



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**

**ADDENDUM NO. 1**  
**ISSUED: JANUARY 30, 2024**

**To**

**LOI NO. 4-2024**

**REQUEST FOR LETTERS OF INTEREST (LOIs) FOR GENERAL CONSTRUCTION  
ADMINISTRATION AND INSPECTION SERVICES  
PROJECT NOS. 99-24-05(06)**

**ISSUED: JANUARY 18, 2024**

**LETTERS OF INTEREST DUE DATE: 5:00 P.M. (Eastern) FEBRUARY 9, 2024**

**ATTENTION OF RESPONDENTS IS DIRECTED TO:**

**ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 PM ON JANUARY 29, 2024**

**AND**

**REVISED REQUEST FOR LETTERS OF INTEREST DOCUMENT, revising Part I and Part III  
only (attached)**

Issued by the Ohio Turnpike and Infrastructure Commission through Aimee W. Lane, Esq., Director of  
Contracts Administration

*Aimee W. Lane*

\_\_\_\_\_  
Aimee W. Lane, Esq.,  
Director of Contracts Administration

JANUARY 30, 2024  
Date

**ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M. ON JANUARY 29, 2024:**

**Q#1** In the LOI it refers to NICET and ODOT Prequalification but you also state to provide a Resident Engineer. Under your new Method of Compensation-Hourly Rate you list the Resident Engineer is required to have a PE. Our past RE's do not carry a PE so does this mean he can not be the RE on this project?

*A#1 Resident Engineer Classification requires a PE license.*

**Q#2** It does state "Typical Experience Requirements" so I was wondering if past experience could be substituted in this case or if this hourly rate table is only a means of controlling cost. Please clarify.

*A#2 Past experience cannot be substituted for a PE requirement, nor for the classification of a Resident Engineer.*

**NOTE:** The Request for Letters of Interest document only, not the appendices, has been revised in Part I and Part III regarding submittal requirements. The revised document is provided with this Addendum in redline format to clearly identify the changes.

**END OF ADDENDUM NO. 1**



**OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION**  
**682 Prospect Street**  
**Berea, Ohio 44017**  
**(440) 971-2081**

**LOI NO. 4-2024**

**REQUEST FOR LETTERS OF INTEREST (LOIs) FOR GENERAL  
CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES**

**PROJECT NOS. 99-24-05 AND 99-24-06**

**ISSUE DATE: January 18, 2024**

**INQUIRY END DATE: 5:00 PM (Eastern) on February 2, 2024**

**LETTERS OF INTEREST DUE  
DATE: 5:00 P.M. (Eastern) February 9, 2024**

**COMMISSION MEETING: February 20, 2024 (anticipated meeting  
for contract award; subject to change)**

**The SBE goal for this project is 20%**

In lieu of taking exceptions to the Request for Letters of Interests requirements, including but not limited to terms and conditions, scope of work statements, service levels requirements, etc., or providing assumptions that may be unacceptable to the Commission, Respondents are strongly encouraged to use the inquiry process in PART VI of this Request for Letters of Interest.

SUBMITTED BY:

COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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**REQUEST FOR LETTERS OF INTEREST (LOIs) FOR  
PROJECT NOS. 99-24-05(06)**

**PART I. BACKGROUND INFORMATION**

The Ohio Turnpike and Infrastructure Commission (“Commission”), a body corporate and politic constituting an instrumentality of the State of Ohio, is responsible for operating and maintaining the Ohio Turnpike, a toll road officially known as the James W. Shocknessy Ohio Turnpike. The Ohio Turnpike is a limited access highway extending 241 miles across northern Ohio. Additional information regarding the Commission and the Ohio Turnpike can be found at <https://www.ohioturnpike.org/home>.

