

Scope Narrative

C-R-S: AUG-75-0498 L/R STS

1. General Information

District/Central Office:
PID#: 124002

	No.	Scope of Services Meeting Date	Approved Final Scope of Services
Prime Agreement	0	11/13/2025	

I-75				
			Unit	Measure
Functional Classification	Rural Interstate	From:	SLM	4.00
Design Functional Classification	Rural Interstate	To:	SLM	5.50
Posted Speed (MPH)	70 mph	Project Length	Miles	0.5
Design Speed (MPH)	75 mph	Work Length	Miles	1.5
		Lateral Limits	FT	250

2. PDP Phases Included in this Agreement: Phase PE through Phase PE Agreement between Consultant and: Ohio Department of Transportation

This scope approval is the initial scope for development of the agreement. As the project moves through additional project development Phases, the project specific scopes of services for these additional Phases shall be developed and incorporated herein.

This Agreement will be implemented in Parts appropriate to the PDP Phases. The initial price proposal and authorization will include:

Phase PE thru the Phase PE

Proposal / Scope
--
AUG-75-0498 L/R STS
Agreement No.
Modification No. 0

The specific scope of work and cost proposal for succeeding PDP Phase(s) will be developed as the current Phase(s) is completed.

3. Price Proposal Due Date: 12/12/2025

4. Project Location:

Perform Structure Type Study

5. Project Description:

Perform Structure Type Study

6. Communication/Contacts:

The respective project managers (ODOT and Consultant) will be the primary points of communication. Rules for communication between project staff listed below will be discussed at the Scope of Services Meeting and further described herein. Technical issues may be discussed directly (between project staff) below the project manager level, but the respective project managers must be informed of such discussions and any decisions resulting there from. Contractual issues should always be communicated at the project manager level.

ODOT

	Name	Phone #	E-Mail Address
D7 Contracts Manager	Tony Bensman	937-497-6815	tony.bensman@dot.ohio.gov
D7 Design Engineer	Ryan Hanke	(937) 497-6948	Ryan.Hanke@dot.ohio.gov
Project Manager	Jonathan Koester	937-497-6763	Jonathan.Koester@dot.ohio.gov

7. Schedule

Completion Time for Phases	PE thru PE:
Completion Time for all Phases	PE thru PE: 12 months

The following commitment dates are derived from the Ellis events as developed:

Milestone	SFY	Current
Environmental Document Approved	2025	6/4/2025

Proposal / Scope
--
AUG-75-0498 L/R STS
Agreement No.
Modification No. 0

Milestone	SFY	Current
NEPA Start Date	2025	6/4/2025

The Consultant will prepare a detailed Master Schedule Gantt Chart (from initial authorization of the agreement thru completion (sale) utilizing Microsoft Project. This schedule is to be included with the price proposal. The Schedule will include beginning and ending dates as well as key milestones on the critical path (Ellis milestones) for the project. Based on the type of Consultant Agreement, the Schedule shall also accommodate appropriate time frames for scoping, negotiation and authorization for the additional Phases. If applicable to the project, the schedule will also include, at a minimum, all milestones as per the Department's approved Enhanced Tracking Milestone Listings. The overall schedule past those phases contracted for may be general in nature meeting the dates as established within this scope. The Consultant will be responsible for timelines of Phases as authorized within this agreement. The Consultant is responsible for updating the schedule as needed throughout the PDP (or as requested by ODOT) and providing these schedules monthly or as mutually agreed at the time of scope meeting (typically with Consultant Invoices). Monthly project updates are required to be submitted to the Departments Project Manager at a minimum indicating or identifying work completed this month, expected work next month and identifying any critical items needing action from both the Consultant and Departments personnel. These updates are typically provided with monthly invoicing and should be coordinated with the Department's Project Manager for an approved format and schedule.

8. Electronic Distribution of Design Information

The development of this project shall be performed in accordance with the Department's design manuals and documents. The consultant shall perform all work required by the design manuals unless a specific exception is included herein. Absence of a specific reference to required elements of the work either in this Scope of Services or the consultant's price proposal shall not relieve the consultant of responsibility to perform the work or justify additional compensation. The consultant's price proposal shall be based on the most current revision of each manual at the date of the Scope of Services Meeting.

The consultant shall also be responsible to revise the plans to conform to the most recent revision of the design manuals and documents. The Department maintains current documents and a summary of the latest revisions through the Design Reference Resource Center (DRRC) (<http://www.dot.state.oh.us/drcc/>) (the DRRC page of the Department's Website). This site will release all new and revised design information quarterly, on four specific dates. The most significant recent changes made to this page are reflected under the heading "Latest Revision/Revision History."

