

**07-21-08 Posting Date
August 11, 2008 Programmatic Group
Tentative DBE and EDGE Goals**

The projects listed for the 08-11-08 Programmatic Consultant Selection Group under the Future Consultant Program heading (shown below on this page of the web site) include a tentative listing of the projects assigned DBE and EDGE goals. Please note that this list is preliminary and may change in the actual posting.

**07-15-08 Posting Date
Consultant Sanction Review Process**

In 2005, the Ohio Department of Transportation developed a set of circulars to guide and assist consultants in the creation of a Statement of Direct Labor, Fringe Benefits and General Overhead. Consultants were given a period of time to comply with and implement the guidance in the circulars before actively conducting incurred-cost audits. With the conclusion of the implementation period, ODOT has been actively auditing the overhead schedules and project costs of its consultants. In anticipation of possible audit findings, the Department has developed a process for the administrative review of proposed sanctions that the Department may impose upon a consultant.

Accordingly, the Department's **Consultant Sanction Review Process** has been posted to this page of the Department's website under the heading "Documents".

**06-23-08 Posting Date
Scour Assessment Training**

The Office of Structural Engineering is offering training in scour assessment of existing bridges. The course description, availability and instructions for registration can be found at the following location:

<http://www.dot.state.oh.us/se/training/ScourAssessmentofExistingBridges.htm>

**06-02-08 Posting Date
District 7 Meet & Greet Schedule**

Consultant "Meet and Greet" sessions will be held at the District 7 Office, DDD Conference Room on the following dates and times:

July 15, 2008	8:00 am - 11:30 am
July 23, 2008	8:00 am - 11:30 am
July 29, 2008	1:00 pm - 4:30 pm
July 31, 2008	8:00 am - 11:30 am
August 5, 2008	8:00 am - 11:30 am

Consultants will be meeting with Rex Dickey, District Deputy Director, Randy Chevalley, Production Administrator, Brad Lightle, TPPA Administrator and Dave Ley, District Construction

Engineer. Sessions will last 30 minutes and priority will be given to those consultants that have not visited the District within the past year.

Please contact Kay Kissinger at 937-497-6877 to schedule an appointment.

05-27-08 Posting Date

Notice of Project Posting on ODOT website

The Department has posted a new project selection on the ODOT website for conducting an ODOT Office of Local Training Assistance Program (LTAP) Storm Water Management Overview training course for local government, consultant and ODOT employees. Please review the web site for specific information regarding this new project. Responses are due on June 16, 2008.

05-19-08 Posting Date

Revised Rates for Calculation of Net Fee

On March 7, 2005, the Department announced a change in the method of calculating the net fee (profit) portion of fees in consultant agreements. The new method used a statewide average overhead rate for all net fee calculations, and eliminated profit on non-salary direct costs. The net fee percentages currently used (listed in Chapter 2 of the Department's Consultant Contract Administration Manual) are not impacted by this change. A separate rate was provided for geotechnical work in recognition of the typically higher cost structures for this work. The initial announcement indicated that rates would be revised annually on or about May 1 as new fiscal year information becomes available.

Please note that this change in policy is limited to the calculation of net fee (profit) amounts and does not impact allowable overhead rates.

The revised average overhead rate for net fee calculation will be 160.31%, with a separate rate of 172.03% for geotechnical work. These rates were calculated based on a weighted average with the weighting based on funds encumbered from FY 2003 through FY 2008 (as of 12-31-07). Sixty (60) firms were included in calculations for the overall rate, and ten (10) firms were included in the geotechnical rate.

The revised rates will **apply to proposals for agreements and modifications received in Consultant Services on or after May 19, 2008**, and similarly for task order proposals (for existing agreements) received in District or other offices.

The revised average overhead rates are permanently posted under the heading General Information.

Questions should be directed to Mark Barton, Dan Krajcovic or Mat Mauger in the Office of Consultant Services.

04-21-08 Posting Date
Programmatic Consultant Selection Group
Response Due Date: 04-28-08

Several consultants have requested example plans for a project (MIA-75-17.49) similar to **MIA-75-16.20L&R/16.35L&R, PID No. 82316**. The example plans are available on the District 7 ftp website noted below. Additionally, site plans (.tif files) of the existing bridges have been added to the site.

