

CITY OF ELYRIA

PUBLIC ANNOUNCEMENT

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING DESIGN SERVICES FOR IMPROVEMENTS ON SR-57 & CHESTNUT RIDGE RD.

City of Elyria is accepting Statement of Qualifications from Consultants to complete design services for traffic improvements on or near SR-57 & Chestnut Ridge Road. A detailed Scope of Services with project narrative is provided below.

Selection Procedures

The City of Elyria will directly select a consultant for this work based on an enhanced “Statement of Qualifications (SOQ)”. Consultants must submit a SOQ to the City Engineer at the address mentioned below no later than **4:00 pm on Friday, August 14, 2026**. One original paper copy of Statement of Qualifications and an electronic copy in PDF shall be submitted to the attention of:

John Schneider, P.E., City Engineer, 131 Court Street, Elyria, OH 44035.

The electronic copy can be emailed to engineer@cityofelyria.org

Questions about the Project and/or SOQ may be directed to John Schneider, City Engineer, at (440) 326-1444.

Requirements for Statement of Qualifications, Programmatic Selection Process

- A. General Instructions for preparing and submitting a Statement of Qualifications (Programmatic)
 - 1. Provide the information requested in the Statement of Qualifications 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 materials.
 - 2. Statement of Qualifications shall be limited to ten (10) 8½” x 11” single sided pages plus two (2) pages for combined Key Staff and Project Approach (Item B.3 below). Please do not use fine print – a font size of 12-point is preferred.
 - 3. Statement of Qualifications must be received by 4:00 PM on the due date. Responses including email submission received after the close of business on the specified due date will not be considered.
- B. Statement of Qualifications Content
 - 1. A copy of current ODOT Prequalified Certifications
 - 2. List no more than eight (8) projects in similar nature in alphabetic/numeric order and for each project furnish the detailed information and a contact person with

their phone number. The information about these projects should include but not limited to nature of project, estimated cost, actual services provided, and time of completion if completed.

3. Provide a combined listing of Key Staff and Project Approach for proposed projects. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the design. You may address your firm's technical approach, understanding of the projects, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the projects.

Items 1 thru 2 must be included within the 10-page body of the SOQ. Remaining space within the ten (10) pages may be utilized to provide additional information concerning general qualifications (not specific to this project), etc. The Key Staff listings as per Item 3 should be submitted in the 2-page project approach which should include names, qualifications and experience on similar projects. City of Elyria may request additional information on Key Staff and any other items in SOQ.

Scope of Services and Project Narrative: SR-57 & Chestnut Ridge Road

ODOT Required Engineering & Environmental Services Prequalifications

- Environmental Document Preparation – CE
 - Ecological Surveys
 - Archaeological Investigations
 - Waterway Permits
 - Qualitative Air Quality Analyses
 - Regulated Materials Review
 - Public Involvement C1 and C2 Level CE
- Non-complex Roadway Design
- Traffic Signal System Design
- Complex Right of Way Plan Development
- Subsurface Utility Location Services, SUL Level B
- Geotechnical Engineering Services
- Geotechnical Drilling Inspection
- Cost Accounting

ODOT Required Right of Way Services Prequalifications

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

1. Project Description / Background

This project is being advanced from an existing traffic engineering study approved by the City Engineer which will design certain roadway and traffic signalization/operational improvements along Chestnut Ridge Road, including intersection improvements with the intersections of SR-57 and Chestnut Commons Drive in the City of Elyria. These improvements will address existing and future operational (Level of Service) needs and safety deficiencies within the project area. The project will address documented crash history, congestion, and geometric limitations through a combination of roadway widening, addition of turn lanes, and modernization of traffic control features. A possible new traffic signal may be added just west of SR-57 as part of a site development currently under review by the City. This signal is the only signal within the project anticipated to have full pedestrian facilities. All three traffic signals along Chestnut Ridge Rd. will be interconnected and coordinated utilizing traffic adaptive software features.

Generally, Chestnut Ridge Road is being widened to a four-lane facility with dedicated left and right turn lanes as prescribed from the traffic study from approximately Defiance Avenue east to just past Chestnut Commons Drive. Exact points of where the four-lane section will begin and end, length of additional turning lanes, along with how the roadway is to be transitioned from the existing 2-lane facility immediately west and east of the project limits to the proposed 4-lane facility is to be determined by the consultant during preliminary design, and in consultation with the City Engineer. Additionally, a second northbound left turn lane on SR-57 is being proposed as part of the proposed roadway improvements. Existing pavement is to be salvaged, where possible within the project limits – new pavement is only being provided in the widened sections of roadway. Pavement cross-slopes will be adjusted as needed via asphalt intermediate and surface courses.

This project is to be advanced following the Ohio Department of Transportation (ODOT) standard review processes (Stage 1, 2 and 3 & final tracings). Design of all improvements will adhere to ODOT's Location & Design Manuals and comply with the City of Elyria's CADD standards for final electronic deliverables.

The overall purpose of the project is to improve safety, reduce crash potential, enhance traffic operations, and provide a design consistent with current ODOT standards and AASHTO guidance. Proposed improvements will include new or modified turn lanes, pavement widening, signal upgrades, drainage modifications and limited sidewalk development at the west end of the project up to the new traffic signal at the site development area.

2. Scope of Services

The Consultant will perform all services necessary to advance the project in accordance with ODOT's Project Development Process (PDP), including required deliverables. Final PDP requirements will occur at the project scoping meeting.

