parcels:			
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Will confirm with topographic and right of way</u> <u>survey</u>
Railroad Involvement:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Railroad Name:			
Encroachments:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Will confirm with topographic and right of way</u> <u>survey. City will remove at own cost if any</u> <u>encroachments present.</u>
Airway Highway Clearance:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Airport Name:	<u>(private) Hinde Airport</u>		

Comments: _____

Note:

- 1) 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.
- 2) If there are Federal Funds in ROW phase, ODOT District Real Estate Administrator must approve all FMVE and Administrative Settlements before offering.

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.

F. Utilities

		<u>Yes</u>	<u>No</u>	<u>Name of Company</u>
Aerial	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Buckeye Broadband</u>
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Buckeye Broadband</u>
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ohio Edison</u>
Underground	Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Cablevision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Columbia Gas of Ohio</i>		
Pipelines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
			<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Huron, Erie County</i>
Sanitary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Erie County</i>
Storm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Huron</i>
Other: _____					
Comments: _____					

The Consultant is to locate and identify all existing and foreseeable future utilities (public or private; on or over the project limits) in accordance with Section 153.64 of the Ohio Revised Code. To locate existing utilities, the Consultant shall contact the following One-Call centers and provide the District 3 Utilities Coordinator with the appropriate reference numbers:

Ohio 811: 1-800-362-2764 or 811

A listing of all utility companies within the project limits shall be included in the Stage 2 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant shall contact the District 3 Utilities Coordinator for the correct addresses, telephone numbers and company contacts.

Stage 2 plan submittals must include all underground utilities on the Plan/Profile and appropriate Cross Section Sheets. Preliminary cross sections must be included to show the effect of the proposed construction on all existing utilities. Aerial and underground utility relocations may require additional right of way beyond the existing right of way limits. These existing utilities, proposed utility relocations and approximate right of way needs must be reflected in the Conceptual Right of Way Plan.

The Consultant will submit a complete full size copy of all Stage Submittals and Final plans to all affected utility companies at the time submittals are sent to District 3. The Consultant will submit a copy of plans and/or details in electronic form, as well as prints, to the utility companies located within the project limits, and will copy the Utility Coordinator on all correspondence with the utility companies.

The Local Agency will write the project utility note and submit to the Utility Coordinator for approval; they will also supply the Utility Coordinator with copies of approved utility company relocation plans. The Utility Note is part of the Right-of-Way Certification supplied by the Local Agency at the PS&E Submission.

The Consultant will follow procedures for all utility relocation as per ODOT's Utilities Manual and the Ohio Revised Code.

Will any Task Orders be used?

- Yes
 No

Comments: *If yes, LPA must request via email ASAP and indicate which Task Orders are desired otherwise delays should be expected should Task Orders be added.*

Funding Source: *Abbreviated Safety*

Federal Maximum: *Awarded \$123,300 out of \$137,000 construction costs *additional \$40,500 in construction costs for lighting pending acceptance*

Funding Split:

Cost Estimates:

	Federal Funds			Local/State Funds			Total	Capped (Y/N)
	Amount	SAC	Percent Split	Amount	SAC	Percent Split		
Preliminary Engineering	\$0			\$20,050			\$20,050	
Detailed Design	\$0			\$19,450			\$19,450	
ROW Services	\$0			\$0			\$0	
ROW Acquisition	\$0			\$0			\$0	
Utilities	\$0			\$0			\$0	
Construction	\$159,750			\$17,750			\$177,500	
Construction Engineering	\$0			\$17,750			\$17,750	
Totals:	\$159,750			\$75,000			\$234,750	

Additional remarks about funding:

N. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?

- 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs)
- 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate^a
- 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)^b
- 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate
- 5. No cost recovery of any LPA direct labor, fringe benefits, or overhead costs.

Does the LPA currently have a timekeeping system in place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, does that system track both payroll and project hours concurrently?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If different systems, how does the LPA reconcile project hours to payroll?

How often are payroll records prepared?