<ftp://ftp.dot.state.oh.us/pub/Districts/D07/April%202008%20Programmatic/>

04-14-08 Posting Date
Programmatic Consultant Selection Group
Response Due Date: 04-28-08

Please note that the following revisions have been made to the Programmatic Consultant Selection Group 04-14-08:

A project identified as **VAR-STW- RR Preemption, PID No. N/A** has been added to the group of project notifications.

Additionally, the prequalification requirements for the project identified as **CLA-4-23.12, PID No. 25329** have been revised from Level 2 Bridge Design to Level 1 Bridge Design.

Finally, additional documents are available for **PIK-104-10.64, PID No. 83667** as follows:

Existing plans and other file information is available at the Ohio Department of Natural Resources. To make arrangements to review this information please contact Jason Gibbs of ODNR at 614-265-6948.

A Lake White Dam inventory document is available on the District 9 .ftp site at the following location:

<ftp://ftp.dot.state.oh.us/Pub/Districts/D09/PIK-104-10.64%20Lake%20White/>

Please refer to the revised posting under the heading "ODOT Postings".

03-17-08 Posting Date
April 7, 2008 Programmatic Group
Tentative DBE and EDGE Goals

The projects listed for the 04-07-08 Programmatic Consultant Selection Group under the Future Consultant Program heading (shown below on this page of the web site) include a tentative listing of the projects assigned DBE and EDGE goals. Please note that this list is preliminary and may change in the actual posting.

**03-03-08 Posting Date
Revised Geotechnical Proposal / Invoice Forms
Use on Current Projects**

The Department announced previously that the new contractual rules included the revised Specification for Geotechnical Exploration and these rules will be effective with projects included in the December 2007 Programmatic Group. However, in instances where current projects are being developed through negotiation of successive PDP steps, the new forms and contractual provisions can be used if the current agreement provides a relatively “clean break” from previous geotechnical activities. An example would be a Major project entering PDP Step 8 (or earlier step depending on project development) with the need to initiate a geotechnical field exploration, with little or no boring, sampling and testing having been performed previously. This type of situation should allow use of the new format without creating a confusing contractual situation.

In such instances, please contact the District project manager for guidance.

**03-03-08 Posting Date
Geotechnical Workshop**

On April 15, 2008, the ODOT Office of Geotechnical Engineering (OGE) will hold a Geotechnical Workshop at the Central Office Hilltop Complex (1980 West Broad Street, Columbus, Ohio) in the auditorium from 9:00 a.m. to 3:00 p.m. Information and topics to be presented and discussed are as follows:

- OGE/ODOT Geotechnical Update
- Geotechnical Engineering in District 2
- SGE Revisions since January 19, 2007
- Design and Construction of Piling
- Deep Foundation Types: Design and Construction Issues
- Practical Uses of Ground Improvement Methods
- General Question/Answer

Questions and comments are encouraged throughout the Workshop. However, please refrain from asking project specific questions.

There is no need to pre-register. Attendance from each company is limited to five (5) employees. If you have any questions, please call Chris Merklin at 614-275-1361 or send questions by e-mail to chris.merklin@dot.state.oh.us.

**03-03-08
District 3 Programmatic Open House**

A Consultant Open House will be held at the District 3 Office, Main Conference Room, on March 25, 2008 from 9:00 A.M. to 11:00 A.M. Consultants are invited to attend to hear an overview of the projects for the upcoming April programmatic. The Open House will include District Deputy Director John Hart; Production Administrator Valerie Kilmer; Planning

Administrator Ken Wright; Contract Manager Michael Weiler; Real Estate Administrator Jim Short; and District Bridge Engineer Marlin Wengerd.

Consultants interested in attending are asked to please limit the number of attendees from their firm to two. In addition, please RSVP to Kim Marley (phone 419-207-7062 or email Kim.Marley@dot.state.oh.us) to ensure adequate seating is available.

02-18-08 Posting Date
Federal Highway Administration Guidelines
Addition to Local Government Information

In order to offer additional guidance concerning Federal consultant selection rules, a Federal Highway Administration document that includes questions and answers relative to 23 CFR 172 has been added under the Local Government Heading on this web site. This information should be helpful when Federal funds are used in local government consultant agreements.

