

LPA SCOPE OF SERVICES FORM

A. Project Identification

County	LIC	Route	SR 37/MR 954	Section	10.17/0.00
Project sponsor / Maintenance responsibility:				Village of Alexandria	
Local Let		ODOT Let		X	
Scope field review:		12/4/2025		Scope meeting:	12/4/2025
Highway Functional Classification		Principal Arterial			
PID	125051				
Fiscal Year	2028		Proposed Sale Date	Q1 2028	

B. Design Standard

AASHTO/ODOT

C. Project Description

Description of Proposed Improvements:	
Installation of curb ramps, RRFB's, and other pedestrian crossing improvements along SR 37 and Granville St (MR 954) in the Village of Alexandria. Project will also fill in sidewalk gaps along SR 37.	

Prior studies / plan (identify):	ODOT HSIP Safety Application(s)
Estimated Project Length: (begin pavement to end pavement including bridge)	0.75 miles
Work Length: (including project length & approach work)	0.75 miles

Alignment:	Existing	X	Relocated	
Profile:	Existing	X	New	
Logical Termini: (w/explanation)	Corporation limits, village park and existing sidewalk.			

D. Typical Sections**Existing:**

Width:	Pavement		Graded Shoulder		Treated Shoulder	
R/W	Within existing					
Bridge:	face to face of rails				or toe to toe of parapets	
Curbs		Yes	X	No		
Curb ramps		Yes	X	No		
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	<u>X</u>	Type	

Proposed:

Width:	Pavement		Graded Shoulder		Treated Shoulder	
Bridge						
Median:	Yes		No	X	Type	
Curbs:		Yes	No	X	Type	
Curb ramps:		Yes	X	No		
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	X	Type	

Supplemental Information

ADT	SR 37 = 6897 vpd	Design ADT	
DHV	760	Certified Traffic	
T24	14%		
Design Speed	25/35 mph	Legal Speed	25/35 mph
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes		No	X	
Approximate Number of Parcels:					
Known relocations:	Yes		No	X	

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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	
Cablevision	Yes	X	No		Name of Company	
Power	Yes	X	No		Name of Company	

Buried:

Phone	Yes	X	No		Name of Company		
Cablevision	Yes	X	No		Name of Company		
Power	Yes	X	No		Name of Company		
Gas	Yes	X	No		Name of Company		
Pipelines:	Yes		No	X	Name of Company		
Water	Yes	X	No		Private		Public X
Sanitary Sewer	Yes	X	No		Private		Public X
Storm Sewer	Yes	X	No		Private		Public X
Other							
Comments	No utility impacts or relocations anticipated.						

G. Structure Requirements

Existing Structure information:

Structure type:					
Sufficiency Rating:		General Appraisal		Bridge No.	
Structure File No.			Crossing		
Bridge length:					
Number of Spans					
Eligible for the National Historical Register	Yes		No		

Proposed Structure:

New Structure:	Yes	No			
Rehabilitate Existing Bridge	By:				
Structure width:			Structure type:		
Number of spans:					
Beam Type:	Concrete Box		Steel		
Other Design Considerations / Explanation of Change in Line/Grade:					
Guardrail Type:					

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	RRFB's & Pedestrian signage
Striping:	Yes	X	No		Remarks	Crosswalks & yield lines
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Geotechnical

Is geotechnical design necessary (Y/N)? If so, fully utilize historic geotechnical information; perform subsurface exploration in accordance with the Specifications for Geotechnical Explorations; and perform geotechnical design in accordance with the Geotechnical Design Manual.

K. Maintenance of Traffic

Detour		Part Width	
Remarks:	Lane closures anticipated		

L. Driveways

Yes	X	No		Type	Concrete	
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M. Project Funding

Project Cost Estimate	\$363,055 = \$77,000 Design FY26; \$253,050 Const. FY27; \$33,005 Local Match				
Quantity splits needed in plans to differentiate funding participation:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Comments:	10% Local match for Safety funds (100% State)				
Coordination with Concurrent Projects Required:	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Comments:					

Cost Estimates:

Total Federal Funds/Percent Split Total Local Funds/Percent Split

PE	_____	_____	_____	_____
RIGHT OF WAY	_____	_____	_____	_____
UTILITIES	_____	_____	_____	_____
CONSTRUCTION	_____	_____	_____	_____
CONST ENGINEERING	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

N. 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
What Cost Recovery method does the LPA intend to utilize?			
<input checked="" type="checkbox"/> 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs. <input type="checkbox"/> 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate ^a <input type="checkbox"/> 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only) ^b , plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate. <input type="checkbox"/> 4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.			
Does the LPA currently have a timekeeping system in place?	Yes	No	X
If so, does that system track both payroll and project hours concurrently?	Yes	No	X
If different systems, how does the LPA reconcile project hours to payroll?			
How often are payroll records prepared?			