Minor changes should be routinely incorporated in the work. The consultant shall notify the Department (District Office or other office charged with administration of the agreement) in writing of any subsequent changes in design manuals or other documents that would substantially impact work already performed or change the overall impacts of the project including construction costs, right of way impacts or environmental impacts. The Department will respond in writing concerning the disposition of any such changes. The Department agrees that a substantial change in design policy or plan preparation requirements may constitute a valid request for additional compensation.

The correspondence transmitting final deliverables shall note the last revision date of the Design Reference Resource Center upon which the plans were based.

9. Variations from the Scope of Service

This Scope of Services document is based on the Department's knowledge of project requirements at the time when the document was prepared, and serves as the basis for the price proposal and agreed fee. However, changes in the work may be required as the project develops and more complete information becomes available. Such changes also may be dictated by written procedures included in manuals or decisions made by the Department. As the project develops, it is the Consultant's responsibility to advise the Department of significant changes in the work that may require modification of the agreement, and to maintain separate cost accounting for each specific issue. The Department's written comments and other technical decisions concerning development of the project shall not be construed as authorization for extra work for which additional compensation may be claimed. Modification of the agreement or written authorization to proceed is required prior to the performance of additional work. In short, at all times the Consultant remains responsible to advise the Department of work that exceeds the scope of services.

Requests for modification will be evaluated from the standpoint of the scope of services in its entirety and not in terms of a single issue. Additions to the scope of services may be offset by reductions in other areas of the work.

10. PDP Process

The Ohio Department of Transportation (ODOT) has developed and implemented a Project Development Process (PDP) that includes regular communication among technical disciplines, results in quality plans and minimizes cost overruns during right-of-way acquisition and project construction. Depending on their size, complexity, and/or potential impact to the environment, ODOT transportation projects are categorized as one of five paths (Path 1– 5). The PDP consists of five phases that projects must advance through prior to construction. These phases include Planning, Preliminary Engineering, Environmental Engineering, Final Engineering and Construction. While all projects advance through these phases, project managers have the flexibility to adjust scope activities within the phases to better support decision-making.

The PDP is a project management and transportation decision-making procedure that outlines project development from concept through completion. Each PDP activity is timed to facilitate informed decision making based on an appropriate level of project development and risk management. The PDP encourages communication among disciplines, requires documentation of the reasoning behind project related decisions, eliminates duplicated effort among disciplines and provides for early identification of potential issues. Involvement of all disciplines during the early stages of project development ensures that issues affecting project type, scope, development schedule and costs can be correctly evaluated and anticipated.

The manual and associated tools provide guidelines to identify activities required during each phase of project development. The project scope determines the amount of work performed within the phases. Although the manual and web-based tool identifies work tasks, deliverables and potential stakeholders for each phase in the process, the process requires coordination of people and tasks between phases to ensure continued review and study of the best possible options.

Communication and transition among disciplines are critical to a project's success. By establishing communication opportunities and responsibilities throughout the PDP, the project manager ensures that those involved in the project fulfill their project commitments. The project manager for each step is responsible for ensuring appropriate coordination and involvement of other disciplines throughout the process.

11. On-Going Consultant Involvement during the Construction Phase

The Consultant shall provide construction phase services as requested by the Department, for the purpose of advising the Department concerning interpretations of the plans and specifications prepared by the consultant, advising the

Department of any changed or unanticipated field conditions that will impact the work, and participating in a formal Partnering process if applicable. The consultant will not have any formal ongoing duties in administration of the construction contract or inspection and testing of the project. The Consultant's personnel assigned to this phase of the work shall be the same personnel that designed the project and prepared the plans (generally the personnel whose initials appear on the drawings).

The Consultant shall provide the following construction phase services as requested by the Department:

1. Attend meetings including the preconstruction meeting, job progress meetings, partnering meetings if applicable, and other meetings as requested.
2. In conjunction with job progress meetings or as requested, visit the job site at appropriate intervals to monitor critical areas of the work and advise the Department of any conditions that would affect the work.
3. If authorized, provide on-site geotechnical support for construction of geotechnical complex systems.
4. Respond to questions and visit the job site on an as needed basis.
5. Assist the Department in evaluation of change orders or claims.
6. If directed by the Department, replace right of way monumentation destroyed by the Contractor's construction operations. Monuments shall be $\frac{3}{4}$ inch diameter steel rod, 30 inches long, with an aluminum cap having a minimum diameter of 1 $\frac{1}{2}$ inch, stamped ODOT R/W and bearing the surveyor's Ohio Registration Number and name, and/or company name. In order to support the Department's efforts in recovering costs from the Contractor, maintain separate cost accounting records for this work.

