Scope Narrative

C-R-S: CLA-40-2.08

1. General Information

District/Central Office:
PID#: 124411

	No.	Scope of Services Meeting Date	Approved Final Scope of Services
Prime Agreement	0	3/19/2026	

US 40				
			Unit	Measure
Functional Classification	Minor Arterial	From:	SLM	1.95
Design Functional Classification	Minor Arterial	To:	SLM	2.20
Posted Speed (MPH)	55	Project Length	Miles	0.25
Design Speed (MPH)	60	Work Length	Miles	0.50
		Lateral Limits		

SR 571				
			Unit	Measure
Functional Classification	Major Collector	From:	SLM	3.38
Design Functional Classification	Major Collector	To:	SLM	3.5
Posted Speed (MPH)	55	Project Length	Miles	0.25
Design Speed (MPH)	60	Work Length	Miles	0.50
		Lateral Limits		

2. PDP Phases Included in this Agreement: Phase PE through Phase FE
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 FE

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: 4/9/2026

4. Project Location:

Intersection of US-40 and SR-571 in Clark County.

5. Project Description:

Safety improvements at the intersection of US 40 and SR 571.

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**
Design Engineer	Ryan Hanke	937-497-6948	Ryan.Hanke@dot.ohio.gov
Project Manager	Amy Havenar	937-497-6756	Amy.Havenar@dot.ohio.gov
Contract Manager	Tony Bensman	937-497-6815	Tony.Bensman@dot.ohio.gov

7. Schedule

Completion Time for Phases	PE thru FE:
Completion Time for all Phases	PE thru FE: 40

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

Milestone	**SFY**	**Current**
Project Initiation Package	2026	9/15/2025
Authorized Design Consultant	2026	6/1/2026
Feasibility Study - Submitted	2027	11/1/2026
Feasibility Study - Approved	2027	12/1/2026
Stage 1 Plans - Submitted	2027	6/1/2027
Stage 1 Plans - Complete	2028	7/1/2027
Preliminary R/W Review Submission - Submitted	2028	7/1/2027
Preliminary R/W Review Submission - Approved	2028	8/1/2027
Compliance R/W Review Submission- Submitted	2028	11/1/2027
Stage 2 Plans - Submitted	2028	12/1/2027
Compliance R/W Review Submission - Approved	2028	12/1/2027
Final R/W Plan Submission - Approved	2028	12/15/2027
Stage 2 Plans - Complete	2028	1/1/2028
R/W Authorized	2028	1/1/2028
Environmental Document Approved	2028	1/1/2028
Stage 3 Plans - Submitted	2028	5/1/2028
Stage 3 Plans - Complete	2028	6/1/2028
Final Tracings - Submitted	2029	8/15/2028
R/W Acquisition Complete	2029	9/1/2028
District R/W Certification	2029	9/15/2028
Final Tracings - Complete	2029	9/15/2028

Milestone	SFY	Current
Plan Package Received in C.O.	2029	10/1/2028
Sale	2029	1/1/2029
Award	2029	1/1/2029
End Construction	2029	6/30/2029

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/drrc/) (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 ¾ inch diameter steel rod, 30 inches long, with an aluminum cap having a minimum diameter of 1 ½ 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

--

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**				
1.3	**Existing Data, Research and Analysis**				
1.3.E	**Certified Traffic - No Build Condition**	☐	☒	☐	☐
	Narrative: ODOT will provide Design Traffic.				
2	**Preliminary Engineering Phase**				
2.1	**Develop Preliminary Alternatives**				
2.1.A	**Prepare and complete Feasibility Study**				
2.1.A.C	**Capacity Analysis Feasible (Build) Alternative(s)**	☒	☐	☐	☐

