

**PID 103854– General Scoping Requirements Attachment**  
**District 4 Additional General Scoping Requirements**  
**MAH – 170 - 4.35**

**1. Communication/Contacts:**

**Inquiries Regarding Project and Project Development:**

All Consultant inquiries regarding the project (e.g., scope, schedule, budget, issues, etc.) and associated project development (e.g., process, steps, tasks, guidance, etc.) shall be directed to the Project Manager assigned to the respective steps of the PDP. All inquiries and responses to inquiries from the ODOT Project Manager and the Consultant shall be documented via electronic mail (e-mail).

The Consultant shall coordinate Project details, decisions, et al, with ODOT District 4, and as needed shall also coordinate the Project with ODOT Central Office, Local Governments, and others as appropriate. However, all said external coordination (beyond District 4) shall be through the ODOT District 4 Project Manager unless otherwise directed by the ODOT District 4 Project Manager. Deviation from this direction shall be prior approval of ODOT Project Manager.

All conversations (including email, telephone or in-person) between the ODOT Project Manager (or Others as noted above) and the Consultant shall be documented by the Consultant via written correspondence or electronic mail (e-mail) and submitted to the Project Manager and others, as appropriate, for review and acceptance by the ODOT Project Manager.

ODOT Project Manager should be copied on all pertinent correspondences, reviews, etc. sent out by Consultant and/or received by Consultant.

**Meetings:**

Formal written comments and/or meeting minutes, as appropriate, shall be provided by the Consultant after all meetings within 5 working days. For all meetings, the Consultant will prepare minutes of the meeting and distribute them for a 10 working day review and comment period. Minutes will then be updated by the Consultant to reflect participant comments and final edits distributed to all participants and/or those on the copy list.

**Communications:**

On a monthly basis, the Consultant shall submit project status reports. One (1) copy of the Monthly Project Update should be attached to the Monthly Invoice (which is sent to the District Consultant Administration Engineer) **AND** one (1) additional copy should be sent via separate email to the ODOT Project Manager, District Contract Manager, the District Environmental Specialist, as well as others as identified during the PDP.

Reports shall include development activities (including, but not limited to identifying completed, upcoming and critical activities). These reports are to enhance coordination between ODOT, the Consultant, and other stakeholders as appropriate.

**Permits:**

The Consultant will provide his own traffic control and obtain the respective permits from the maintaining agency, including, but not limited to ODOT, railroads and other governmental agencies, as applicable. ODOT permits will be issued based upon ODOT Lane Closure Policy and/or any noise restrictions, as applicable. Consultant may contact the Permits Office directly, but is responsible to inform ODOT PM of such discussions.

**2. Submittals**

Submittals lacking any of the required information will be returned without review. Submittals containing the proper information, but lacking the proper number of copies, will be delayed until the additional copies are received. These additional time frames do not constitute any adjustment to the contractual schedule and it is the Consultant’s responsibility to absorb the loss in time without reduction in District’s review time frames.

<b>Copies for Reviews:</b>	<b>Total #</b>	<b>Yes</b>	<b>No</b>
District 4 Project Manager (District 4 Project Manager will circulate the submittal to the District 4 Departments as appropriate.)	Planning Feasibility, or AER Submittal *-12		X
District 4 Project Manager (District 4 Project Manager will circulate the submittal to the District 4 Departments as appropriate.)	MOTAA Submittal * - 6		X
District 4 Project Manager (District 4 Project Manager will circulate the submittal to the District 4 Departments as appropriate.)	Staged Review submittals (thru Paper Tracings) 3-half & 1-full; Plus Disc w/ 1 PDF of Entire Plan Set	X	
District 4 Project Manager (District 4 Project Manager will circulate the submittal to the District 4 Departments as appropriate.)	Electronic Tracings – Disc w/ PDF files, PLUS 1-half & 1-full; 2 full size & 2 half size of R/W Plans	X	
FHWA	Electronic		X
Local – Village of New Middletown	2 – half size plan set	X	
Local – Springfield Township	2- half size plan set	X	
Central Office Program Manager	Size TBD		
Utilities and/or Railroad	See Below		
Environmental Studies or Document	Refer to On-Line CE Guidance		

\* Study Format shall be set-up to be user-friendly. Study shall not be spiral bound. Plan sheets in Study shall not be submitted in roll-format unless approved by ODOT Project Manager. If a revised Study submission is required, the Consultant shall provide revised comprehensive copies of the Study. Supplying only the revised pages for insertion by the District (or others) into original Studies (Planning Study, Feasibility Study, AER, MOTAA, et al, as applicable to the project) is not acceptable unless prior approval is obtained by the Consultant from the ODOT Project Manager.

