

**OHIO DEPARTMENT OF TRANSPORTATION  
DISTRICT 12/03  
FY2024-2026 Survey & Right of Way Plans  
Scope of Services**

Last Revised 12/14/2023

D12/D3 FY2024-2026 Survey Scope of Services

PID No. 119816

Scope of Services Meeting Date: 3/20/2024

\*Subsequent Scope Meetings will be held, if needed, w/ each TO

The consultant will be required to perform miscellaneous engineering services on a task order type basis for both District 12 and District 3.

Services will include, but are not limited to, the following:

- Surveying Services
- Right of Way Plan Development
- Right of Way Titles
- Right of Way Plan Reviews
- other related services, as needed.

All work shall be performed according to the most current design manuals, standard drawings, departmental policies, current Construction Material Specifications and ODOT Surveying and Mapping Specifications at the time of authorization.

Consideration should be given to initial costs, long term costs, maintenance issues, and departmental policies and initiatives.

All work shall be presumed to be performed on a cost plus net fee basis with the exception of analytical tests, unless an another payment method is requested when developing individual scope of services. The Consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.

All work performed by the Consultant under this contract shall be performed on an as needed basis. The Consultant shall work as an adjunct to the District staff. ***All time frames for deliverables shall be established with the project scope and/or authorization of each task order.***

Electronic copy of the price proposal shall consist of a statement from the Consultant that they have a clear understanding of the scope of services to be included in the Signed Cover Letter. The proposal shall also include the names and starting hourly rates of the personnel doing the work, beginning overhead rate, cost of money rate, analytical rates and testing rates (as applicable).

If subconsultants are used, the amount to be expended annually with each subconsultant shall be shown in a tabular format. A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, beginning overhead rate and all services shall also accompany the proposal.

## FORMAT OF DELIVERABLES / ELECTRONIC MEDIA

Consultant is to provide copies of all drawing files 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 OpenRoads Designer (ORD) design software and deliver Survey Control Information in a SurveyMaster Excel file.

ODOT CADD plan preparation requirements shall be followed. Refer to the Design Resource Center for Microstation/ OpenRoads Designer (ORD) CADD Standards.

Consultant 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., in a format as agreed to in the scope of services for the individual task orders.

## FIELD STUDIES / TASKS

All services shall be conducted in compliance with the Ohio Revised Code (ORC), the National Environmental Policy Act (NEPA), all applicable Federal and State laws, regulations and related requirements. If this project is within the range of the Federally endangered Indiana bat (*Myotis sodalis*), the summer roosting habitat for the Indiana bat consists of living or dead trees or snags with exfoliating, peeling or loose bark, split trunks and/or branches or cavities. Therefore, any unavoidable cutting of such trees will be performed only after November 1 and before April 1. No excavation, grading or filling operations shall be performed in any streams, wetlands or other Waters of the United States, unless coordination has been conducted with the ODOT District Environmental Coordinator and the required State and/or Federal permits have been obtained by ODOT, District, in accordance with all applicable State and/or Federal laws and regulations. Under no circumstances shall the contractor store equipment and/or materials in any wetlands.

## PROPERTY OWNER NOTIFICATION:

Consultant is responsible for property owner notification with respect to their own fieldwork (including their subs). Consultant will notify property owners by letter prior to entering private property in accordance with ORC 163.03, and associated sections. Consultant shall draft letter(s) on ODOT Letterhead and send to ODOT Project Manager for electronic signature. The letter will be returned to Consultant for mailing distribution. District Public Information Officer will be copied each time a mailing distribution is made.

District is only responsible for issuing property notification letters related to any activities not being conducted by the Consultant or subconsultants.