Prepare a Project Initiation Package (PIP) including purpose and need, existing conditions, crash analysis, and a refined traffic analysis, pending ODOT's determination of the necessity to include "certified" design-year traffic for this project. Validate that the roadway design option presented in the Traffic Study should remain the recommended "preferred alternative" and is consistent with the final traffic counts and Study outcomes, with guidance from the City and ODOT.

Data Collection / Survey: Perform survey in accordance with ODOT Location & Design Manual Volume 4. Establish control, collect topographic data, locate property lines and utilities, and prepare base mapping suitable for both design and ROW plan development.

Environmental / NEPA Documentation: Prepare documentation in compliance with the National Environmental Policy Act (NEPA) and ODOT Office of Environmental Services (OES) requirements. This may include preparation of a Categorical Exclusion (CE) document (CE1, CE2, or CE3 as applicable). Of note is an existing stream outfall, east of Chestnut Commons Drive which may be impacted by the roadway widening.

Tasks include environmental review, agency coordination, and technical studies such as:

- Ecological surveys and stream/wetland delineation.
- waterway permitting
- Cultural resource coordination (SHPO)
- RMR Screening (if needed)

Geotechnical Engineering: Conduct subsurface explorations in accordance with ODOT Geotechnical Design Manual. Provide pavement design, subgrade recommendations, and structural considerations for roadway widening.

Traffic Engineering: Refine traffic analysis consistent with the Highway Capacity Manual and ODOT requirements for incorporation into the signal design. Follow the recommendations of the existing Traffic Study, analyze warrants, and design traffic signing, striping, and signal modifications per the Study. Develop Maintenance of Traffic (MOT) plans consistent with ODOT TEM standards.

Roadway Design: Complete roadway design in accordance with ODOT Location & Design Manual Volume 1 and 2. Develop alignments, profiles, typical sections, grading plans, drainage design (per ODOT Drainage Design Manual), and erosion control.

Drainage Design: Drainage patterns will generally be maintained. Analyze drainage patterns and provide recommendations to the City Engineer on how to drain the pavement/roadway area on Chestnut Ridge Rd. west of SR-57. Use existing culvert/drainage system on Chestnut Ridge Rd. east of SR-57. Perform spread calculations along the entire corridor for catch basin placement in the curbed portion of the road.

Right-of-Way (ROW): Prepare ROW plans per ODOT Real Estate Manual. Identify acquisitions, easements, and prepare legal descriptions. Support valuation and acquisition coordination.

Utility Coordination: Coordinate with utility owners per ODOT Utility Manual. Identify conflicts and incorporate relocations into the design. Prepare utility relocation plans if necessary. SUL Level B is anticipated for this project. It is anticipated that only hydrant relocation work and casting adjustments will be part of this project.

Final Design (Stage 2 & 3 Plans): Advance design to final plan development, including Stage 2 (60%) and Stage 3 (90%) submissions, culminating in a complete set of PS&E documents ready for letting, including a sealed engineer's opinion of probable construction cost.

Right of Way Acquisition Services: Consultant will acquire right of way needed for the project following ODOT's Real Estate Policy & Procedures Manual. Pending the number of impacted parcels and right of way takes needed for the project, the Consultant will coordinate with the City to establish an acceptable right of way acquisition schedule at a later date.

3. Deliverables

Deliverables shall conform to ODOT requirements and include:

- Project Initiation Package (PIP)
- Environmental/NEPA document (Categorical Exclusion)
- Survey and base mapping files
- Refined Traffic Study Report
- Geotechnical Report
- Preliminary Engineering Plans (Stage 1)
- Detailed Design Plans (Stage 2 and Stage 3)
- Right-of-Way Plans and legal descriptions

- Utility coordination documentation
- Final Plans, Specifications, and Estimate (PS&E) & Pre-bid Assistance
- Ongoing Services during Construction

4. Assumptions and Constraints

The project will follow a standard ODOT PDP path. It is assumed impacts will qualify for a Categorical Exclusion. Existing data will be supplemented with field verification. Traffic will be maintained during construction at all times on all affected roadways. Utility relocations will be coordinated but may impact schedule. It is assumed that certain rights of way will be needed for this improvement, notably from adjacent property owners along Chestnut Ridge Rd. in the widened section of roadway.

For purposes of interagency coordination and approvals, it is assumed that both a final Traffic Impact Study and Stage 2 plans will be submitted to ODOT District 3 for review.

5. Coordination and Meetings

The Consultant shall coordinate with ODOT District staff, local agencies, and regulatory entities. Meetings will include scoping, Stage submissions, and NEPA coordination meetings. Public involvement may be required depending on impacts and as determined by the City.

6. Design Schedule (High-Level)

The project will progress through ODOT PDP phases, and a Project Schedule provided to the City after the Scoping Meeting:

- Begin NEPA
- Stage 1 Design (Preliminary)
- Stage 2 Design (Detailed)
- Environmental / NEPA Clearance
- Stage 3 Design (Final PS&E)
- The Consultant shall maintain a schedule consistent with ODOT milestone reviews.

7. Required Standards and Compliance

All work shall comply with:

- ODOT Location & Design Manual (Volumes 1–4)
- ODOT Real Estate Policy & Procedure and Utility Manuals
- ODOT Drainage Design Manual (L&D Vol. 2)
- ODOT TEM and MOT standards

ODOT OATS Manual

- AASHTO Green Book
- MUTCD (Ohio Manual of Uniform Traffic Control Devices)
- NEPA and applicable federal environmental regulations
- ADA requirements