The Commission issues this Request for Letters of Interest seeking to select qualified consultant(s) (“Consultant”) to provide General Construction Administration and Inspection Services, on an assignment basis, as further described in Appendix A. It is the Commission’s intent to select two (2) Consultants and enter into contracts to perform the services over an approximately one (1) year term which shall end on December 31, 2024. The two (2) contracts will be divided into approximate regions covering:

- (1) from Milepost 0.0 to Milepost 100.0 (“Western Region”), designated as **Project No. 99-24-05** and anticipated to include the following projects: Repairs and Resurfacing at Toll Plaza 34 (Project No. 59-23-02), Repairs and Resurfacing from Milepost 50 to Milepost 55 (Project No. 59-24-01), Repairs and Resurfacing from Milepost 63 to Milepost 74 (Project No. 59-24-02), Bridge Deck Overlay, Ohio Turnpike Mainline at Milepost 71.4 (Project No. 43-24-02); and
- (2) from Milepost 100.0 to 241.25 (“Eastern Region”), designated as **Project No. 99-24-06** and anticipated to include the following project: Repairs and Resurfacing from Milepost 230 to Milepost 236 (Project No. 59-24-03) (the “Project”).

The contract (the form of which is attached hereto as Appendix B) for the Consultant’s services shall commence on the date that the Chief Engineer issues the first assignment letter and shall continue through the completion of the assignments even if the construction projects will not be completed until after December 31, 2024. The total amount payable to each Consultant under their respective contracts shall not exceed the following amounts over the term of the contracts: Three Million Dollars (\$3,000,000.00) for the Western Region and One Million Three Hundred Thousand (\$1,300,000.00) for the Eastern Region. The form contract provides that the contract term shall continue until all assignments issued during the term are completed. Submission of a Single Letter of Interest is permissible with identification of which contract(s) consideration is requested, and order of preference.

Letters of Interest shall serve to provide information for the Commission to evaluate the Respondent’s qualifications to perform the services required for the Project. Those firms interested in responding to the Request for Letters of Interest must have a completed “Request for Qualifications” (“RFQ”) package for calendar years 2023-2024 on file with the Commission to be considered as a potential Respondent. If a firm has not already responded to the RFQ, the RFQ package may be obtained through the inquiry process and its response submitted simultaneously with the LOI.

Any person responding (a “Respondent”) must clearly demonstrate depth of experience in providing General Construction Administration and Inspection Services, including familiarity with the various methodologies and industry best practices for performing the required tasks. Demonstrated experience in providing the necessary services is required.

## **PART II. ASSISTANCE FROM COMMISSION PERSONNEL**

Commission personnel will be assigned to assist, as needed, with the coordination of the various aspects of any assignments. Commission personnel will also make available all documents in the Commission's possession to the Consultant required for completion of its duties. Generally, the Commission's Chief Engineer will administer and manage the contract for the Consultant's services.

## **PART III. LOI REQUIREMENTS**

The general nature and scope of work for the Project are set forth in Appendix A ("Scope of Services"). The Commission expects that Respondents will have experience in providing the services of this nature and should understand the general scope of the services necessary to successfully fulfill the Commission's requirements. Respondents should prepare Letters of Interest that are concise and that include an explicit response to the items listed below:

1. Plainly identify the Consultant's legal name, contact person(s) and their email, phone number and physical address. Describe your organizational structure, staffing of the project, and specify the number of professional personnel by discipline based in the Ohio office(s) in which a bulk of the services will be performed.
2. List the types/categories of services for which the Consultant has a current Qualifications Statement on file with the Commission in response to the 2023-2024 RFQ and all ODOT Prequalifications, ~~including Protective Coatings Inspection.~~
3. List the Project Manager and other key staff members including key subconsultant staff. Address the experience of the key staff members on similar projects. Provide a one (1) page résumé of the proposed Project Manager. The proposed Project Manager must be a professional engineer registered in the State of Ohio. Additionally, provide an organizational chart and no more than half-page resumes for each staff member assigned to the Project, which shall not exceed two (2) pages. The two (2) page limit applies to the resumes only. Resumes should include the qualifications of the key staff, descriptions of work performed on similar projects and office location from which staff members will perform services.
4. Describe your firm's approach to quality control and any programs for providing technical direction and administrative control to assure conformance with industry-accepted standards of quality for the Project.
5. List significant subconsultants, their categories of service, qualifications, and the percentage of work to be performed by each proposed subconsultant.
6. Provide a description of your Project approach, not to exceed two (2) pages. Confirm the firm's understanding of the project, proposed technical approach, cost containment practices, innovative ideas for this type of project and any other relevant information concerning your firm's qualifications to perform the services contemplated under the project.
7. Describe the capacity of your firm's staff and its ability to perform the work in a timely manner relative to present workload and the availability of assigned staff. Prepare proposed schedule that shows firm can meet stage submittals and Project Deadline.
8. Provide references from three (3) organizations other than the Ohio Turnpike and Infrastructure Commission for similar projects and services completed in the past three (3) years. For each reference, provide a contact name and phone number.