### **3. Electronic Distribution of Design Information**

#### **Format of Deliverables/Electronic Media:**

At appropriate intervals during project development (and/or as requested by ODOT PM), as well as at Final Tracings, Consultant is to provide copies of all drawing files on electronic media (CD) in ODOT's preferred format of MicroStation (\*.dgn). Supporting data developed using accepted ODOT analysis software may be provided in native format. Other data should be provided in ODOT Office format (Word, Excel or Access). Consultant to utilize GeoPak design software and deliver Geopak database (\*.gpk) file.

At appropriate intervals during project development (and/or as requested by ODOT PM), as well as at Final Tracings, Consultant is to also provide electronic copies of all project files, including, but not limited to e-mails, letters, other project correspondence, calculations, reports, photographs, images, graphics, etc, on electronic media (CD or DVD) to ODOT.

When submitting the final tracings, submit a CD containing a single pdf of the entire plan set as well as 4 half size paper copies. The established ODOT guidelines for naming the pdf as well as the required physical size of the plan images and dpi resolution size should be followed. Also, on this CD, provide all of the CADD files used to develop the plans and an electronic copy in pdf format of all pertinent plan package forms (i.e. LD-4 form, list of proposal notes, cost estimate, etc.) as well as 1 paper copy of these forms. In addition to a CD containing a pdf file of the entire final plan set, all the CADD files and copies of plan package material (LD-4, cost estimate, proposal note list, etc.) and other pertinent information, the consultant shall submit a second CD containing the existing plans, CADD design files for only certain items of the plans and Office Calculations. This information should be combined in a .zip file. Reference Section 1503 of Volume 3 of the Location and Design Manual and Section 504 and Appendix E of the CADD Engineering Standards Manual for the requirements including what CADD files to include and the process for consolidating the .zip file. Also, as per Section 1307.1 of Volume 3 of the Location and Design Manual, the General Summary is required in an Excel format using the standard spreadsheet, GENSUM\_VBA\_AASHTOWare.xsl, available on the Office of CADD and Mapping Services' CADD external webpage. This spreadsheet should also be included in the .zip file.

Also, refer to the 'Submittals' Section above for additional requirements.

### **4. Utilities**

Verify if there are any utilities attached to any of the bridges. Utilities to be relocated off of superstructure if feasible. This shall be coordinated by the Consultant thru the District Utility Coordinator.

The Consultant is to locate and identify all existing and foreseeable future utilities (public or private; aboveground and underground, in, on or over the project limits,) in accordance with Section 153.64 of the

Ohio Revised Code. To locate existing utilities, the Consultant shall contact the following One-Call centers and provide the District 4 Utilities Department with the appropriate reference numbers:

Ohio Utilities Protection Service (OUPS):	1-800-362-2764
Oil and Gas Producers Underground Protection Service (OGPUPS):	1-800-925-0988

A listing of all utility companies within the project limits shall be established by the Consultant. The Consultant shall contact the District 4 Utilities Department for the most current utility company contact information.

This listing must include all underground, aerial, private and public (including, but not limited to State, County, City or Village owned) facilities. The Consultant is responsible for initiating the utility investigation upon authorization of the contract and shall provide continuous coordination for all utility conflicts that may arise. The Consultant shall be responsible for incorporating appropriate notes and details in the plans, as directed by the District Project Manager. The Consultant shall follow procedures for utility relocation as per ODOT's Utilities Manual and the Ohio Revised Code.

All utilities shall be included in each review submittal (including Feasibility and AER submittals if those submittals are a deliverables under this Consultant Agreement).

All submittals shall include aerial (pole locations) and underground utilities on the Plan & Profiles sheets, cross Section as well as appropriate Detail sheets (retaining walls, drainage, structures, signals, etc.) such as to represent the impacts of proposed construction.

Aerial and underground utility relocations may require additional R/W beyond the existing R/W limits. The existing aerial and underground utilities and approximate additional R/W required to accommodate relocation work, shall be shown beginning each review submittal (including Feasibility and AER submittals if they are a deliverable under this Consultant Agreement).

On projects that include widening, the Consultant shall also include the above and below ground utilities (including proposed relocations) on the typical sections to assist in verification that required utility offsets are being met. This will assist in developing the preferred alternative and overall project footprint.

If existing and/or proposed R/W needs to be staked for actual utility relocations, refer to the Right of Way Tasks.

The Consultant shall submit a **COMPLETE FULL SIZE** copy or an electronic copy of the Feasibility and/or AER (if those submittals are a deliverables under this Consultant Agreement), Stage 1, Stage 2, Stage 3 and Final Plans (both the Paper Tracings and Final Tracings) to all affected utility companies at the same time submittals are sent to District 4. The Consultant may submit a Complete Half Size copy or an electronic copy only upon request from a utility company. The request from the utility company shall be made in writing to the Consultant. A copy of the request shall be submitted to the District 4 Utilities Department. The Consultant may be also directed to submit plans in electronic form (PDF images, CADD files), as well as prints, to the utility companies at any Stage submittal.

The Consultant shall copy the District 4 Utilities Department and the District 4 Project Manager on all correspondence sent to or received from the utility companies.