02-18-08 Posting Date
District 7 Meet and Greet Sessions

Consultant "Meet and Greet" sessions will be held at the District 7 Office, DDD Conference Room on the following dates and times:

March 3, 2008	1:00 pm – 4:00 pm
March 11, 2008	8:30 am – 11:30 am
March 17, 2008	1:00 pm – 4:00 pm
March 25, 2008	8:30 am – 11:30 am
April 4, 2008	8:30 am – 11:30 am

Consultants will be meeting with Rex Dickey, District Deputy Director; Randy Chevalley, Production Administrator; Brad Lightle, TPPA Administrator; and Dave Ley, District Construction Engineer. Sessions will last 30 minutes and will be filled beginning with the fall session's waiting list. If you were on the waiting listing, your firm will be contacted to schedule an appointment. Remaining slots will be filled on a first come, first served basis. If you have any questions, please contact Kay Kissinger at 937-497-6877.

02-11-08 Posting Date
Revision of State Travel Policy

Effective February 1, 2008, the State's Travel Policy has been revised. For actual cost agreements, travel expenses **incurred on or after 02-01-08** will be eligible for compensation under the revised rules. The updated Travel Rules are available at the following web site:

<http://www.obm.ohio.gov/mppr/travel.asp>

While complete details of the changes are available at the link below, some highlights include:

- There is no longer a distinction between in-state and out-of-state travel.
- Mileage reimbursement for business use of privately owned vehicles is now at the IRS standard business mileage rate. The IRS current standard rate is 50.5 cents per mile.
- Meal expense is now on a per diem basis. Reimbursement for meal expense is only permitted when overnight lodging is required.
- Maximum meal expense reimbursement is as follows:

Breakfast	\$6
Lunch	\$9
Dinner	\$12
Incidentals	<u>\$4</u>
Total	\$31
- Meal expense must be prorated for the day of departure and return.
- Meal receipts are no longer required.

For more information, please see the OBM directives regarding travel at :
<http://www.obm.ohio.gov/memos/2008/02012008.pdf>

02-04-08 Posting Date
Consultant Invoice Forms - Elimination of Tax ID Numbers
Use of OAKS Numbers

A recent communication from the Department of Administrative Services has advised that any E-mail that includes a Tax Identification Number or Social Security Number must be encrypted. The primary consultant documents affected by this policy are invoice forms (IPS). In order to avoid encryption (which includes passwords to access Emails) we have determined that deleting the Tax Identification Number or Social Security Number and substituting the consultant's OAKS (Ohio Administrative Knowledge System) number is an acceptable procedure and provides the Division of Finance with the information needed to pay invoices.

Consultant Services is currently converting all standard IPS forms **to reflect only the OAKS number**, which will correct the problem for any contract issued in the future. For the hundreds of existing contracts it seems impractical to issue new forms and enter all the previous billing information - so we are requesting that consultants revise their current invoice forms by **deleting the Tax Identification Number or Social Security Number and substituting the OAKS number**.

In some cases invoice forms may be transmitted as paper copies through regular mail and not through E-mail or electronic invoicing procedures, but we still recommend the same procedure in order to avoid any future issues relative to documents that may be scanned or otherwise retained by the Department.

In order to provide easy access to OAKS numbers, a list of consultant OAKS numbers has been posted on the Consultant Services website under the General Information heading. The Office of Chief Legal Counsel reviewed and approved this plan.

Please advise of any questions.

**01-28-08 Posting Date
Revised Geotechnical Proposal / Invoice Forms**

As announced previously on 11-19-07, the new contractual rules included the revised Specification for Geotechnical Exploration will be effective with projects included in the December 2007 Programmatic Group. All current agreements and projects with current selections shall continue to use the current proposal forms, invoice forms and agreement language. The revised proposal/invoice spreadsheet has been posted below under the heading "Proposal, Task List, and IPS Forms"

All other technical provisions of the Specification for Geotechnical Exploration shall be implemented as directed through the Design Reference Resource Center.

**01-07-08 Posting Date
CUY-90-15.24
PID No. 83680
EDGE Goal**

On 12-24-07 the Department announced its intent to contract for engineering services to complete construction contract plans for the rehabilitation of the Central Viaduct in the City of Cleveland, Cuyahoga County.

This agreement will include an EDGE Goal of 7%.

The tentative selection schedule remains as shown below. A one step "Programmatic" type selection process will be utilized.