9. List all services performed for the Ohio Turnpike and Infrastructure Commission over the last five (5) years.
10. The Respondent's good faith efforts to commit to a significant economic presence in Ohio shown by:
  - a. A statement that Respondent is registered and licensed to do business in the State of Ohio with the offices of the Secretary of State and include with the proposal a copy of its certificate or other similar document(s) confirming Respondent is registered and licensed to do business in the State of Ohio;
  - b. A statement of whether Respondent pays taxes to the State of Ohio and if so, a statement that Respondent is not in arrears in the payment of required taxes;
  - c. A statement of whether Respondent has offices or facilities in Ohio (i.e., sales offices, divisions, sales outlets or manufacturing facilities) or identify facilities that demonstrate Respondent's capital investment to Ohio (including commitments to make such capital investment as part of its proposal, as applicable); and
  - d. A statement of Respondent's actions that would reasonably be expected to employ Ohio residents, increase tax revenues in the area, provide opportunities to support local businesses and/or support community and social initiatives (i.e., local government, health and wellness, education, diversity and inclusion, philanthropic or other).

Items 1 through 10 must be included in the LOI on single sided 8 1/2" x 11" sheets of paper and shall be in no smaller than size 11 font. The Letter of Interest shall not exceed the following page limits:

- Fifteen (15) pages if responding to one project;
- Seventeen (17) pages if responding to two projects;

The Letter of Interest shall not exceed fifteen (15) pages. A one (1) page cover letter and a Table of Contents may be included and will not be considered as part of the page limit. Items B, C, D and E listed in PART V below are also excluded from the page limit.

#### **PART IV. FORM CONTRACT REQUIREMENTS**

In submitting a Letter of Interest, the Respondent agrees to sign the Form of Contract for General Construction Administration and Inspection Services attached as Appendix B, incorporating the Scope of Services, within ten (10) days of the Commission's delivering of a notice of award.

#### **PART V. SUBMISSION REQUIREMENTS**

For Respondent's Letter of Interest to be responsive, Respondent must submit the following:

- A. A Letter of Interest addressing the items listed in PART III.
- B. An explanation of any concerns, requested information or exceptions related to the Request for LOIs, Scope of Services or the General Construction Administration and Inspection Services Contract (attached as Appendix B).
- C. A completed, signed, and notarized Non-interest/Non-collusion Affidavit (see Appendix C attached hereto; see also, Ethics Policy attached as Appendix D which is referenced in the affidavit).



- D. Completed and Signed Combination Affirmation and Disclosure Form - Executive Order 2019-12D and Executive Order 2022-02D - (see Appendix E attached hereto).
- E. Completed Small Business Enterprise (“SBE”) Utilization Certification and Plan demonstrating the commitment and means for achieving SBE participation on the Respondent’s team (see Appendix F attached hereto). If the Certification and Plan fails to meet or exceed the 20% Goal, the Respondent is required to demonstrate that it used Good Faith Efforts to attain SBE participation that meets or exceeds the Goal. Contact the Commission’s Office of Equity and Inclusion with any questions concerning the SBE Program.

## **PART VI. INQUIRY SUBMISSION INSTRUCTIONS**

All interested parties are welcome to submit specific questions or requests for clarifications of the LOI requirements. Respondents are expected to raise any questions, exceptions, or additions they have concerning the LOI prior to the end of the Inquiry Period indicated on the cover page. These questions shall be addressed in writing and **emailed to [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org)**. **Do not contact the Commission by phone. Do not direct questions regarding the Request for LOIs to anyone other than through the email address provided.** At the completion of the Inquiry Period, a summary of all questions and answers will be compiled, posted on the Commission’s website (<https://www.ohioturnpike.org/business/doing-business-with-us/rfps>), and provided via email to the interested parties on file. In the event that it becomes necessary to provide additional clarifying data or information or to revise any part of this Request for Letters of Interest, addenda will be posted publicly (at the same link as answers) and provided directly to all recipients of this Request for Letters of Interest.