^a 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.

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

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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		No	X
Does the LPA ensure that timecards are signed by the employee?	Yes		No	X

O. Environmental

Scope of the Proposed Action /Involvement with Resources:				
	Not required	Required	Responsibility	Due Date
Tentative CE Level __C1__		X	ODOT on behalf of Village	
Purpose and Need Statement				
Section 106 Scoping Request Form				
Cultural Resource Phase 1				
Cultural Resource Phase II				
Cultural Resource Mitigation				
Cultural Resource Section 4(f)				
Data Recover Plan-Documentation for Consultation				
Section 4(f)/6(f)-Park/Recreation				
Recreational Boating				
Level 1 Ecological Survey Report				
Level 2 Ecological Survey Report				
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				

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Scenic River			
Farmland Screening or FCIR			
Public Involvement			
Public Meeting			
RMR Screening			
RMR Assessment/Investigation			
Drinking Water Resources			
Flood Plain/Flood Way			
Underserved Populations			
Noise Study			
Air Quality Analysis			

Asbestos Inspection Required:	Yes	No	X
Comment:			

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

- Public Involvement to be completed by Village
- ODOT will need copy of PONLS from consultant team
- Any tree clearing to take place before project by Village within allowable timeframe (October 1 – March 31)
- RMR screening is expected to exempt gas station opposite of Northridge Road
- Plan note will be needed to ensure impacts are not made to TJ Evans Trail access off of Depot Street due to 4F/6F.

P. Roles / Responsibilities

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

Q. Field Review

Date:	12/4/2025
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
Kendra Borror	Village		administrator@alexandriaoh.gov
Sam Barnes	Village		mayor@alexandriaoh.gov
Jeannette Gunn	Village		jeannette.gunn@gmail.com
Josh Otworth	ODOT District 5		
Baylor Gammatter	ODOT District 5		
Ben Boyer	ODOT District 5		
Nicole Hafer-Lipstreu	ODOT District 5		

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R. COMMITMENT DATES		ODOT-let
ACTIVITY		DUE DATE
Authorization to Proceed		Q3 FY26
Stage 1/Stage 2 Review		Q4 FY26
R/W and Utility Clearance		Q1 FY27
Environmental Clearance		Q1 FY27
Final Tracings		Q3 FY27
R/W Plans Approved/Not Required		N/A
Bid document & tracings to District		Q3 FY27
Plan Package to C. O.		Q3 FY27
Award Date		Q1 FY28

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:	Signature	Date
Environmental Coordinator		
Real Estate Admin.		

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Program Manager		
Project Manager		12/8/2025

PID 125051 - Village of Alexandria Pedestrian Improvements

Scoping Meeting Notes

- New sidewalk both sides of Main Street (SR 37):
 - From west corp. limit to Northridge Road
 - From Granville Street to east corp. limit
- Pedestrian crossing improvements
 - Granville Street (MR 954)
 - New crossing at Depot Street: New curb ramps, LED-enhanced pedestrian signage, high visibility crosswalk pavement markings
 - New mid-block crossing east of Main Street: New curb ramps, LED-enhanced pedestrian signage, high visibility crosswalk pavement markings
 - Main Street (SR 37)
 - New crossing at alley west of Granville Street: New curb ramps, LED-enhanced pedestrian signage, high visibility crosswalk pavement markings
 - Liberty Street: Replace all curb ramps at all crossings and place high visibility crosswalk pavement markings at all crossings
 - Maple Drive: Replace curb ramps, place high visibility crosswalk pavement markings, install RRFB's
 - New crossing at Northridge Road: New curb ramps, install RRFB's, high visibility crosswalk pavement markings
- Access management may be evaluated for the commercial drive opposite Northridge Road.
- Advance pedestrian warning signage will be installed for some pedestrian crossings.
- Yield line pavement markings will be placed in advance of all mid-block crosswalks.
- Several commercial and residential driveways will need aprons reconstructed.
- There will be no right of way acquisition or utility relocation.



