

## PUBLIC NOTICE OF REQUEST FOR LETTERS OF INTEREST

The City of Urbana, Ohio is soliciting a Request for Letters of Interest from qualified firms for complex right of way plan development for three ODOT LPA projects: PID #92385 (West Market Street Bridge), #96836 (US 36 East Improvements), and #96388 (SRTS, Phase 2). The City of Urbana intends to select one (1) qualified consultant to perform complex right of way development for all three projects.

**Required Prequalification:** A combination of a prime consultant and sub-consultant(s) may submit in response to this requested letter of interest. Both the prime consultant and sub-consultant(s) shall be ODOT prequalified for the services being provided by that respective consultant. Furthermore, consultants shall have experience in complex right of way plan development in accordance with ODOT's right of way plan development policies and procedures. Right of way plan development services to be provided may include the following: courthouse research (to evidence all ownership and interest rights in a property), the practice of surveying (as defined in O.A.C. 4733.01), the performance of right of way computations, the preparation of right of way plans, the preparation of legal descriptions that include closure checks. In accordance with ODOT requirements, the design of the plans shall be separated from the review of the plans. Furthermore, the reviewer shall be an Ohio registered Professional Surveyor.

**Timeline:** The selected consultant and sub-consultant(s) shall be authorized to begin plan development on or before April 15, 2014. The consultant shall be required to work in conjunction with the Urbana City Engineer to meet the specific timelines for each respective project as outlined in the request for letters of interest.

**Communication Restriction:** During the time period between advertisement and the announcement of the consultant selection, the City of Urbana, Ohio will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed, a selection notification will be announced by U.S. mail.

**Questions:** Specific questions concerning the project details can be emailed to [doug.crabill@ci.urbana.oh.us](mailto:doug.crabill@ci.urbana.oh.us). Questions shall be emailed by 4:00 p.m. on Monday, March 17, 2014. All questions and answers will be posted on the city's website as an addendum by 4:00 p.m. on Tuesday, March 18, 2014 at <http://www.urbanaohio.com/bids/out-for-bid.html>.

**Submission Deadline:** Firms are invited to submit a response to this letter of interest to the City of Urbana on or before 1:00 p.m. local time, on Monday, March 24, 2014. Responses received after the due date/time shall not be considered.

Submit Proposals to:  
City of Urbana, Ohio  
Administration Office  
Attn: Doug Crabill  
205 South Main Street  
Urbana, OH 43078

Responses shall be sent in a sealed envelope, and the envelope shall be labeled, "Complex Right of Way Plan Development".

**Request Details:** Interested parties can obtain the complete detailed request at <http://www.urbaohio.com/bids/out-for-bid.html>.

The City of Urbana, Ohio shall reserve the right to reject any or all proposals.

Kerry Brugger  
Director of Administration  
City of Urbana, Ohio

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