Centerline Adjustable Monument Assemblies shown on the Recorded Centerline Plat shall be set by the consultant at an appropriate stage of construction, as directed by the Department. After construction of the Centerline Adjustable Monument Assemblies by the contractor, the Consultant shall set the iron pin and cap in the Centerline Adjustable Monument Assembly Box. All centerline monuments, reference monuments and right of way monuments shall conform to Standard Construction Drawing RM-1.1 (pages 1 and 2)

7. Attend the post construction meeting and prepare minutes of the meeting including a discussion of preventable change orders.

Compliance with Health and Safety Requirements

For Consultant personnel visiting the site, the Consultant shall be responsible for compliance with applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA and ODOT rules and regulations.

The Consultant shall provide, as a minimum, the same level of safety equipment as required for ODOT inspectors. Consultant personnel shall be subject to compliance inspections by ODOT personnel.

Responsibilities of the Department

1. The District Project Manager for the design agreement will remain as the point of contact for the consultant during the construction phase

2. District construction personnel may contact the consultant directly regarding any plan questions or interpretations, but the District Project Manager for the design agreement will be notified of all such communications.
3. The Department will advise the consultant in writing of any potential errors or omissions which must be corrected without undue delay and without additional costs to the State
4. The Department will direct the consultant to set the iron pin and cap in the Adjustable Monument Assembly Boxes at an appropriate stage of construction.

12. Exceptions/Clarification from Manuals

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13. Existing Document (Not Attached to the Profile)

External Documents

14. Attachments (Attached to the Profile or Tasks)

15. Task List

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
1	Planning Phase				
1.1	Project Start-up				
1.1.A	Planning and Programming	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.B	STIP/TIP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Project Initiation Package				
1.2.A	Define Study Area and Logical Termini	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.B	Conduct Field Review (walk through)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.C	Identify Discipline Specific Issues for Project Initiation Package				
1.2.C.A	Identify Design Issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: Be advised, another project in design within proximity, PID 118055, I-75/U.S.33 Interchange Safety Improvements Ohio Department of Transportation (Public Information) construction anticipated in 2026-2027.				

Proposal / Scope

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AUG-75-0498 L/R STS
Agreement No.
Modification No. 0

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
1.2.D	Project Initiation Package Preparation and Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: Used as an ODOT Scoping/Planning Tool.				
1.3	Existing Data, Research and Analysis				
1.3.D	Planning Level Traffic - No Build Condition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: ODOT will provide traffic forecast. ODOT PM to request from Mary and Mitchell.				
1.3.H	Develop Purpose & Need	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: Address structural deficiencies with bridge by providing sufficient information to support funding application. Explain life span of existing and alternatives. See Bridge STS narrative below.				
2	Preliminary Engineering Phase				
2.3	AER Design				
2.3.A	Field Survey and Aerial Mapping				
2.3.A.C	Base Mapping				
2.3.A.C.1	No additional R/W expected to be acquired	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: ODOT will provide record survey from PID 88386 (not-constructed) for planning level profile impacts.				
2.3.F	Maintenance of Traffic				
2.3.F.C	Conceptual MOT Plan (without MOTAA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: Narrative and typical sections of phases to be included in Structure Type Study. Anticipate closure of NB entrance ramp from US-33 to IR-75.				
2.3.G	Utilities				
2.3.G.A	Utility Coordination and Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: Consultant should contact OUPS and acquire existing record plans.				
2.5	AER Submittal and Other Studies				
2.5.D	Structures				
2.5.D.A	Bridge Structure Type Study (break out each bridge separately)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: NB and SB Bridges 1. No Build 2. Repairing option (expansion joints with strip seal, approach slab, wearing surface, lowering profile at 75 to meet crash testing standards [too thick])				

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
	<p>3. Deck replacement (convert to semi-integral, widen turn back wing walls without adding deep piling, retrofit moment plates/fatigue and paint the existing structural steel). Vertical Clearance 15.5' desired minimum (investigate meeting LD1 of 16.5').</p> <p>4. Superstructure replacement - galvanized beams, vertical clearance investigation.</p> <p>5. Bridge replacement (potentially shorter length) - 3 alternatives proposed by consultant (minimize profile impacts on 75, avoid impacts to AUG 75-0515 bridges)</p> <p>Include Bridge sheets: Site Plan, Transverse Section, Abutment Detail.</p> <p>Include Life Cycle Cost (and other matrix category headers) in a table format to compare alternatives.</p>				
2.7	Stage 1 Design				
2.7.D	Geotechnical Services				
2.7.D.A	Geotechnical Services and Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Narrative: ODOT to provide 3 deck cores for each bound (outside shoulders).				
3	Environmental Engineering Phase				
3.5	Prepare Environmental Document				
3.5.A	Prepare Environmental Document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>