## **PART VII. LOI SUBMISSION INSTRUCTIONS**

Respondents must timely submit its Letters of Interest electronically to [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org) in pdf format by the deadline specified on the cover page of this Request for Letters of Interest. Paper copies received will be considered non-responsive.

## **PART VIII. EVALUATION OF LOIs**

The Commission will form an Evaluation Team consisting of members of the Commission Engineering staff to review the Letters of Interest. Respondents may be required to make a presentation to the Evaluation Team. A General Construction Administration and Inspection Services Contract will be awarded, if any award be made, to the Respondent determined to be the most qualified to perform the required services. In determining whether a Respondent is responsive, the Commission will consider the Respondent’s experience, conduct and performance on previous contracts (if any) and ability to execute the Contract properly. Factors that may be considered by the Commission are:

- A. Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm’s personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;

### 20 raw points (27.5 weighted points)

- Project Manager – 5 points (given a 2.00 weighted factor)
- Key Staff Assignments – 5 points (given a 1.50 weighted factor)

- Qualifications of Subconsultants – 5 points (given a 1.00 weighted factor)
  - Subcontracted Amount – 5 points (given a 1.00 weighted factor)
- B. Ability of the responding firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously;
- 15 raw points (20 weighted points)
- Organization – 5 points (given a 2.00 weighted factor)
  - Proposed Schedule – 5 points (given a 1.00 weighted factor)
  - Backlog with OTIC – 5 points (given a 1.00 weighted factor)
- C. Past performance of the responding firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines;
- 15 raw points (15 weighted points)
- Past Performance with OTIC (given a 1.00 weighted factor)
  - Past Performance with other Public/Govt. (given a 1.00 weighted factor)
  - Quality Control (given a 1.00 weighted factor)
- D. Any other relevant factors as determined by the Commission, including but not limited to completion and submission of all items required under this Request for Letters of Interest, and any exceptions or requested deviations;
- 20 raw points (37.5 weighted points)
- Understanding of Project – 5 points (given a 2.50 weighted factor)
  - Complete Tasks Defined in Scope of Services – 5 points (given a 2.00 weighted factor)
  - Innovative Approach – 5 points (given a 2.00 weighted factor)
  - Completion and Submission of All Items Required under the LOI – 5 points (given a 1.00 weighted factor)
- E. Committing to a plan for meeting or exceeding the SBE Goal or satisfactorily demonstrating use of Good Faith Efforts to attain SBE certified firms' participation on the Project – pass/fail.
- F. Disclosure of any conflict of interest – [pass/fail]
- G. Fostering competition and economic development – [pass/fail]
- H. Respondent's good faith efforts to commit to a significant economic presence in Ohio. The determination of good faith efforts, which is graded as a "pass/fail", is based on consideration of the quality, quantity and intensity of the actions taken. "Significant Ohio economic presence" means "business organizations that (1) have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or which facilities demonstrate capital investment to Ohio; and (2) pay required taxes to the State of Ohio; and (3) for corporations, are registered and licenses to do business in the State of Ohio with the offices of the Secretary of State. – [pass/fail]

The Letters of Interest will be independently reviewed, evaluated and scored by a Evaluation Team based on the foregoing factors and points. After that process, the Evaluation Team will identify the top-ranked Respondent(s) for the Project(s), being the firm(s) deemed the most qualified to perform the required services and make a recommendation for the award of a contract(s). Following successful negotiations, contract(s) will be entered into with the selected firm.

Once the top-ranked Respondent is determined, the Commission will update the list of Respondents identifying the top-ranked firm and indicating that contract negotiations are pending. The list of Respondents is posted on the Commission's website <https://www.ohioturnpike.org/business/doing-business-with-us/engineering-services>.