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
2.1.A.K	**Prepare Feasibility Study**	☒	☐	☐	☐
	Narrative: Discuss alternatives from the Safety Study, mentioning the previously dismissed alternatives. Schedule an over-the-shoulder review meeting to discuss preliminary layouts to further develop for the Feasibility Study.				
2.2	**Perform Environmental Field Studies**				
2.2.A	**Property Owner Notification**	☒	☐	☐	☐
	Narrative: Survey notification letters drafted by consultant, signed by District.				
2.3	**AER Design**				
2.3.A	**Field Survey and Aerial Mapping**				
2.3.A.A	**Project Control, Benchmarks, and Reference Points**				
2.3.A.A.2	**Type "B" Monument Specified**	☒	☐	☐	☐
	Narrative: Set 8 Type B survey control points no more than 500 feet apart (4 at the survey limits along 571 and 40 and 4 near the intersection) and 4 benchmarks at the survey limits of the project along 571 and 40. The benchmarks and the control points can't be the same. Benchmarks can be things like manhole rims, wingwalls, fire hydrants, abutments, and existing railroad spikes in power poles, etc... If there are any questions, please reach out to Dustin O'Neal, as it can be difficult finding benchmark locations in many rural areas. We will be expecting a Surveymaster spreadsheet with all the survey control data. The project needs to be in the Clark county LDP coordinate system.				
2.3.A.B	**Monumentation Recovery; Records Reasearch; and Bolundary Line Resolution & Mapping**				
2.3.A.B.1	**Records Research including deeds and easements**	☒	☐	☐	☐
2.3.A.B.2	**Existing Centerline and R/W Field Survey**	☒	☐	☐	☐
	Narrative: Establish centerline and existing right-of-way lines.				
2.3.A.B.3	**Boundary Lines/Easements Field Survey**	☒	☐	☐	☐
2.3.A.B.4	**Establish boundary lines, tax id & ownerships on base map**	☒	☐	☐	☐
2.3.A.C	**Base Mapping**				
2.3.A.C.2	**Additional R/W expected to be acquired**	☒	☐	☐	☐
2.3.B	**Roadway**				
2.3.B.C	**Horizontal Alignment and Vertical Profile - Mainline**	☒	☐	☐	☐

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
	Narrative: Submit a Roundabout Geometrics submission prior to Stage 1, per L&D Vol. 1.				
2.3.B.D	**Plan and Profile - Crossroads**	☒	☐	☐	☐
2.3.B.I	**Identify Construction Limits**	☒	☐	☐	☐
	Narrative: Consider highway light poles setback 10' from the back of the roundabout curb. Provide a relatively flat 12' X 40' area behind curb, adjacent to highway light pole for maintenance.				
2.3.C	**Drainage**				
2.3.C.B	**LD-33 Form (Contact County Engineer)**	☒	☐	☐	☐
2.3.C.D	**Perform preliminary hydraulic analysis for culverts**	☒	☐	☐	☐
	Narrative: CFN: 1883531 and CFN: 1807856. Conduit size may be insufficient. SR 571 north of US 40 has a history of overtopping.				
2.3.C.E	**Conceptual BMP**	☒	☐	☐	☐
2.3.C.F	**Estimate impact to wetlands, streams, & other regulated waters of the US and potential wetland mitigation**	☒	☐	☐	☐
	Narrative: Estimate impacts.				
2.3.F	**Maintenance of Traffic**				
2.3.F.C	**Conceptual MOT Plan (without MOTAA)**	☒	☐	☐	☐
	Narrative: Low level memo describing MOT considerations. ODOT anticipates full closure outside the school year.				
2.3.G	**Utilities**				
2.3.G.A	**Utility Coordination and Documentation**	☒	☐	☐	☐
2.4	**Prepare Cost Estimates**				
2.4.A	**Roadway/Interchange Costs**	☒	☐	☐	☐
	Narrative: Feasibility level cost of alternatives.				
2.4.B	**Right of Way Costs**	☐	☒	☐	☐
	Narrative: District Real Estate to provide proposed R/W costs. Consultant to provide estimated take areas.				
2.6	**Public Involvement/Coordination**				
2.6.A	**Public Involvement / Coordination**	☒	☒	☐	☐
	Narrative: Consultant to prepare online PowerPoint presentation and provide supporting documents/exhibits as requested by the district. The district will primarily coordinate the Public Involvement. Public outreach will occur after Stage 1. Consultant may be asked to provide a response to public comments.				
2.7	**Stage 1 Design**				