LEGEND

- HIGH-VISIBILITY CROSSWALK MARKINGS
- SIDEWALK W/ CURB RAMPS
- RRFB SIGNAGE AND PEDESTAL
- FLASHING LED PEDESTRIAN SIGN WITH SIGN POST

**VILLAGE OF ALEXANDRIA
PROPOSED CROSSING IMPROVEMENT MAP**

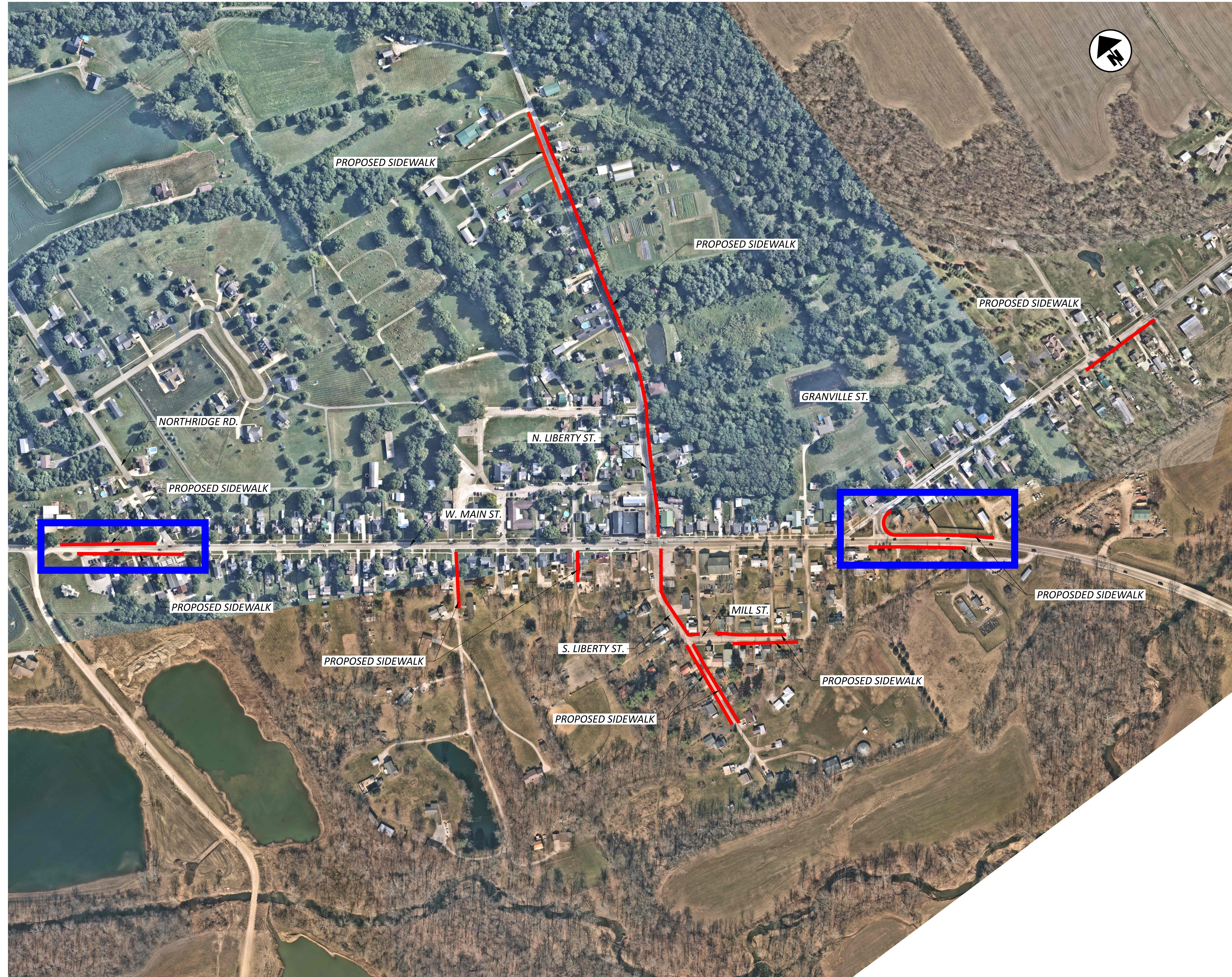
DESIGN AGENCY


DESIGNER
MGB
REVIEWER

PROJECT ID

PRELIMINARY NOT FOR
CONSTRUCTION
SHEET
P.1
TOTAL
1

HORIZONTAL
SCALE IN FEET
0 100 200 400



Included

VILLAGE OF ALEXANDRIA SIDEWALK GAP-FILLING

DESIGN AGENCY
 verdantus

DESIGNER
MGB
REVIEWER

PROJECT ID

PRELIMINARY NOT FOR
CONSTRUCTION
SHEET
P.1 TOTAL
1

HORIZONTAL
SCALE IN FEET
300
150
0
600