

Request for Letters of Interest
Country Club Drive Bridge Replacement, Avon Lake, Ohio

The City of Avon Lake is requesting Letters of Interest from qualified firms to provide engineering services for the replacement of the Country Club Bridge over Heider Ditch (SFN 4760015). This bridge was recommended for replacement based on a Bridge Evaluation that was completed in 2023. Please note that this project is not an ODOT LPA project, ODOT is not involved, and it is entirely locally-funded and administered.

Communication Restrictions

During the time period between advertisement and the 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 RFQ requirements.

Qualifications

The following ODOT Prequalification categories are required for this project, either solely from the Prime Consultant or as a combination of the Prime Consultant and Subconsultants:

Non-Complex Roadway Design;
Subsurface Utility Location Services;
Level 1.1/1.2 Bridge Design;
Geotechnical Engineering Services;
Geotechnical Testing Laboratory;
Geotechnical Field Exploration Services;
Geotechnical Drilling Inspection Services

Environmental Services

Level 1 Ecological Survey

Scope of Services

The 2023 Bridge Evaluation for Country Club Drive Bridge and the Scope of Services from the 2023 Bridge Evaluation can be obtained by emailing choward@avonlake.org.

Schedule

It is anticipated the selected Consultant will be authorized to proceed by January of 2026.

Plans are to be complete and submitted to the City of Avon Lake for bidding by October 5, 2026.

Selection Procedures

The City of Avon Lake will directly select a consultant based on the Letter of Interest. The requirements for the LoI are included below.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address by 4:00 P.M. on November 7, 2025.

Jonathan Liskovec
Public Works Director
150 Avon Belden Road
Avon Lake, Ohio 44012

Responses received after 4:00 P.M. on the response due date will not be considered.

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 LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.