

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 the Monument Square Roundabout Improvements, PID #103793 (CHP-36-14.88). The City of Urbana intends to select one (1) qualified consultant to perform preliminary engineering and detailed design for this project.

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 be prequalified in the following categories: Non-Complex Roadway Design, Complex Right of Way Plan Development, Limited Highway Lighting Design, and Unlimited Cost Accounting System.

Timeline: The selected consultant and sub-consultant(s) shall be authorized to begin plan development on or before November 4, 2016. The consultant shall be required to work in conjunction with the City of Urbana to meet the specific timelines 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 tyler.bumbalough@ci.urbana.oh.us. Questions shall be emailed by 4:00 p.m. on Wednesday, October 12, 2016. All questions and answers will be posted on the city's website as an addendum by 4:00 p.m. on Thursday, October 13, 2016 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 Wednesday, October 19, 2016. Responses received after the due date/time shall not be considered.

Submit Proposals to:
City of Urbana, Ohio
City Engineer
Attn: Tyler Bumbalough
205 South Main Street
Urbana, OH 43078

Responses shall be sent in a sealed envelope, and the envelope shall be labeled, "Monument Square Roundabout Improvements".

Request Details: Interested parties can obtain the complete detailed request at <http://www.urbanaohio.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

Publish: Monday, October 3, 2016 and Monday, October 10, 2016