01/14/08	Post RFP on Website
01/28/08	Responses due
Late March 2008	Authorization to proceed

**01-07-08 Posting Date
Local Government Website Procedures
Revision of Sample Project Announcements**

The sample project announcements included on the Consultant Services page of ODOT's website under the heading **Local Government Website Procedures** have been revised as follows:

- References to the MBE program have been deleted along with the use of additional “points” as a selection factor for MDE/DBE participation. The option to use a DBE goal has been added. Federal rules prohibit the consideration of any other similar program in the selection.
- Selection factors have been revised to include Cost Containment and Current Workload, which mirrors ODOT’s current policy.
- Various minor editorial changes intended to improve user friendliness.

Questions concerning the revised documents should be directed to the appropriate District Office, or Lyle Flower in the Office of Consultant Services (614-466-7618).

12-24-07 Posting Date
CUY-90-15.24
PID No.: To be Assigned

The Department is planning to contract for engineering services to complete construction contract plans for the rehabilitation of the Central Viaduct in the City of Cleveland, Cuyahoga County. The tentative selection schedule is shown below. A one step “Programmatic” type selection process will be utilized.

01/14/08	Post RFP on Website
01/28/08	Responses due
Late March 2008	Authorization to proceed

The scope of services is included below.

Scope of Services

Bridge Rehabilitation

The project includes the replacement of the bridge deck and parapets, replacement of the stringers, rehabilitation or replacement of the floor beams, rehabilitation or replacement of the cantilever brackets and replacement of the drainage system. The environmental document will be prepared by the Department. The consultant will be required to prepare right-of-way plans for temporary construction easements below and adjacent to the existing bridge.

Maintenance of Traffic

ODOT has created portions of a conceptual Maintenance of Traffic (MOT) Plan for this project as described below. This conceptual plan may change as more project specific information is known, however, in **NO** case will the consultant be required to perform a Maintenance of Traffic Alternative Analysis.

ODOT will decide the general method used to maintain traffic and the consultant will verify the viability of this method and then detail the concepts provided by ODOT. The final decision regarding the method of Maintenance of Traffic will be driven to a large degree by constructability issues associated with the specific bridge rehabilitation design.

Under all scenarios considered by ODOT there will be a loss of capacity on the bridge during the reconstruction. This loss could be one lane or two lanes per direction depending on the method of MOT selected by ODOT (part-width vs. cross over). Cross over (a two lane per direction capacity reduction option) will be selected as the MOT option if it is decided that the contractor must have access to half of the bridge width at a time (due to constructability/schedule/cost issues). If it is decided that the contractor can work without having access to half the bridge a part-width MOT sequence would then be considered by ODOT.

In either the part-width or cross over scenarios it is ODOT's intention to replace some of the lost viaduct bridge capacity by creating new capacity on IR-77. This new capacity will be created by striping in an additional lane both north and south bound between IR-490 and IR-90. The resulting lane widths on IR-77 (both north and southbound) would be a MINIMUM of 11' with 1' offsets to barriers. Specific information of how to accomplish the creation of this additional lane is described below in "**Conceptual MOT Plan to Provide an Additional Lane on IR-77**".

The primary MOT services provided by the consultant for this project are as follows:

1. All Maintenance of Traffic items noted in the PDP **AFTER** the Maintenance of Traffic Alternative Analysis (MOTAA). Note: Extensive alternate route/detour signing will be required for this project.

2. Confirmation of the geometrics as well as the vertical & horizontal clearances associated with ODOT's plan to stripe in an additional lane on IR-77 north and southbound. ODOT has made a preliminary assessment in this regard and believes this concept will work.

3. Provide an analysis of low cost/short term improvements that can be made along expected alternate routes on the local street system. Alternate routes will be determined by the local knowledge of the district & City of Cleveland and through the use of regional modeling by the ODOT Office of Technical Services. The consultant will determine the viability/benefits of low cost improvements made along the alternate routes to aid in the mobility of diverting traffic. Examples of low cost improvements include:

- a. Signal timing and phasing modifications;
- b. Parking restrictions;
- c. Temporary operational/lane use changes that can be made through modifications to signing/striping;
- d. Movement restrictions at intersections;
- e. Mass transit opportunities
- f. Intersection geometric improvements that can be made with minimal R/W or environmental impacts;
- g. Others as deemed viable

Low cost/short term improvements would not be considered viable by ODOT if they have significant R/W or environmental impacts associated with them.

4. Assistance to ODOT and the City of Cleveland with MOT public information meetings including the creation of display information as directed by the District.

5. Analysis of the possibility to utilize moveable barrier to provide additional lane in one direction based upon peak hour directional traffic.

