

**02-12-2018 Posting Date**  
**OTT-NCIT EXTEND**  
**PID No. 107464**  
**Ottawa County**  
**Response Due Date: February 26, 2018**

### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Ottawa County 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 services include preparation of construction contract plans for the North Coast Inland Trail Extension– Elmore to Genoa in Ottawa County with a project length of approximately 4.8 miles. The project will be constructed using federal funds under the Transportation Alternatives Program (TAP) administered by the ODOT Office of Local Programs. Additional project details are provided in the TAP funding application included in the solicitation posted on the Ottawa County website at the following address:

<http://www.co.ottawa.oh.us/index.php/county-engineer/projects/>

**Estimated Construction Cost:**      \$2,097,000

### **Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting - Unlimited 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 and construction inspection. 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 Cost Accounting - Unlimited 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).

**DESIGN SERVICES:**

Bicycle Facilities & Enhancement Design;  
Limited Right of Way Plan Development;  
Level 1 Bridge Design;  
Geotechnical Engineering Services;  
Geotechnical Testing Laboratory;  
Geotechnical Field Exploration Services;  
Geotechnical Drilling Inspection Services;

**ENVIRONMENTAL SERVICES:**

Environmental Document Preparation - CE;

**RIGHT OF WAY ACQUISITION SERVICES:**

Title Research;  
Negotiation;  
Closing;

**Selection Subfactors**

Experience in the development of Bicycle Facilities & Enhancement Design.

**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 March 30, 2018

**Completion Schedule**

The plans are to be completed and on file with Ottawa County within fifteen (15) months from the date of authorization.

**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**

Ottawa County, 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 including disadvantaged business enterprises 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 LPA will determine a short list of up to three (3) consultant teams for further consideration based on the Letter of Interest (LoI). At the discretion of the scoring LPA scoring committee, consultant interviews may be performed with the short listed firms. 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 four (4) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Ottawa County Board of Commissioners  
315 Madison Street, Room 103  
Port Clinton, OH 43452

Responses received after 4:30 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.
  - c. Use 8½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

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

Project:  
PID:  
Project Type: \_\_\_\_\_  
District:  
Selection Committee Members:

Firm Name:

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		

If Applicable: Adequate good faith efforts made to meet DBE goal            Y/N

**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.

## **Preliminary Scope of Services**

## LPA SCOPE OF SERVICES FORM – PRELIMINARY

### A. Project Identification

County	OTTAWA	Route	NORTH COAST INLAND TRAIL	Section	N/A
Project sponsor:			OTTAWA COUNTY		
Maintenance responsibility:			VILLAGES OF GENOA, OH & VILLAGE OF ELMORE, OH		
Local Let		ODOT Let	X		
Scope field review:	Date TBD	Scope meeting:			
Highway Functional Classification	N/A				
PID	107464				
Fiscal Year	2020	Proposed Sale Date	TBD		

### B. Design Standard

ODOT DESIGN STANDARDS
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### C. Project Description

Transportation Issue to be Corrected:	DESIGN AND DEVELOP CONSTRUCTION PLANS FOR THE EXTENTION OF THE NORTH COAST INLAND TRAIL FROM ELMORE, OH TO GENOA, OH				
Prior studies / plan (identify):	TAP FUNDING APPLICATION				
Estimated Project Length: (begin pavement to end pavement including bridge)	4.8 MILES				
Work Length: (including project length & approach work)	4.8 MILES				
Alignment:	Existing	X	Relocated	X	
Profile:	Existing		New	X	
Logical Termini: (w/explanation)	BEGIN AT THE EXISTING TERMINUS OF THE NORTH COAST INLAND TRAIL AT THE PORTAGE RIVER CROSSING IN ELMORE, OH AND END AT VETERAN’S MEMORIAL PARK IN GENOA, OH.				



**D. Typical Sections**

**Existing:**

Width:	Pavement	N/A	Graded Shoulder	N/A	Treated Shoulder	N/A
R/W	VARIES ALONG LENGTH OF PROJECT					
Bridge:	face to face of rails	VARIES		or toe to toe of parapets		
Curbs	Yes		No	X		
Curb ramps	Yes		No	X		
Sidewalks	Yes		No	X	Comment	
Guardrail	Yes		No	X	Type	

**Proposed:**

Width:	Pavement	12'	Graded Shoulder	2'	Treated Shoulder	
Bridge	14' F/F RAILS					
Median:	Yes		No	X	Type	
Curbs:	Yes		No	X	Type	
Curb ramps:	Yes		No	X		
Sidewalks	Yes		No	X	Comment	
Guardrail	Yes		No	X	Type	

**Supplemental Information**

ADT		Design ADT	
DHV		Certified Traffic	
T24			
Design Speed		Legal Speed	
Comments:			

**E. Right-of-Way**

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	2			
Known relocations:	Yes		No	X
Railroad Involvement:	Yes		No	X
Railroad Name:				
Encroachments:				

Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name						
Comments:						

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.

