

**03-30-26 Posting Date**  
**LUC Metroparks GCR Vistula RAISE**  
**PID No. 122428**  
**The Metropolitan Park District of the Toledo Area**  
**Response Due Date: 04-13-26**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and Metroparks Toledo 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 Metropolitan Park District of the Toledo Area ("Owner") is seeking Letters of Interest (LOI's) from ODOT pre-qualified professional Environmental Consultants to support Metropark's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant-funded Glass City Riverwalk, Vistula Neighborhood Project along the Maumee Riverfront between Olive Street and the Craig Street Bridge.

Items of Work related to the construction of the Vistula neighborhood portions of Glass City Riverwalk are anticipated to include, but are not limited to: select demolition; extensive naturalized and engineered shoreline (seawall) stabilization improvements; stepped river access; boat docks; paving including asphalt, concrete and/or decorative pavers; retaining and seating walls; railings and bollards; storm drainage; utilities; significant native landscaping; site amenities including kayak lockers, information kiosks, restroom building(s), modest shelter(s), lighting, signage, benches, planters, tables and chairs, trash and recycling receptacles, dog waste stations, water fountains, bike racks and bike repair stations. See Exhibit A for project limits.

In General, THE SCOPE OF SERVICES consists of providing professional environmental services to inform design development and undertake permitting - ensuring compliance with all local, state and federal laws and regulations. The Environmental Consultant shall work cooperatively with the Owner and any other consultants on the Project that may be retained by the Owner to advance the Glass City Riverwalk, Vistula Neighborhood Project. The Project will utilize the Construction Manager At-Risk (CMAR) project delivery method for design and construction.

**Estimated Construction Cost:**      \$23,885,000.00

**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).

**ENVIRONMENTAL SERVICES:**

- Environmental Document Preparation - CE;
- Environmental Document Preparation - Section 4(f);
- Ecological Surveys;
- Waterway Permits;
- Archaeological Investigations;
- History/Architectural Investigations;
- Regulated Materials Review

**Selection Subfactors**

Experience in delivering Local Let Federally funded projects.

**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 April 24, 2026, following the April 22, 2026 Board Meeting.

**Completion Schedule**

LOI advertisement .....	March 30th
Receipt / Initial Review of LOIs .....	April 13th
Contract Negotiations Complete.....	April 17th
Authorization to Proceed .....	April 24th
Project Kick Off / Initiation .....	April 27th
Environmental Document Approval.....	April 15th (2027)
Estimated Begin Construction .....	Sept 1 (2027)
Estimated End Construction .....	Oct 31 (2028)

**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 Metropolitan Park District of the Toledo Area, 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 Metropolitan Park District of the Toledo Area will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting **one (1) digital PDF** copy of the Letter of Interest to the following address **by 1:00 PM on the response due date** listed above,

**Doug Parrish, P.E., Project Engineer**  
**Doug.Parrish@metroparkstoledo.com**

Responses received after 1:00 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.

### 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

Consultant Selection Rating Form for Programmatic Selections

Project: LUC Metroparks GCR Vistula RAISE

PID: 122428

Project Type: Local Let

District: 2

Selection Committee Members: Metroparks Staff

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		

**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**

<b>CRS: LUC Metroparks GCR Vistula RAISE</b>	<b>PID: 122428</b>	<b>Scope Date: 08/22/2025</b>
<b>Let Type:</b> <input checked="" type="checkbox"/> Local Let <input type="checkbox"/> ODOT Let LPA Traditional	<b>Project Sponsor: Metroparks Toledo</b>	
<b>Design:</b> <input type="checkbox"/> In-House <input checked="" type="checkbox"/> Consultant	<b>Consultant Name: Tetra Tech</b>	
<b>Fiscal Year: 2024</b>	<b>Proposed Sale Date: 01/03/2028</b>	
<p><b>Project Description</b> (proposed work, issues to be corrected, and project termini, required noise waivers): RAISE grant project by Metroparks Toledo to continue construction of the Glass City Riverwalk, a shared-use path along the riverfront in City of Toledo. This section of the path will be constructed in the Vistula neighborhood adjacent to the Maumee Riverfront between Olive Street and Craig Street Bridge.</p> <p><i>Field Review Notes:</i></p> <ul style="list-style-type: none"> <li>- LPA will have a consultant do environmental work.</li> <li>- LPA owns or has rights to the majority of the project, but there will be minor RW needed for the project.</li> </ul>		

**B. PROJECT DETAILS**

**EXISTING CONDITIONS**

R/W Width:

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

**PROPOSED WORK**

R/W Width:

<b>Curbs</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Curb ramps</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Sidewalks</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Guardrail</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments: Hand Railing</b>
<b>Pavement Work- Overlay</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Comments:</b>
<b>Pavement Work- Mill &amp; Fill</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> 1 Course <input type="checkbox"/> 2 Course
<b>Pavement Work- Full Depth</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt

<b>Pavement Repairs</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt	Percentage:
<b>Driveways</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Stone	
<b>Storm or Sanitary Sewers</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, excavation > 6ft?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Catch basins/manholes</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, <input checked="" type="checkbox"/> New <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, excavation > 6ft?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Loops/Camera/Radar</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:	
<b>Rumble Strips</b>	<input type="checkbox"/> Yes <input checked="" 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>	<b>Design ADT:</b> <b>T24:</b>
<b>Design Speed:</b>	<b>Legal Speed:</b>
<b>Design Exceptions Required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

**C. MAINTENANCE OF TRAFFIC**

<b>Part-Width</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Tunnel Lights?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Detour</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Closure Duration:</b>
<b>Routes to be Used:</b>		
<b>Adjacent Projects with Detour?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>PID(s):</b>
<b>Additional Comments:</b>		

**D. RIGHT OF WAY**

<b>New Right of Way</b>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent	<b># of Parcels:</b> 4
	<input type="checkbox"/> No	

<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>Railroad Agreement Needed</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Encroachments</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type:
<b>Is the LPA willing to appropriate if necessary?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Additional Comments:</b>		
<b>(LPA Certification of RW required even if no new RW acquisition is required)</b>		

**E. UTILITIES**

<b>Impacts</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> POSSIBLE		
		Company/Owner:	Relocations:
<b>Phone</b>	<input type="checkbox"/> None <input type="checkbox"/> Aerial <input type="checkbox"/> Buried		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Cable</b>	<input type="checkbox"/> None <input type="checkbox"/> Aerial <input type="checkbox"/> Buried		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Electric</b>	<input type="checkbox"/> None <input type="checkbox"/> Aerial <input type="checkbox"/> Buried		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Gas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Water</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Storm Sewer</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Sanitary Sewer</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Other _____</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>Who will perform for the Utility Note/Utility Relocation?</b>			<input type="checkbox"/> LPA <input checked="" type="checkbox"/> LPA/Consultant
<b>Additional Comments:</b>			

**(NOTE: Utility Note must be submitted to Real Estate for review at least 30 days prior to LPA RW Certification)**

**F. GEOTECHNICAL**

<b>Required?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Responsible Party</b>	<input checked="" type="checkbox"/> LPA <input type="checkbox"/> ODOT
<b>Tasks</b>	<input checked="" type="checkbox"/> Borings <input type="checkbox"/> Laboratory Testing <input type="checkbox"/> Sulfate Testing <input type="checkbox"/> GB-1
<b>Submittals</b>	<input checked="" type="checkbox"/> Soil Profile Sheets <input type="checkbox"/> Structure Foundation Sheets
<b>Additional Comments:</b>	

**G. PROJECT FUNDING**

<b>Project cost estimate: \$25,557,000.00</b>	<b>Inflated to FY: 2028</b>
<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: FHWA RAISE &amp; Local</b>	
<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 15% 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>	
<p>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.</p> <p>2 The De Minimis Indirect Cost Rate is 15 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 15-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.</p> <p>3 Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.</p>	

**H. PROJECT SCHEDULE**

**Completion Schedule**

LOI advertisement .....	March 30th
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Contract Negotiations Complete.....	April 17th
Authorization to Proceed .....	April 24th
Project Kick Off / Initiation .....	April 27th
Environmental Document Approval.....	April 15th (2027)
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Estimated End Construction .....	Oct 31 (2028)

**I. ROLES & RESPONSIBILITIES**

Task	Responsible Party
Proposal/Specification Development	LPA/LPA Design Consultant
Environmental Studies & Document	LPA/LPA Design Consultant
Construction Plan Development	LPA/LPA Design Consultant
R/W Plan Development	LPA/LPA RW Consultant
R/W Acquisition/Appraisals	LPA/LPA RW Consultant(s)
Utility Relocation	LPA
LPA Agreement	ODOT
Advertising & Award of Contract	LPA
Construction Inspection	LPA/LPA Consultant