6. Provide bridge rehabilitation design/constructability/staging information necessary for ODOT to decide between a cross over or part-width MOT scenario.

12-17-07 Posting Date
Average Overhead Rates for Overhead Calculations

Please note that the site " Average Overhead Rates for Calculation of New Fee" has been moved to the heading "General Information" on this web site. All updates will be posted to this file.

12-10-07 Posting Date
Greetings from the Ohio Department of Transportation

The Holiday Season gives us an opportunity to pause and say Thank You to our partners in the transportation industry for the cordial relationship we enjoy. It is important to safeguard the integrity of our relationship by ensuring a clear understanding of the State of Ohio gifting regulations. The easiest and best way to explain these rules is to respectfully ask you to remove the Ohio Department of Transportation employees from your holiday gift-giving list.

Thank you for your partnership. Happy Holidays!

11-26-07 Posting Date
Revision to Letter of Interest Templates
Key Staff and Project Approach

The Key Staff and Project Approach templates have been revised to reflect a minor change in the "Other Key Project Team Members" table. The revised templates are posted on this webpage under the Letter of Interest Templates heading. The revised templates must be used in submittals for the Programmatic Group to be posted on December 10, 2007. The change to the templates consists of the addition of the project team member's [firm name](#) along with the name of the individual team member. This change will help the Department in determining the roles of subconsultant staff in performing the work. The standard templates and the Request for Proposal language have been revised as follows:

RFP Language Revisions

In the space provided, list other key project team members including key subconsultant staff [along with the firm name \(whether they work for the prime consultant or a subconsultant\)](#), and the project responsibility of each. Include project engineers for important disciplines and staff members that will be responsible for the work.

Template Revisions

Other Key Project Team Members:

Name/ <i>Firm</i>	Project Responsibility

11-19-07 Posting Date
December 10, 2007 Programmatic Group
Tentative DBE and EDGE Goals

The projects listed for the 12-10-07 Programmatic Consultant Selection Group under the Future Consultant Program heading (shown below on this page of the web site) includes a tentative listing of the projects to include DBE and EDGE goals. Please note that this list is preliminary and may change in the actual posting.

11-19-07 Posting Date
Original Posting Date 11-05-07 *REVISED*
Specification for Geotechnical Exploration
Revised Document Issued October 19, 2007
Proposal, Invoice and Contract Implementation

The newly revised Specification for Geotechnical Exploration includes new provisions for cost proposals, invoices and contractual payment. These changes are addressed primarily in Section 800 but other sections include related instructions. In order to implement these changes in an orderly and uniform manner, the new contractual rules will be effective with projects included in the **December 2007** Programmatic Group. All current agreements and projects with current selections shall continue to use the current proposal forms, invoice forms and agreement language. The Department is working to develop contractual language and scope of services provisions to fully implement the revised Manual. Further direction will be provided as this effort is completed.

All other technical provisions of the Specification for Geotechnical Exploration shall be implemented as directed through the Design Reference Resource Center.

10-22-07 Posting Date
District 4 Consultant Marketing Meetings

District 4 will host Consultant Marketing Meetings on November 5 and November 28, 2007.

Consultants interested in performing work in District 4 are invited to schedule a meeting. Attendees from District 4 will be Mr. Eric Czetli, District Deputy Director, Mr. Jack Noble, Planning & Programs Administrator, and Mr. Jim Swartz, Production Administrator and Ms. Kimberly Mondora, Consultant Manager.

Each consultant will be allotted 30 minutes and available slots will be filled on a first-come, first-serve basis. Available hours will be from 8:00 a.m. to 11:30 a.m., and 12:30 p.m. to 3:00 p.m. Consultants will be allotted a meeting time based on a once per 12-month rolling calendar.

These meetings are being established so that Consultants have the opportunity to provide information regarding their abilities and experience. The November 5 and 28 established for Consultant Marketing Meetings will take the place of individual consultant requests to set up marketing meetings throughout the year.

Format of the meetings is up to each Consultant. However, please respect the 30 minute time frame. Also, please bring 5 copies of any materials you plan to distribute.

Please contact Kimberly Mondora via e-mail, kimberly.mondora@dot.state.oh.us, to schedule a date and time.

**10-15-07 Posting Date
Training Inquiry**

Notice to all ODOT prequalified consultants, particularly all geotechnical engineering and testing laboratory prequalified ODOT consultants.