## F. Utilities

Aerial:

Phone	Yes	X	No		Name of Company	FRONTIER	
Cablevision	Yes	X	No		Name of Company	CHARTER COMM.	
Power	Yes	X	No		Name of Company	TOLEDO EDISON	

Buried:

Phone	Yes		No		Name of Company			
Cablevision	Yes		No		Name of Company			
Power	Yes		No		Name of Company			
Gas	Yes		No		Name of Company			
Pipelines:	Yes		No		Name of Company			
Water	Yes		No		Private		Public	
Sanitary Sewer	Yes		No		Private		Public	
Storm Sewer	Yes		No		Private		Public	
Other								
Comments								

## G. Structure Requirements

### Existing Structure information:

#### PORTAGE RIVER CROSSING

Structure type:	TWIN PLATE GIRDER WITH TIMBER DECK				
Sufficiency Rating:	N/A	General Appraisal	N/A	Bridge No.	N/A
Structure File No.	N/A	Crossing	PORTAGE RIVER		
Bridge length:	250 FT. (±)				
Number of Spans	ONE				
Eligible for the National Historical Register	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	

#### LACARPE CREEK CROSSING

Structure type:	STEEL BEAM WITH TIMBER DECK				
Sufficiency Rating:	N/A	General Appraisal	N/A	Bridge No.	N/A
Structure File No.	N/A	Crossing	LACARPE CREEK		
Bridge length:	60' (±)				
Number of Spans	ONE				
Eligible for the National Historical Register	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	

#### GEORGE HAGEDORN JOINT COUNTY DITCH CROSSING

Structure type:	UNKNOWN				
Sufficiency Rating:	N/A	General Appraisal	N/A	Bridge No.	N/A
Structure File No.	N/A	Crossing	GEO. HAGEDORN JT. CO. DT.		
Bridge length:	40' (±)				
Number of Spans					
Eligible for the National Historical Register	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	

#### TOUSSAINT CREEK CROSSING

Structure type:	STEEL BEAM WITH TIMBER DECK				
Sufficiency Rating:	N/A	General Appraisal	N/A	Bridge No.	N/A
Structure File No.	N/A	Crossing	TOUSSAINT CREEK		
Bridge length:	75' (±)				
Number of Spans	ONE				
Eligible for the National Historical Register	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	

**Proposed Structure:**

**PORTAGE RIVER CROSSING**

New Structure:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Rehabilitate Existing Bridge	By:	REHAB SUPERSTRUCTURE FOR BIKE PATH		
Structure width:	14' F/F RAIL (MIN.)	Structure type:	TWIN PLATE GIRDER	
Number of spans:	ONE			
Beam Type:	Concrete Box	<input type="checkbox"/>	Steel	<input checked="" type="checkbox"/>
Other Design Considerations / Explanation of Change in Line/Grade:				
STRUCTURE SHALL CARRY MAINTENANCE VEHICLES (CONFIGURATION T.B.D.)				
Guardrail Type:	BIKE PATH RAILING			

**LACARPE CREEK CROSSING**

New Structure:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Rehabilitate Existing Bridge	By:	REHAB SUPERSTRUCTURE FOR BIKE PATH		
Structure width:	14' F/F RAIL (MIN.)	Structure type:	STEEL BEAM	
Number of spans:	ONE			
Beam Type:	Concrete Box	<input type="checkbox"/>	Steel	<input checked="" type="checkbox"/>
Other Design Considerations / Explanation of Change in Line/Grade:				
STRUCTURE SHALL CARRY MAINTENANCE VEHICLES (CONFIGURATION T.B.D.)				
Guardrail Type:	BIKE PATH RAILING			

**GEORGE HAGEDORN JOINT COUNTY DITCH CROSSING**

New Structure:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Rehabilitate Existing Bridge	By:	REHAB SUPERSTRUCTURE FOR BIKE PATH		
Structure width:	14' F/F RAIL (MIN.)	Structure type:	STEEL BEAM	
Number of spans:	ONE			
Beam Type:	Concrete Box	<input type="checkbox"/>	Steel	<input checked="" type="checkbox"/>
Other Design Considerations / Explanation of Change in Line/Grade:				
STRUCTURE SHALL CARRY MAINTENANCE VEHICLES (CONFIGURATION T.B.D.)				
Guardrail Type:	BIKE PATH RAILING			

**TOUSSAINT CREEK CROSSING**

New Structure:	Yes		No	X
Rehabilitate Existing Bridge	By:		REHAB SUPERSTRUCTURE FOR BIKE PATH	
Structure width:	14' F/F RAIL (MIN.)		Structure type:	STEEL BEAM
Number of spans:	ONE			
Beam Type:	Concrete Box		Steel	X
Other Design Considerations / Explanation of Change in Line/Grade:				
STRUCTURE SHALL CARRY MAINTENANCE VEHICLES (CONFIGURATION T.B.D.)				
Guardrail Type:	BIKE PATH RAILING			