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
2.7.A	**Roadway**				
2.7.A.A	**Title Sheet**	☒	☐	☐	☐
2.7.A.B	**Schematic Plan**	☒	☐	☐	☐
2.7.A.C	**Roundabout Geometric Layout**	☒	☐	☐	☐
	Narrative: Review and coordinate with the District. Pre-Stage 1 submission per L&D Vol. 1.				
2.7.A.D	**General Notes**	☒	☐	☐	☐
	Narrative: Utility owners listed.				
2.7.A.E	**Typical Sections**	☒	☐	☐	☐
2.7.A.F	**Cross Sections**	☒	☐	☐	☐
2.7.A.G	**Plan and Profile - Mainline**	☒	☐	☐	☐
	Narrative: Consider highway light poles setback 10' from the back of the roundabout curb. Provide a relatively flat 12' X 40' area behind curb, adjacent to highway light pole for maintenance.				
2.7.A.H	**Plan and Profile - Crossroads**	☒	☐	☐	☐
	Narrative: Coordination with PID 118687 needed.				
2.7.A.O	**Driveway Details**	☒	☐	☐	☐
2.7.B	**Drainage**				
2.7.B.A	**Storm Sewer Profiles**	☒	☐	☐	☐
2.7.B.B	**Culvert Detail Sheet**	☒	☐	☐	☒
2.7.B.D	**Drainage Calculations**				
2.7.B.D.1	**Culvert**	☒	☐	☐	☐
	Narrative: A preliminary review of the Hydraulics in the area shows the 30 inch conduit may be insufficient. CFN: 1883531 CLA-571-3.495. There is a culvert on US 40, CLA-40-2.115 CFN: 1807856 that should be evaluated as well. There are inlets on the county road going up the hill that will need to be accounted for. The manhole in the shoulder should be relocated. The catch basins on the southeastern and southwestern corners of the intersection are full of debris and not functioning.				
2.7.B.D.2	**Ditches**	☒	☐	☐	☐
	Narrative: The ditch along the N. side of US-40 usually has water standing in it. OH-571 immediately N. of US-40 has a history of overtopping and a preliminary review of the Hydraulics in the area shows the 30-inch				

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
	conduit may be insufficient. The ditch along the N. side of US-40 shows some evidence of scour. CLA-571-3.495 has evidence of scour at both the inlet and outlet of the culvert.				
2.7.B.E	**BMP Design**	☒	☐	☐	☐
2.7.C	**Utilities**				
2.7.C.A	**Utility Coordination and Documentation**	☒	☐	☐	☐
	Narrative: Include a Utility Conflict Matrix with each submission.				
2.7.C.D	**Add Utilities to Plan/Profile Sheets**	☒	☐	☐	☐
2.7.D	**Geotechnical Services**				
2.7.D.A	**Geotechnical Services and Report**	☒	☐	☐	☐
	Narrative: Provide a Soil Boring and Pavement Core Layout with the Fee Proposal.				
2.7.G	**Miscellaneous**				
2.7.G.A	**Perform Airway/Highway clearance analysis**	☒	☐	☐	☐
2.7.H	**Prepare C2 Cost Estimates and Update Milestones**				
2.7.H.A	**Roadway/Interchange Costs**	☒	☐	☐	☐
2.7.J	**Maintenance of Traffic**				
2.7.J.A	**Detour Plan**	☒	☐	☐	☐
	Narrative: The district will coordinate detour routes to be used.				
2.8	**Project Management for Preliminary Engineering Phase**				
2.8.A	**Meetings**	☒	☐	☐	☐
	Narrative: One virtual Kick-off Meeting.				
2.8.B	**General Oversight**	☒	☐	☐	☐
2.8.C	**Project Set Up**	☒	☐	☐	☐
3	**Environmental Engineering Phase**				
3.1	**Environmental Field Studies and Refined Impacts**				
3.1.M	**Waterway Permits**				
3.1.M.A	**Permit Determination Request**	☒	☐	☐	☐

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
	Narrative: District will prepare the PDR. Consultant to provide information.				
3.3	**Stage 2**				
3.3.A	**Roadway**				
3.3.A.A	**Title Sheet**	☒	☐	☐	☐
3.3.A.B	**Schematic**	☒	☐	☐	☐
3.3.A.C	**Roundabout Geometric Layout**	☒	☐	☐	☐
3.3.A.D	**General Notes**	☒	☐	☐	☐
3.3.A.E	**Typical Sections**	☒	☐	☐	☐
3.3.A.F	**Cross Sections**	☒	☐	☐	☐
3.3.A.G	**Plan and Profile - Mainline**	☒	☐	☐	☐
3.3.A.H	**Plan and Profile - Crossroads**	☒	☐	☐	☐
3.3.A.J	**Intersection Details**	☒	☐	☐	☐
3.3.A.K	**Splitter Island Details**	☒	☐	☐	☐
3.3.B	**Drainage**				
3.3.B.A	**Storm Sewer Profiles**	☒	☐	☐	☐
3.3.B.B	**Culvert Detail Sheets including headwall and wingwall details**	☒	☐	☐	☒
3.3.B.D	**Underdrain details**	☒	☐	☐	☐
3.3.B.E	**BMP Details**	☒	☐	☐	☐
3.3.C	**Traffic Control**				
3.3.C.A	**Pavement Marking Plan**	☒	☐	☐	☐
	Narrative: Combine the Signing and Pavement Marking sheets.				
3.3.E	**Maintenance of Traffic**				
3.3.E.A	**MOT General Notes**	☒	☐	☐	☐
	Narrative: Provide a complete MOT Plan with Stage 2.				
3.3.F	**Lighting Plan**				
3.3.F.A	**Lighting Analysis**	☒	☐	☐	☐

