

RESOLUTION NO.: 31-2024
INTRODUCED BY: Mayor Thomas

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE WILSON MILLS ROAD RESURFACING PROJECT.

WHEREAS, CT Consultants, Inc. has proposed to provide professional engineering services to the City for the design of the Wilson Mills Road Resurfacing Project (the "Project") consisting of the repair and resurfacing of Wilson Mills Road from Richmond Road to the Richmond Heights East Corporate Line, as provided in its Task Order No. 06, generally under the terms of the Agreement between the City and CT for Professional Services dated November 8, 2023, for the compensation of a lump sum in the amount of One Hundred Forty-Seven Thousand Eight Hundred Fifty Dollars (\$147,850). CT Consultants, Inc. has also proposed to provide ongoing design services during the construction of the Project for the lump sum fee of Seven Thousand Five Hundred Dollars (\$7,500), if authorized by the City;

WHEREAS, the Mayor and Director of Public Service has recommended to this Council, and this Council desires to enter into, an agreement with CT Consultants, Inc. for professional design services for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into an agreement with CT Consultants, Inc. for professional design services for the Project as set forth in Task Order No. 06, attached hereto as Exhibit A, for a lump sum of \$147,850, with the option to authorize additional design services during construction of the Project for an additional lump-sum fee of \$7,500.

Section 2: The Director of Finance is authorized to utilize Fund #410-6450-52130 for the cost of the Agreement authorized in Section 1 above.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

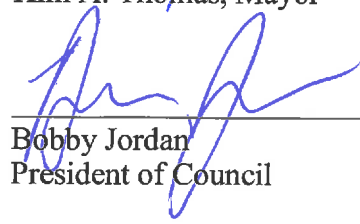
PASSED: February 27, 2024

APPROVED: February 27, 2024



Kim A. Thomas, Mayor

ATTEST: Tracey Blair
Tracey Blair
Clerk of Council



Bobby Jordan
President of Council

EXHIBIT A

This is Attachment 1, Suggested Form of Task Order, referred to in and part of the Agreement between Owner and CT for Professional Services — Task Order Edition dated November 8, 2023.

Task Order

This is Task Order No. 06 consisting of 3 pages and EXHIBIT A

In accordance with Paragraph 1.01 of the Agreement Between Owner and CT for Professional Services — Task Order Edition, dated November 8, 2023 ("Agreement"), Owner and CT agree as follows:

1. Background Data

- a. **Effective Date of Task Order: February 14, 2024**
- b. **Owner: City of Richmond Heights**
- c. **Engineer: CT CONSULTANTS, INC.**
- d. **Specific Project (title): Wilson Mills Road Resurfacing**

2. Services of CT

This project involves surveying, environmental, geotechnical and roadway engineering design services for the repair and resurfacing of Wilson Mills Road (CR-73) from Richmond Road (SR 175) to the Richmond Heights East Corporate Line. The existing pavement width is 54 feet, curb to curb, within an 80' ROW. The existing curb ramps will be reconstructed to current ADA standards. Sidewalks will also be reviewed and replaced as needed based on ADA compliance and condition. The current average daily traffic on this road is 18,080 and the design speed is 35 mph. The project is Local Let, involves plan reviews by ODOT District 12, and will be sold by Cuyahoga County. The ODOT work category for the project is Roadway Minor Rehabilitation. Our scope of work includes providing engineering drawings that will meet the attached LPA Scope of Services Form provided by the City of Richmond Heights. The LPA Scope of Services Form notes the need for environmental engineering and geotechnical pavement cores, the fees for which have been included in Section 4 Payments to Engineer. Maintenance of traffic plans will be prepared according to the ODOT design standards and the Ohio MUTCD. We will use a project specific Quality Assurance Plan (QAP) to monitor and control quality and costs. No phased submittals will be made until the drawings and documents have been checked, reviewed, and revised. This QA process involves two-levels of checking for each submittal. This approach will help achieve clear and concise contract documents, lower bids and reduce construction delays and change orders.

CT participated in a meeting with the Cuyahoga County Department of Public Works on Tuesday, February 13, 2024, to discuss this project. A revised schedule was proposed, and the County will discuss and propose a further revised schedule.

Attachment 2, Standard Hourly Rate Schedule

Page 1

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CT's corporate commitment to pro-active project management, administration and documentation with weekly client communication, emails, phone calls, and progress meetings will control and expedite the project delivery, maintain schedule adherence, and project communication.