We would like your input as to what topics you might be interested in receiving training related to geotechnical engineering. Also, would any of you be interested in training by glnt (geoenvironmental and geotechnical software used by many consultants and ODOT) if it were offered in Ohio? Please provide any input you might have to Gene Geiger at gene.geiger@dot.state.oh.us by November 1, 2007.

**10-15-07 Posting Date
District 7 Consultant Meet & Greet**

Consultant "Meet and Greet" sessions will be held at the District 7 Office, DDD Conference Room on the following dates and times:

November 2, 2007	8:00 am – 11:30 am
November 16, 2007	8:00 am – 11:30 am
November 20, 2007	8:00 am – 11:30 am
November 27, 2007	8:00 am – 11:30 am
November 29, 2007	8:00 am – 11:30 am

Consultants will be meeting with Rex Dickey, District Deputy Director; Randy Chevalley, Production Administrator; Brad Lightle, TPPA Administrator; and Dave Ley, District Construction Engineer. Sessions will last 30 minutes and will be filled beginning with the summer session's waiting list. If you were on waiting listing, your firm will be contacted to schedule an appointment. Remaining slots will be filled on a first come, first served basis. If you have any questions, please contact Kay Kissinger at (937) 497-6877 or Ramona Mihalyo at (937) 497-6858.

**09-24-07 Posting Date
District 11 Consultant Meetings**

District 11 will host Consultant Meetings during the month of October. A Consultant Open House to introduce the District 11 Consultant Selection Committee, discuss the consultant selection process and provide updates on upcoming projects will be held on October 10, 2007,

from 10:00 a.m. to 12:00 Noon. Please note that upcoming programmatic projects will only be discussed during this meeting.

Individual meetings to provide the consultant an opportunity to introduce themselves to the District Consultant Selection Committee, provide information regarding their abilities and experience and review proposals from past programmatic selections will be held on October 3, 11, and 15, 2007, from 9:00 a.m.– 4:00 p.m. and October 26, 2007, from 10:00 a.m. – 2:00 p.m. Each individual meeting will last 30 minutes. Any consultants currently on the District waiting list will be contacted to schedule an appointment. For consultants not on the District waiting list, please call to schedule an appointment if desired.

For additional information or to schedule your meeting, please contact Mary Jane Newhouser, District 11 Administration, at (330)308-3950 or by e-mail at: mary.jane.newhouser@dot.state.oh.us.

09-24-07 Posting Date

Plan for Increasing the Number of EDGE and DBE Firms Prequalified in Right of Way Acquisition Services

The Department has evaluated the number of EDGE and DBE firms participating in the field of right of way acquisition, and determined that number of EDGE and DBE firms is relatively low in comparison to the number of firms prequalified in the engineering and environmental disciplines. And these vendors are relatively small and lack capacity to provide services directly as a prime consultant on many of the right of way acquisition contracts issued by the Department.

The EDGE (Encouraging Diversity Growth and Equity) program is administered by the Ohio Department of Administrative Services. The purpose is to offer an innovative program to serve socially and economically disadvantaged businesses in Ohio. The State of Ohio is committed to making all state contracts, services, benefits and opportunities available to businesses without discrimination on the basis of race, color, religion, sex, national origin, disability, age or ancestry. The program is designed to facilitate access to state government contracts and business services for EDGE certified businesses. The EDGE program establishes goals for state agencies in awarding contracts to certified EDGE businesses. EDGE procurement goals apply to: goods and services, professional services, information technology services, construction, architecture and engineering.

Whereas the DBE (Disadvantaged Business Enterprise) program is a federal program operating under the guidance of the United States Department of Transportation. Authorization for the program comes from 49 Code of Federal Regulations Part 26 (49 CFR 26). The Ohio Department of Transportation (ODOT), as a recipient of federal transportation funds, must comply with the requirements of 49 CFR 26. The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient in order to create a level playing field on which they can compete fairly for contracts and subcontracts in the transportation industry. To qualify for certification as a DBE, an applicant must meet the following eligibility standards established in the federal regulations at 49 CFR Part 26.

In a good faith effort to assist firms that may be eligible to participate in these programs the Department will pursue several strategies including:

Work with the Department of Administrative Services and ODOT's Office of Contracts - DBE Services Section to identify firms that may be eligible to participate in these programs and encourage them to do so.