For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(Tracking hours worked, without activities, on Federal projects is non-compliant. All activity hours must be shown)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the LPA ensure that timecards are signed by the employee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

O. Environmental				
Required		Responsibility		Environmental Responsibility
Yes	No	ODOT	Local	
<u>Cultural Resources</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 106 – Scoping Request Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase I History/Architecture Survey Report (If Authorized)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase I Archaeology Survey Report (If Authorized)
<u>Section 4f</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determination Request Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual Section 4(f) Evaluation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 6(f) Documentation
<u>Ecological Resources</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ecological Exempt Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level 1 Ecological Survey Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNIONID Mussel Survey Report
<u>Sole Source Aquifer</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sole Source Aquifer Coordination
<u>Farmland Policy Protection Act (FPPA)</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Farmland Conversion Impact Rating-Form
<u>Waterway Permits</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Determination Request Package
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Stream/Wetland Mitigation Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 404/401 Applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USACE Pre-Construction Notification (PCN) Applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coastguard Section 9 Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACOE Section 10 Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Coordination/FIRM Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coastal Waterway Permit
<u>Environmental Site Assessment</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regulated Materials Review (RMR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase I Environmental Site Assessment Report (If Authorized)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regulated Materials Review Investigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey/Inspection
<u>Air</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exempt Memo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ozone Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSAT Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM 2.5 Analysis
<u>Noise</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exempt Memo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Noise Analysis Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise Barrier Public Involvement Summary
<u>Public Involvement</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Involvement Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Meeting Activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Announcement (webpage, news article, new release)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Justice Census Mapping/C2 Documentation Form
<u>Categorical Exclusion (CE) Environmental Document</u>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D1

O. Environmental				
Required		Responsibility		Environmental Responsibility
Yes	No	ODOT	Local	
Will County use CEAO Task Order for Environmental Clearance? (CEAO funded projects only) RMR, ECO, Waterway Permitting, Asbestos, Other				

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

P. 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:	<u>Consultant</u>
Proposal/Specification Development:	<u>Consultant</u>
LPA Agreement:	<u>ODOT</u>
Form and Preliminary Legislation:	<u>ODOT</u>
Environmental Tasks:	<u>ODOT</u>
Advertising and Award of Contract:	<u>City of Huron</u>
Construction Inspection:	<u>City of Huron</u>
R/W Plan Development:	<u>Consultant</u>
R/W Acquisition / Appraisals:	<u>Consultant</u>
Utility Relocation:	<u>City of Huron/Utility</u>

Q. Field Review

Representatives Present:		Date:
Name:	Name:	Name:

R. Commitment Dates

<u>Activity</u>	<u>Milestone Date</u>
LPA Scope of Services Document signed	
Initial Project Scope Complete (ODOT use only)	
LPA Agreement signed	
Authorization Design Consultant (if Federally funded; then PE needs Fed. Authorization, signed contract and encumbrance first)	4/2/26
Preliminary R/W Plans Submitted (Minimum 30 day before Stage 2 for small project, 60 days for large project)	6/1/26 (if needed)
Preliminary R/W Plans Approved (typically 1 month after submission)	7/1/26 (if needed)
Stage 1 Submission	N/A – can submit environmental footprint 5/15/26
Stage 2 Submission	7/1/26
Stage 3 Submission	10/30/26
Stage 1,2 or 3 Plans Reviewed	1 month after submission
Final R/W Plans Submitted (typically same date as Stage 2 submission)	9/1/26 (if needed)
Final R/W Plans Approved (typically 1 month after submission)	10/1/26 (if needed)
Environmental Document Approved (typically 6 months from Stage 2 submission. If R/W involved, then the Environmental Document Approval must be completed at least 1 year prior to the District R/W Cert. Date.)	8/17/26 (discussed during application review ~3 months needed)
Authorization for Detail Design (If Federally funded, then 1 month after Env. Document approved)	9/17/26
R/W Acquisition Complete (minimum 1 month before PSE to District)	
Local Let PS&E Package to District	12/18/26
Environmental Certification Form (ECF) (typically same as PS&E to District-Request from DEC one week prior to PS&E submission)	12/18/26
District R/W Certification (typically 1 month after Env. Clearance Date. If R/W purchased then 1 year after Environmental Document approved Date. Required whether project requires R/W or not)	12/18/26
Plan Package to C. O. (typically 1 month after PS&E to District)	1/18/27
Sale Date (minimum 1 month prior to award date, minimum 2 month after Plan Package to C.O.)	4/1/27

Award Date	<i>5/1/27</i>
Estimated Begin Constr. Date	<i>6/1/27</i>
Estimated End Constr. Date (days of duration? _____)	<i>8/1/27</i>
LPA Final Acceptance (1 month after End Constr. Date)	<i>9/1/27</i>