3. City's Responsibilities

City shall have those responsibilities set forth in Article 2 of the November 8, 2023, Agreement and subject to the following.

4. Payments to Engineer

City shall pay CT for services rendered under this Task Order as follows:

- As compensation for services identified as for this task, the CT Consultants shall be paid the lump sum amount of \$147,850.
- On-going design services during construction can be provided for the lump sum fee of \$7,500. This if-authorized task can be authorized after the project bids.

5. Other Modifications to Agreement and Exhibits: The following provisions of the Agreement shall not apply to this Task Order No. 6.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 6. No reimbursable expenses shall be payable to CT without written prior approval of the CITY.
- Paragraph 6.06, Suspension and Termination, subparagraph 6.06 F., Payments upon Termination, shall not apply to Task Order No. 6. Upon termination of the Agreement, CT will be entitled to invoice the CITY solely for the pro-rated cost of CT's professional services provided through the effective date of termination.
- Paragraph 6.11, Indemnification, subparagraphs B. and D. with respect to the CITY's indemnification of CT, shall not be applicable to Task Order No. 6.

6. Attachments: LPA Scope of Services Form

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

In the event of a conflict between the provisions of this Task Order No. 6 and the provisions of the Agreement, the provisions of this Task Order No. 6 shall apply.

SIGNATURES ON NEXT PAGE

Attachment 2, Standard Hourly Rate Schedule
Page 2

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OWNER: City of Richmond Heights

By: _____
Kim A. Thomas, Mayor

ENGINEER: CT CONSULTANTS, INC.

By: Diane L. Oress

Name: Diane L. Oress, PE

Title: Executive Vice President

Date: 02/27/2024

Engineer License or Firm's
Certificate No. (if required): _____
State of: Ohio

Approved as to legal form and correctness:

R. Todd Hunt, Director of Law
City of Richmond Heights

FISCAL OFFICER'S CERTIFICATE

As the fiscal officer of the City of Richmond Heights, I certify that as of the date of execution of the foregoing agreement the amount required to satisfy payment under this Task Order No. 6 with CT Consultants, Inc. has been fully appropriated, or authorized or directed by such purpose and is in the Treasury or is in the process of collection and is free from any obligation or certification now outstanding.

Date: _____, 2024

Tom DiLellio, Interim Director of Finance
City of Richmond Heights

LPA SCOPE OF SERVICES FORM

A. Project Identification

County-Route-Section:
(Project Name)

CUY-Wilson Mills Road

Project Sponsor / Maintenance Responsibility:

Cuyahoga County/City of Richmond Heights

☒ Local Let

☐ ODOT Let

PID (ODOT assigned): 113310

Scope Field Review: N/A

Scope Meeting: TBD

Proposed Sale Date: 2/14/2025

State Fiscal Year: 2025

Highway Functional Classification: Minor Arterial

Federal Aid System: _____

B. Design Standard

ODOT Location and Design Manuals, CCDPW supplemental design manuals, CCDPW general notes, CCDPW standard construction drawings, CCDPW itemized engineer's estimate, and City standards incorporated as applicable.

C. Project Description

Description of Project:

(detail transportation issues to be improved)

This project will resurface Wilson Mills Road from 528' West of Richmond Road (end of prior Monticello Project) to Richmond Heights East Corporation line. Rehabilitation will include roadway resurfacing, full and partial depth pavement repairs, curb, walk and drive apron repairs, as needed for curb ramps and base repairs, and installation of ADA compliant curb ramps.

Prior studies / plans: No

Project Limits:

(Identify start and end locations)

528' West of Richmond Road to East Corporation Line

Estimate Project Length:

(begin pavement to end pavement including bridge)

0.6 miles

Work Length:

(including project length & approach work)

0.6 miles

Alignment: ☒ Existing
☐ Relocated (explain) _____

Profile: ☒ Existing
☐ New (explain) _____

Logical Termini:
 (w/ explanation) 528' West of Richmond Road to East Corporation Line

D. Typical Sections

Existing	Pavement Width:	<input checked="" type="checkbox"/> curb to curb <input type="checkbox"/> edge to edge	Graded Shoulder:	
			Treated Shoulder:	
	R/W Width:			
	Bridge Width:			
		<input type="checkbox"/> t/t 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"/>	
Curb ramps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Width: _____
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Things To Note About Existing Typical Section: _____

