

Annette M. Blackwell
Mayor



Frank Consolo
Law Director

January 17, 2025

TO: Interested Engineering Firms

RE: Request for Statement of Qualifications for Design Services for
Citywide Signal Safety & Efficiency Upgrade Project

The City of Maple Heights is soliciting Statement of Qualifications (SOQ) from interested engineering firms for consulting services related to the project referenced below. This project is funded through the Ohio Department of Transportation (ODOT), within the Local Public Agency (LPA) Program. Please note that only firms prequalified by ODOT for the relevant design services are eligible for this project.

Project: Citywide Signal Safety & Efficiency Upgrade Project

PID: 122155

LPA Owner: City of Maple Heights

Attached to this memo are the following documents:

- A. SOQ Information and Materials.
- B. Scope of Services.
- C. Tentative Schedule.

You are encouraged to visit the project area at your convenience to better understand the site and project requirements.

Please submit one printed copy and electronic copy in PDF format to:

Tony Ciresi, Service Director, Maple Heights
5353 Lee Road
Maple Heights, Ohio 44137
P: 216-587-9014
E: tciresi@mapleheightsohio.com

The deadline for submission is 4:00pm on Friday, February 7, 2025.

Please note that the City is not liable for any costs incurred by firms in preparing or presenting SOQs. The City reserves the right to accept or reject any or all submissions. Multiple qualification submissions from a single firm for the same project will be considered non-compliant and will be rejected.

Frank Consolo, Law Director



A. SOQ Information and Materials

In your SOQ submission, please include the following:

1. Firm name, address, telephone number, contact person, and the contact person's office and cell phone numbers, along with their email address.
2. A one-page statement of interest and qualifications for this project. The minimum Ohio Department of Transportation (ODOT) Prequalifications required for this project are as follows:

Traffic Signal Design

- Traffic Signal System Design
- ITS Design and Operations

3. Discussion of firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets. Include any unique characteristics that may distinguish your firm from other potential firms for this particular project, including past performance with the City. (maximum four-pages)
 4. Identify proposed team members and key personnel, including detailed, one page resumes. Clearly identify subconsultants, if proposed, and provide similar information. (maximum six-pages)
 5. Provide references (maximum of five) and descriptions of recent projects completed by the firm that are similar to the one being advertised herein.
 6. References from other owners for which the firm has provided similar professional services that are solicited in this request. Reference information must include:
 - a. Name of owner
 - b. Project name
 - c. Brief description of the project and the firm's involvement
 - d. Contract person
 - e. Address
 - f. Telephone number (Contact Person)
 - g. Email address (Contact person)
 - h. Firm's key personnel assigned to the referenced project
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B. Scope of Services

The City of Maple Heights (the 'City') seeks to engage a professional engineering firm for the Citywide Signal Safety & Efficiency Upgrade Project. This project involves a comprehensive citywide signal upgrading of approximately 42 traffic signals. It includes an analysis of these traffic signals to remove unwarranted signals and replace outdated controllers, signals, and poles. These upgrades will enhance signal timing, system interconnection, and incorporate advanced controller technologies, ensuring more efficient traffic flow throughout the City. The design and construction will be administered by ODOT, with an estimated construction cost provided by ODOT of \$3,703,270. The City seeks a qualified engineering consulting firm with applicable ODOT prequalifications and experience working on ODOT administered projects within the LPA Program.

Anticipated Scope of Work (not all inclusive):

- a. Serve as Engineer of Record.
- b. Prepare a complete set of project plans and specifications in accordance with ODOT Design Standards.
- c. Prepare the Engineer's Opinion of Probable Construction Cost.
- d. Coordinate with Utility Companies, as needed to facilitate the project design.
- e. Respond to review comments from the City/Representative & ODOT during each design stage.
- f. Complete all environmental project components as required by ODOT (Categorical Exclusion, etc.).
- g. Answer any questions during the bidding process.

C. Tentative Schedule

- a. January 17, 2025 - Public Notice on website
- b. February 7, 2025 - SOQ submittal deadline
- c. February 10-February 21, 2025: - Selection Process
- d. February 21-March 7, 2025: - Consultant fee development, contract execution & Notice To Proceed (NTP)
- e. March 10, 2025-March 6, 2026: - Design
- f. March 9, 2026 – June 5, 2026: – Construction Bidding/Award/Contracting
- g. June 8, 2026 – June 4, 2027: – Construction (longer if R.O.W. issues encountered)

If you have any questions or require additional information, please contact Tony Ciresi at 216-587-9014 or via email at tciresi@mapleheightsohio.com. We look forward to reviewing your statement of Qualifications and thank you for your interest in this project.