## **PART IX. OFFICE OF EQUITY AND INCLUSION**

The Commission reauthorized its Business Inclusion Program in 2023 to ensure that businesses certified as a Small Business Enterprise (SBE) have the fullest possible opportunity to participate in contracts involving the expenditure of Commission funds. The program is administered by the Commission's Office of Equity and Inclusion (OEI), which reviews each proposed contract and determines if opportunities exist and if so, applies a goal to the proposed contract. In some cases, no goal is applied to a proposed contract due to a lack of opportunity and availability of certified businesses.

When a goal is identified in a Request for LOIs, the respondent must submit the documentation provided by the Commission to show how the respondent will meet the goal. When the goal is waived, respondents are strongly encouraged to use "good faith efforts" or necessary and reasonable actions that would reasonably be expected to attain SBE participation in the respondent's performance of the scope of work.

Additionally, whether the Commission applies a goal to a proposed contract or not, the program standards provide that the Commission may apply an evaluation credit of five percent (5%) to the total points awarded for responses received from SBE consultants to perform the personal or professional services set forth in the Scope of Services. The Commission **will** apply this credit in the evaluation process for responses submitted in response to this Request for LOIs.

For questions about the Commission's Business Inclusion Program, please contact the Office of Equity and Inclusion at [equity.inclusion@ohioturnpike.org](mailto:equity.inclusion@ohioturnpike.org)

## **PART X. DEVIATIONS, EXCEPTIONS AND ADDENDA TO REQUEST FOR LOIs**

Respondents should raise any questions, exceptions or requested changes they have concerning the Request for LOIs during the Inquiry Period. If a Respondent discovers any ambiguity, error, conflict, discrepancy, omission or other deficiency in this Request for LOIs, that Respondent should immediately notify the Commission of such error and request modification or clarification of the Request for LOIs in accordance with the procedures outlined in PART VI. In the event that it becomes necessary to provide additional clarifying data or information or to revise any part of this Request for LOIs, addenda will be issued and posted on the Commission's website (<https://www.ohioturnpike.org/business/doing-business-with-us/rfps>) to modify the necessary provisions of the Request for LOIs.

Respondents should specify in the Proposals whether they take exception to any of the Scope of Services or the form Contract. If a Respondent fails to notify the Commission of a known error in the Request for LOIs, and a contract is awarded to that Respondent, that Consultant shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Commission reserves the right to make changes to the scope of this Request for LOIs and to clarify any of the requirements, information and/or provisions of this Request for LOIs as it deems necessary. Any changes to the Request for LOIs will be made via addenda issued prior to the submission deadline. The Commission further reserves the right, if necessary, to extend the submission deadline.

## **PART XI. LEGAL REQUIREMENTS**

The Respondent is required to adhere to the rules and regulations promulgated by the Commission and the State of Ohio, and all terms and conditions set forth in this Request for LOIs. Additionally, the Respondent agrees to the following:

- A. A Respondent may withdraw or modify its proposal only if notice of such withdrawal or modification is prior to the Letter of Interest due date as identified on the front cover of this Request for LOIs.
- B. Once opened, the Respondent agrees that its Letter of Interest cannot be altered, modified, or withdrawn.
- C. By submitting a Letter of Interest, the Respondent acknowledges it has read this Request for LOIs, understands it, and agrees to be bound by the terms and conditions set forth herein.
- D. The Commission is not responsible for the accuracy of any information regarding this Request for LOIs that was gathered through a source other than the Commission's website or the inquiry process described above.

The Commission reserves the right to:

- A. Reject any and all Letters of Interest in whole or in part;
- B. Require any Respondent to submit additional written or oral clarification of their Letter of Interest and to meet with any, but not necessarily all, of the Respondents to obtain additional information and/or clarification and/or to negotiate terms of any Letter of Interest submitted;
- C. May consider financial information other than any financial information required by this Request for Letters of Interest (if any) as part of the evaluation process, including but not limited to credit reports from third-party reporting agencies.
- D. Enter into a Contract with the Consultant on the basis of the Letter of Interest submitted, without written or oral modifications thereto; and
- E. Waive minor irregularities noted in a Letter of Interest when in the best interest of the Commission.

