



• 205 S. Main Street • Urbana, Ohio 43078 • 937-652-4324 • <http://www.urbanaohio.com> •

---

May 24, 2012

RE: Request for Qualifications (RFQ) Notification

Dear Consultant,

The City of Urbana, Ohio is announcing its intent to pre-qualify consulting firms for preparation of environmental documents (Categorical Exclusion [CE] Level 2) on behalf of the City.

Firms that are currently prequalified through the Ohio Department of Transportation (ODOT) for environmental services, including preparation of CE environmental documents, conducting ecological surveys and obtaining waterway permits, are invited to submit a response to this RFQ to the City of Urbana on or before 4 p.m. local time, on Thursday, June 14, 2012. (PLEASE NOTE: Responses received after the due date/time shall not be considered).

Submit Letters to: City of Urbana, Ohio  
Doug Crabill  
205 South Main Street  
Urbana, OH 43078

Responses should be sent in a sealed envelope. Label the front lower right hand corner of the envelope, "Environmental Documents, CE Level 2 Consulting RFQ."

Project Description: The work shall include preparing environmental documents based on a bridge replacement project tentatively regarded as CE Level 2. The jack-arch bridge to be replaced was constructed in 1913. It is located approximately 500' west of South Main Street (U.S. 68) on West Market Street.

The consultant will be responsible for preparing all required environmental documents and submitting them to ODOT for approval. ODOT's final approval shall come on or before 1/2/14. Therefore, at least 6 months processing time prior to that date is recommended. Contact the ODOT District 7 Environmental Coordinator with questions regarding timing.

An Environmental Document, CE Level 2 request for proposal (RFP) will be sent to those firms who are short-listed through the RFQ process. The number of short-listed firms will be determined based on the number of RFQ responses received.

Interested Consulting Firms shall include the following information in their response to the RFQ:

- Location of the Office where the bulk of the work will be performed.
- Projected staffing of the above office, broken down by the number of Professional Engineers, technicians, analysts and other specialists.
- Other project staffing and locations.
- List of potential project manager(s) with résumé(s) attached.
- Knowledge of OEPA, USEPA, ODOT and FHWA requirements, regulations and directives pertaining to preparation of environmental documents, including the National Environmental Policy Act (NEPA) and the Programmatic Categorical Exclusion Agreement (PA) between FHWA and ODOT. Briefly list the company's past experience with providing environmental services to local governments through an ODOT local-let program.
- PLEASE NOTE that estimated costs SHALL NOT be included in your response to this RFQ. Including estimated costs may cause your RFQ response to be rejected.

Questions regarding the project should be referred to Tyler Bumbalough, Assistant City Engineer, [tyler.bumbalough@ci.urbana.oh.us](mailto:tyler.bumbalough@ci.urbana.oh.us) or 937-652-4324.

Sincerely,

Tyler L. Bumbalough, E.I.T.  
Assistant City Engineer

Cc: File