Proposed	Pavement Width:	<input checked="" type="checkbox"/> curb to curb <input type="checkbox"/> edge to edge	Graded Shoulder:	<u>N/A</u>
			Treated Shoulder:	<u>N/A</u>
	R/W Width:			
	Bridge Width:			
		<input type="checkbox"/> t/t of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

Proposed	Yes	No	Comment / Type
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Replacements based on condition, reveal and adjacent base repairs</u>
Curb ramps (*)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>All ramps will be replaced along the corridor</u>
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Width: <u>5' replacements based on ADA compliance and condition</u>
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>No guardrail in project limits</u>

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

ADT	<u>18,080</u>	Design ADT	<u>18,080</u>
DHV	<u> </u>	Certified Traffic	<u> </u>
T24	<u> </u>		
Design Speed	<u>35 mph</u>	Legal Speed	<u>35 mph</u>
Comments:	<u> </u>		

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 Yes No	Note: (*) - pre-qualified consultant is NOT required	Responsibility/Notes
Cultural Resources		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Section 106 - Scoping Request Form (*)	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase I Cultural Resources Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase I History/Architecture Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase I Archaeology Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase II Cultural Resources Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase II History/Architecture Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase II Archaeology Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Phase III Archaeology Data Recovery	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Addendum reports/submissions	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Documentation for Consultation/MOA	
<input type="checkbox"/>	<input checked="" type="checkbox"/> HARS/HAER/Cultural Documentation	
Section 4(f) / Section 6(f)		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Determination Request Form Will verify during design	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Individual Section 4(f) Evaluation	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Section 6(f) Documentation	
Ecological Resources		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Ecological Exempt Form (*) - use EnviroNet Tab	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Level 1 Ecological Survey Reports - use EnviroNet Tab	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Level 2 Ecological Survey Reports - use EnviroNet Tab	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Level 3 Ecological Survey Reports	
<input type="checkbox"/>	<input checked="" type="checkbox"/> URBONED Mussel Survey Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Biological Assessment	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Coastal Zone Management	
State Source Auditor		
<input type="checkbox"/>	<input checked="" type="checkbox"/> State Source Auditor Coordination	
Federal Policy Protection Act (FPPA)		
<input type="checkbox"/>	<input checked="" type="checkbox"/> FPPA Conversion Impact Rating-Form	
Waterway Permits		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Permit Determination Request Package	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Conceptual Stream/Wetland Mitigation Reports	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Section 404/401 Applications	
<input type="checkbox"/>	<input checked="" type="checkbox"/> USACE Pre-Construction Notification (PCN) Applications	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Coastguard Section 9 Application	
<input type="checkbox"/>	<input checked="" type="checkbox"/> ACOE Section 10 Permit	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Flood Plain Statement Form	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Flood Plain Permit Application	

Required Yes No	Notes (*) - prequalified items listed as NOT required	Responsibility/Notes
Environmental Site Assessment		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Regulated Materials Screening (RMS) (*)	
<input checked="" type="checkbox"/>	<input type="checkbox"/> RMS Assessment <i>Will verify during design</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/> RMS Investigation	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Asbestos Survey	
Noise		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Traffic Noise Analysis Report	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Noise Barrier Public Involvement Summary	
Environmental Justice		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Environmental Justice Census Mapping	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Environmental Justice Analysis Report (EJAR)	
Public Involvement Activities		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Public Announcement <i>-Press release will be made</i>	Include opportunity for public comments
<input checked="" type="checkbox"/>	<input type="checkbox"/> Public Involvement Plan <i>- press release will be made</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Public Involvement Activities	

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

None

F. Right-of-Way

	Yes	No	Remarks
Right-of-Way Plan:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u>
Approximate Number of Parcels:			<u>N/A</u>
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u>
Railroad Involvement:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u>
Railroad Name:			<u>N/A</u>
Encroachments:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u>
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>N/A</u>
Airport Name:			<u>N/A</u>

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

		Yes	No	Name of Company	
Aerial	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AT&T	
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AT&T, Charter	
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEI, Ohio Edison	
Underground	Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCI Verizon Fiber	
	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dominion	
	Pipelines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
				Private Public Name of Company	
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sanitary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	City of Richmond Heights Owner/Cuyahoga County Maintenance
Storm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	City of Richmond Heights Owner/Cuyahoga County Maintenance
Other:					
Comments:					

Is Subsurface Utility Locating Service (SULS) needed?