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
3.3.F.B	**Power/Circuit Layout & Details**	☒	☐	☐	☐
3.3.F.C	**Lighting Plan and Details**	☒	☐	☐	☐
	Narrative: Consider highway light poles setback 10' from the back of the roundabout curb. Provide a relatively flat 12' X 40' area behind curb, adjacent to highway light pole for maintenance.				
3.3.F.D	**Voltage Drop Calculation**	☒	☐	☐	☐
3.3.F.E	**Power Service**	☒	☐	☐	☐
3.3.J	**Utilities**				
3.3.J.A	**Utility Coordination and Documentation**	☒	☐	☐	☐
3.4	**Right of Way Plans**				
3.4.B	**Preliminary & Compliance Right of Way Plans**				
3.4.B.A	**ROW Legend Sheet**	☒	☐	☐	☐
3.4.B.B	**Centerline Plat Sheet**	☒	☐	☐	☐
3.4.B.C	**Property Map Sheet**	☒	☐	☐	☐
3.4.B.D	**Summary of Additional Right of Way Sheet**	☒	☐	☐	☐
3.4.B.E	**ROW Detail Sheets**	☒	☐	☐	☐
3.4.B.G	**Legal Descriptions and Closure Calculations**	☒	☐	☐	☐
3.4.B.I	**Field Review**	☒	☐	☐	☐
3.4.C	**Final Right of Way Plans**				
3.4.C.A	**Final Right of Way Plan Sheets and Legal Descriptions**	☒	☐	☐	☐
3.4.C.B	**Field Review & Verify Property Owners**	☒	☐	☐	☐
3.4.C.C	**Record Centerline Plat and all appropriate documents**	☒	☐	☐	☐
3.4.C.D	**Set R/W Pins after acquisition**	☒	☐	☐	☐
3.6	**Environmental Commitments and Plan Notes**				
3.6.A	**Environmental Commitment Plan Notes**	☒	☐	☐	☐
	Narrative: District to provide Environmental Notes for Consultant to include in the General Notes.				
3.8	**Prepare Cost Estimates and Revise Milestone**				
3.8.A	**Roadway/Interchange Costs**	☒	☐	☐	☐

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
3.9	**Project Management for Environmental Engineering Phase**				
3.9.A	**Meetings**	☒	☐	☐	☐
	Narrative: One virtual stage review meeting.				
3.9.B	**General Oversight**	☒	☐	☐	☐
4	**Final Engineering and R/W Phase**				
4.2	**Stage 3 Detailed Design Plans**				
4.2.A	**Quantities and Notes**				
4.2.A.C	**Roadway Subsummary**	☒	☐	☐	☐
	Narrative: Combine sub-summaries on 1 sheet.				
4.2.A.F	**Pavement Marking Subsummary**	☒	☐	☐	☐
	Narrative: Signing and Pavement Marking sub-summary on 1 sheet.				
4.2.A.K	**Lighting Subsummary**	☒	☐	☐	☐
4.2.A.M	**General Summary Sheet**	☒	☐	☐	☐
4.2.A.P	**General Notes**	☒	☐	☐	☐
4.2.A.Q	**Driveway Subsummary or Driveway Details (if included on same sheet)**	☒	☐	☐	☐
4.2.A.R	**Lighting Notes**	☒	☐	☐	☐
4.2.D	**Miscellaneous**				
4.2.D.C	**Project Site Plan**	☒	☐	☐	☐
4.2.D.G	**Title Sheet**	☒	☐	☐	☐
4.3	**Prepare Cost Estimates and Revise Milestone**				
4.3.A	**Roadway/Interchange Costs**	☒	☐	☐	☐
4.4	**Final Plan Package**				
4.4.A	**Submission of Final Tracings and Documentation**	☒	☐	☐	☐
4.5	**Project Management for Final Engineering and Right of Way Phase**				
4.5.B	**General Oversight**	☒	☐	☐	☐
4.6	**Pre-Bid Activities**				

Task Label	Task Name	Consultant	ODOT	LPA	If Authorized
4.6.A	**Pre-Bid Questions**	☒	☐	☐	☐