**H. Design Exception(s) required**

Yes		No	X	Explain	
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**I. Traffic Control**

Signing:	Yes	X	No		Remarks	BIKEWAY
Striping:	Yes	X	No		Remarks	BIKEWAY
Lighting:	Yes		No		Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

**J. Maintenance of Traffic**

Detour		Part Width	
Remarks:	NO ROAD CLOSURES NECESSARY		

**K. Driveways**

Yes		No	X	Type	
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**L. Project Funding**

Project Cost Estimate	\$2,157,450			
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X
Comments:				
Coordination with Concurrent Projects Required:	Yes		No	X
Comments:				

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE			ALL COSTS	
RIGHT OF WAY			ALL COSTS	
UTILITIES			N/A	
CONSTRUCTION	\$1,992,150	95%	\$104,850	5%
CONST ENGINEERING	\$165,300	95%	\$8,700	5%
<b>TOTAL</b>	<b>\$2,157,450</b>		<b>\$113,550</b>	

**M. Cost Recovery**

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X
<p>If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?</p> <p> <input type="checkbox"/> 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs)  <input type="checkbox"/> 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate<sup>a</sup>  <input type="checkbox"/> 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)<sup>b</sup>  <input type="checkbox"/> 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate  <input type="checkbox"/> 5. No cost recovery of any LPA direct labor, fringe benefits, or overhead costs.         </p>				
Does the LPA currently have a timekeeping system in place?	Yes	X	No	

<sup>a</sup> 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.

<sup>b</sup> Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

If so, does that system track both payroll and project hours concurrently?	Yes	X	No	
If different systems, how does the LPA reconcile project hours to payroll?				
How often are payroll records prepared? EVERY TWO WEEKS				
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes	X	No	
Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	

**N. Environmental**

<b>Scope of the Proposed Action /Involvement with Resources:</b>				
<p>These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.</p>				
	<b>Not required</b>	<b>Required</b>	<b>Responsibility</b>	<b>Due Date</b>
Tentative CE Level _____				
Purpose and Need Statement				
ODOT Bridge PA				
Cultural Resource Phase I				
Cultural Resource Phase II				
Mitigation				
Cultural Resource Section 4(f)				
Data Recover Plan-Documentation for Consultation				
Section 4(f)/6(f)-Park/Recreation				
Ecological MOA				
Ecological Survey				
Wetland Survey				
Section 9/Section 10 Stream				
404 NWP-Army Corps of Engineers				
404 PCN-Army Corps of Engineers				
404 Individual Permit-Army Corps of Engineers				
401 OEPA Certification Application				
Coast Guard Coordination				
ODNR Coastal Zone				
Scenic River				
Farmland Screening or FCIR				
Public Involvement				
Public Meeting/Hearing				
ESA-Screening				
ESA Phase I/Phase II/Remediation				
Drinking Water Resources				
Flood Plain/Flood Way				
Environmental Justice				
Noise Study				
Air Quality				



Asbestos Inspection Required:	Yes		No	X
Comment:				

Any Known Environmental Concerns (ex. historic properties on National Register, wetlands, underground storage tanks, stream relocation):

NONE KNOWN

**O. Roles / Responsibilities**

Construction plan development:	LPA - ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	ODOT
Construction inspection:	ODOT
R/W plan development:	LPA - ODOT Prequalified Consultant
R/W acquisition / appraisals:	LPA - ODOT Prequalified Consultant
Utility relocation:	N/A

**P. Field Review**

Date:	
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail

<b>Q. COMMITMENT DATES</b>	<b>ODOT-let: X</b>	<b>Local-let</b>	<b>Reservoir</b>
<b>ACTIVITY</b>		<b>Due DATE</b>	
<b>Authorization to Proceed</b>			
<b>Stage 1 Review</b>			
<b>Stage 2 Review</b>			
<b>Stage 3 Review</b>			
<b>R/W Plans Approved/Not Required</b>			
<b>Bid document &amp; tracings to District</b>			
<b>R/W and Utility Clearance</b>			
<b>Environmental Clearance</b>			
<b>Plan Package to C. O.</b>			
<b>Award Date</b>			

**Other due dates of interest:**

- County to submit plans, proposal, estimate (PS&E) to the District
- County certifies R/W and utility clearance to the District
- County submits bid results to District

**Schedule Explanation:** Authorization to Proceed Start Date is the date that the District submits the programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.

**Project Schedule Approval:**

<b>Environmental Coordinator</b>		<b>Real Estate Admin.</b>	
<b>Program Manager</b>		<b>Project Manager</b>	
<b>Production Administrator</b>			