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

Comments:

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

H. Geotechnical

	Yes	No	Remarks
Are Pavement Cores needed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is Geotechnical Design (**) necessary? <small>(Identify: full depth pavement replacement/widening, bridge work, retaining walls, culverts, slide repairs, etc.)</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*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:	<u>N/A</u>	
	Bridge No.:	<u>N/A</u>	Structural File No.: <u>N/A</u>
	Sufficiency Rating:	<u>N/A</u>	General Appraisal: <u>N/A</u>
	Crossing:	<u>N/A</u>	
	Bridge Length:	<u>N/A</u>	Number of Spans: <u>N/A</u>
	Eligible for the National Historical Register:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>N/A</u>

Proposed Structure Information:	New Structure:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Rehabilitate Existing Bridge by:	<u>N/A</u>	
	Structure Type:	<u>N/A</u>	
	Beam Type:	<input checked="" type="checkbox"/> Concrete Box; <input type="checkbox"/> Steel; <input checked="" type="checkbox"/> n/a	
	Structure Width:	<u>N/A</u>	Number of Spans: <u>N/A</u>
	Other Design Considerations /		
	Explanation of Change in Line/Grade:	<u>N/A</u>	
	Guardrail Type:	<u>N/A</u>	

J. Design Exception(s) Required

☐ Yes Explain: _____
☒ No

K. Traffic Control

	Yes	No	Remarks
Signing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Update and replace as needed at 100% city cost</u>
Striping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Replace existing markings. No modifications. Included in project costs</u>
Lighting:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Signals (***):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Replace Loop Detectors damaged by milling or pavement repair</u>
RPMe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*Note (***) – complete the Traffic Signal Scope Form for major signal work.*

L. Maintenance of Traffic

Type of MOT: ☐ Detour, ☒ Part Width, ☐ Daily Flagging

Remarks/Describe: New Meijer's Store will be under construction at Belle Oakes Marketplace in 2024

Will Pedestrian Traffic need to be maintained? Yes

Remarks/Describe: _____

M. Driveways

Apron replacements/repairs (in-kind) if impacted by curb/pavement replacement. Existing aggregate aprons to be replaced with asphalt if profile adjustment is needed. Replacements/repairs per BP-4.1C (County Standard Construction Drawing)

☒ Yes Type: _____
☐ No

N. Project Funding

Project Cost Estimate:

(Sponsors are responsible for TIPSTIP coordination)

\$1,586,323

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)	\$ 0	0 %	\$ 134,434	100 %
Right-of-Way (RW)	\$ 0	0 %	\$ 0	0 %
Utilities	\$ 0	0 %	\$ 0	0 %
Construction (CO)	\$ 814,815	80 %	325,823 \$ 203,704	100 20 %
Construction Engineering (CE) (use 8%)	\$ 65,186	80 %	26,066 \$ 16,298	100 20 %
Total	\$ 880,000	80 %	486,323 \$ 220,000	100 20 %

Additional remarks about funding:

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:

Cuyahoga County - City of Richmond Heights (CW Courtney;
an ODOT prequalified consultant)

Proposal/Specification Development:

Cuyahoga County

LPA Agreement:

ODOT

Form and Preliminary Legislation: City of Richmond Heights & Cuyahoga County

Advertising and Award of Contract: Cuyahoga County

Construction Inspection: Cuyahoga County

R/W Plan Development: N/A

R/W Acquisition / Appraisals: N/A

Utility Relocation: N/A

Other: N/A

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)	1/15/2024
Stage 1 Submitted for Review (Allow ODOT 30 days for review)	3/18/2024
Environmental Documentation Submitted in EnviroNet	4/18/2024
Stage 2 Submitted for Review (includes Preliminary R/W Plans)	N/A
Environmental Document Approved	8/28/2024
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)	8/15/2024
Final Tracings – or – PS&E Package to District (includes Final Plans, Bid Document and Estimate)	11/21/2024
R/W and Utility Clearance by District (District certifies clearance to FHWA. LPA should certify to the District one (1) month before this date.)	12/5/2024
Plan Package to C. O. (File Date)	12/19/2024
(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)	3/7/2025
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.)	4/28/2025
Estimated Begin Construction	4/29/2025
Estimated End Construction	11/17/2025

Other due dates of interest:

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

Project Schedule Approval:

 Environmental Coordinator

 Real Estate Administrator

 Program Manager

 Project Manager