Under no circumstances will the Commission be responsible for any costs incurred by any Respondent in submitting a Letter of Interest.

**Executive Order 2019-12D - Governing the Expenditure of Public Funds for Offshore Services - PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES.** This

Executive Order was signed on March 4, 2019, and will automatically expire ten (10) calendar days after Governor DeWine's last day as Governor of Ohio unless rescinded before then.

- A. The Commission shall not enter into any contract which uses any funds within its control to purchase services which will be provided outside the United States.
- B. Contractors and Consultants must complete the Affirmation and Disclosure Form, attached hereto as Appendix E, affirming the Contractor/Consultant understands and will meet the requirements of the above prohibition. During the performance of the Contract, if any award is made, if the Contractor/Consultant changes the location(s) disclosed on the Affirmation and Disclosure Form, the Contractor/Consultant must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

**Executive Order 2022-02D - State of Ohio's Response to Russia's Unjust War on the Country of Ukraine** - PROHIBITION OF THE EXPENDITURE OF PUBLIC FUNDS FOR OFFSHORE SERVICES. This Executive Order was issued on March 3, 2022, and will remain in effect unless rescinded or modified by a future Executive Order of the Governor.

- A. The Commission will not enter into any contract to purchase services provided outside of the United States or that allows Commission data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States, unless a duly signed waiver from the State has been attained. Notwithstanding any other terms of a Contract, the Commission reserves the right to recover any funds paid for services the Contractor/Consultant performs outside of the United States for which it did not receive a waiver. The Commission will not waive any other rights and remedies provided to the Commission in a Contract.
- B. The Commission will not make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of a Contract, the Commission reserves the right to recover any funds paid to Contractor/Consultant for purchases or investments in a Russian institution or company. These provisions will expire when the applicable Executive Order is no longer effective.
- C. The Contractor/Consultant must complete the Contractor/Subcontractor Affirmation and Disclosure Form, attached hereto as Appendix E, affirming the Contractor/Consultant understands and will meet the requirements of the above prohibition. During the performance of the Contract, if any award is made, if the Contractor/Consultant changes the location(s) disclosed on the Affirmation and Disclosure Form, Contractor/Consultant must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

**Public Records.** The Commission constitutes a "public office" and materials submitted in response to this Request for LOIs are potentially "public records" subject to disclosure under the Ohio Public Records Act found at Section 149.43 of the Ohio Revised Code. Respondents that deem any materials submitted in response to this Request for LOIs as excluded from the definition of "public record" (i.e., trade secrets) or otherwise exempt from disclosure under the law, must clearly mark the material so designated as "confidential." If the Commission receives a public records request encompassing the documents that a Respondent characterized as exempt from disclosure, the Commission will make reasonable efforts to notify the Respondent of the request. If the Respondent affirms that the materials at issue are exempt from disclosure, the Commission will cooperate with the Respondent to restrict or limit disclosure provided the Respondent agrees to defend the Commission or assume the costs and fees associated with the defense,

including legal counsel acceptable to the Commission, necessary as a result of withholding the materials, and further agrees to indemnify and hold the Commission harmless from and against any claim, lawsuit or judgment arising from withholding the materials that the Respondent identified as exempt from disclosure.

## **PART XII. ONLINE NOTARY PUBLIC SERVICES**

The Commission has the capability to provide online notary public services which are available to any respondent without access to a notary public for documents that must be notarized and submitted with a bid. Please allow at least 3 business days to process any request for online notary public services. Requesting party must have computer internet access and a webcam. Please contact the Commission at [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org) for online notary public information and services.

## **PART XIII. APPEAL PROCESS**

Any aggrieved Respondent desiring to challenge the award of a contract as a result of this Request for Letters of Interest must state its complaint in writing, through electronic submission in pdf format to [purchasing@ohioturnpike.org](mailto:purchasing@ohioturnpike.org) within five (5) calendar days of notification of the contract award. Upon receipt of a timely challenge, one or more representative(s) of the Commission shall meet with the protesting party to hear its objections. ORC Chapter 119 shall not be applicable to such meeting. No final award shall be made until the Commission either affirms or reverses its earlier determination for such contract award.