- Work with the identified firms to assist them in becoming prequalified with the Department to provide the services, if not already prequalified.
- The Department will waive the fees normally charged for attending right of way acquisition training courses provided through the Department, for all qualified DBE/EDGE participants.
- The Department will encourage larger non- DBE/EDGE firms to subcontract work to DBE/EDGE firms. For the group of task order contracts to be posted with the April, August and December 2008 Programmatic Groups (the postings will be spread over three postings rather than a single group as in the past), a higher number of EDGE or DBE goals will be placed on these contracts but the goal percentages will be lower. Goal setting will be commensurate with the number of prequalified DBE/EDGE firms available to provide the services. In doing so we hope to expand the opportunities for DBE and EDGE firms to gain experience by working with larger, more established firms.

The Department prequalifies individuals in various right of way acquisition functions as follows:
 Project Management for Right of Way Acquisition Services

- Title Research
- Value Analysis
- Appraisal
- Appraisal Review
- Negotiation
- Closing
- Relocation
- Relocation Review

Complete information concerning the Department's prequalification procedures is available on the Department's website at the following location:

..... http://www.dot.state.oh.us/CONTRACT/consultant_pg.htm

The Department encourages firms and individuals that are interested in participating in the EDGE or DBE programs to contact the Department of Administrative Services and/or the ODOT DBE Services Section. Complete information is available on the State's website as follows:

- EDGE <http://das.ohio.gov/Eod/Edge/Index.htm>
- DBE http://www.dot.state.oh.us/CONTRACT/dbe_cert.htm

The Department also encourages non-DBE/EDGE firms that participate in the Department's right of way acquisition program to assist in identifying firms or individuals that may be interested in participating in these programs.

Any questions (or referrals) should be directed to Lyle Flower, Administrator – Office of Consultant Services at (614) 466-7618.

08-20-07 Posting Date
Bridge Design – LRFD Frequently Asked Questions
Procedures for Submitting Questions

An Inter-Office Communication dated August 15, 2007 from Tim Keller, Administrator, Office of Structural Engineering is posted below under General Information. The IOC addresses standard procedures for submitting questions related to LRFD bridge design.

07-30-07 Posting Date
August 13, 2007 Programmatic Group
Tentative DBE and EDGE Goals

The projects listed for the 08-13-07 Programmatic Consultant Selection Group under the Future Consultant Program heading (shown below on this page of the web site) includes a tentative listing of the projects to include DBE and EDGE goals. Please note that this list is preliminary and may change in the actual posting.

**07-30-07 Posting Date
Changes to Electronic Letter of Interest System**

The Department will post a group of approximately 30 projects on August 13, 2007. In the interim period since the last Programmatic posting in April 2007 and the introduction of the electronic letter of interest system at that time, the Department has initiated a number of changes to the system. The changes result from changed processes (elimination of the EEO/AAP plan requirement) and improvements identified during the initial use of the system. The changes and a few reminders concerning use of the system follow:

- 1 Based on the previous elimination of the requirement to file an Equal Employment Opportunity/Affirmative Action Plan, the approval and expiration dates have been deleted from the Lol system.
- 2 Access to the standard templates is now provided only through the Consultant Services webpage. The templates and instructions for their use can be found under the heading "ODOT Postings and Selection History". Providing access to the templates through the Letter of Interest application proved to be impractical and caused problems on some machines.
- 3 An automated check on the prequalification of each proposed consultant team has been added. If the proposed team including the prime consultant and subconsultants does not meet the required prequalification, the system will provide a warning and require that the user revise the team or select another project.

The implementation of this system will require that changes to the prequalification of individual consultants not be made during the time that the request for letters of interest is posted. Please review the prequalification status of your firm as currently posted on the website and advise the Office of Consultant Services of any discrepancies as soon as possible.

- 4 Please also note that only individuals (not firms) are prequalified for right of way acquisition services. In instances where prequalification for these services is required, a prequalified individual must be named as a subconsultant in order to meet the requirement. If the prequalified individual is an employee of another firm, it is acceptable to name both the individual and the firm as subconsultants.
- 5 In submitting letters of interest for the April 2007 Programmatic Group, a few firms entered a new firm name when their firm was already included on the list of firms. In many instances the names are entered "last name first". Please check the system for the presence of your firm's name, and also any subconsultants that you plan to utilize. **Please check the list carefully to avoid the addition of a duplicate name.**

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End of ODOT Web Page Announcements