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

Task	Task#	Required	Preparer	Comments
<b>Environmental Document and PDP</b>				
CE Level: C2 Include all mapping	3.5.A	<input checked="" type="checkbox"/>	Consultant	
Purpose and Need Statement (D1+)	1.3.G	<input type="checkbox"/>	Choose an item.	
Feasibility Study (D1+)		<input type="checkbox"/>	Choose an item.	
<b>Cultural Resources – 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	2.2.B	<input checked="" type="checkbox"/>	Consultant	New permanent r/w and work near historic district
Consulting Party Invitations/Coordination				
Cultural Resource Phase I (HA/AR)	2.2.B/3.1.A	<input type="checkbox"/>	Choose an item.	
Cultural Resource Phase II (HA/AR)	3.1.A/3.1.B	<input type="checkbox"/>	Choose an item.	
Cultural Resources 4(f)		<input type="checkbox"/>	Choose an item.	
Determination of Effects Report		<input type="checkbox"/>	Choose an item.	
<b>Section 4(f)/6(f) – 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	2.2.F & 3.1.C	<input checked="" type="checkbox"/>	Consultant	Letter from Metroparks to City
Section 4(f)/6(f) DRF	2.2.F & 3.1.C	<input checked="" type="checkbox"/>	Consultant	
Water Trails Coordination Form		<input checked="" type="checkbox"/>	Consultant	
<b>Ecological – 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: 1	2.2.C	<input checked="" type="checkbox"/>	Consultant	Complete in FALL 2026
Mussel Survey	3.1.Q	<input checked="" type="checkbox"/>	Consultant	Assume presence – Survey and relocation completed together in 2026
ODNR Coastal Zone		<input type="checkbox"/>	Choose an item.	
Purple or Yellow Catchment Area		<input type="checkbox"/>	Choose an item.	
Scenic River Tier V Coordination	2.2.C	<input type="checkbox"/>	Choose an item.	
Scenic River Field Review Form (Tier I-IV)	2.2.C	<input type="checkbox"/>	Choose an item.	
Oak Openings Plant Survey		<input type="checkbox"/>	Choose an item.	
Instream Work Restrictions		<input checked="" type="checkbox"/>	Consultant	May need a waiver
Shore Structure Permit (changing shoreline)		<input type="checkbox"/>	Choose an item.	

<b>Submerged Land Lease (beyond natural shoreline)</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>404 NWP/RGP USACE</b>	<b>3.1.M</b>	<input checked="" type="checkbox"/>	<b>Consultant</b>	<b>Not through ODOT</b>
<b>404 PCN to USACE</b>	<b>3.1.M</b>	<input checked="" type="checkbox"/>	<b>Consultant</b>	<b>We will meet with the USACE with Stage 1 to talk about required permits</b>
<b>404/401 Individual Permit USACE</b>	<b>3.1.M</b>	<input type="checkbox"/>	Choose an item.	
<b>OEPA Directors Authorization</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>Purchase Stream/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>LPA</b>	<b>If the project limits are in a floodplain, approved permit required prior to approval</b>
<b>Statement of Findings</b>		<input checked="" type="checkbox"/>	<b>Consultant</b>	<b>Required for C2s</b>
<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>n/a</b>
<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>n/a</b>

<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.				
Local Festivals or Events		<input checked="" type="checkbox"/>	LPA	Keep in mind events/make plan notes
Letter/email to Fire, Police, EMS, Schools, Hospital, etc. (Full closures OR lane restrictions near facilities)	2.6.A	<input type="checkbox"/>	Choose an item.	
Letters – property owners, tenants, stakeholders (new R/W or closures)	2.2A	<input type="checkbox"/>	Choose an item.	
Public Engagement Plan (Path 3 and D1+)	2.6.A	<input type="checkbox"/>	Choose an item.	
Press Release (Path 3)	2.2.A	<input type="checkbox"/>	Choose an item.	
Paid Advertisement (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Meeting (Path 3)	2.6.A	<input type="checkbox"/>	Choose an item.	
Public Hearing (EA/EIS)	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	R/W and deep excavation
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 checked="" type="checkbox"/>	LPA	Follow own ordinances and put those noes in the plans
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>Other</b>				
Asbestos Inspection	NA	<input type="checkbox"/>	Choose an item.	

<p><b>NPDES – Post Construction BMPs (required for all projects with 1 acre or more of earth disturbance)</b></p> <p><b>Ensure there is room for them in the footprint/Stage 1</b></p>		<input checked="" type="checkbox"/>	<p><b>LPA</b></p>	<p><b>Post construction BMPs and NOI required when EDA is over 1ac</b></p>
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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.

