

PID Nos. 122744 State Job No. TBD  
CRS: D12-D3 GES FY2026-2027 Traffic  
Scope of Services Meeting Time: 1:00 PM Date: 7/7/2025  
Location: ODOT District 12  
Approved Final Scope of Services Minutes Date:       
ODOT Contract Manager: Brian Blayne, D12  
& Julie Cichello, D3

## **TRAFFIC ENGINEERING SERVICES DISTRICTS 12 & 3 Scope of Services**

The consultant may be required to perform miscellaneous design tasks, plan review, and safety studies on a task order type basis. Basic services may include, but are not limited to, the following:

- Roadway Design
- Plan Review
- Intersection & Interchange Design
- Traffic Studies
- Safety Studies
- Traffic Signal Design
- Highway Lighting Design
- Bicycle Facilities & Enhancement Design

A summary of potential assignments is as follows:

1. Prepare scope and fee for tasks requested by District on an individual basis.
2. Prepare speed zone studies in conformance with TEM Section 1203-3. Conduct required speed checks using tubes, radar or laser. Other methods of speed data collection may be considered on a case-by-case basis. Data may be furnished by the Department.
3. Prepare safety reviews of ODOT-maintained facilities (typically intersections) to respond to requests of local officials or other Department personnel. Exact scope of study and deliverables to be determined on case-by-case basis. Locations may not be locations identified on Systems Planning prioritized lists (aka HSP program.) Range of activities may include:
  - a. Field review existing conditions and make recommendations for implementation of progressively stronger traffic control.
  - b. Obtain and review crash history of specified period (usually trailing 3 years). Crash history to be provided by ODOT based on GCAT query with results provided in a CAM Tool Excel worksheet.
  - c. Prepare collision diagrams for crashes in specified period. District requires collision diagrams to be prepared on top of current aerial photography.
  - d. Obtain traffic count data or prepare requests for traffic counts via Central Office GES contract. Analyze data, convert hourly counts to ADT's, prepare plates for Existing Traffic.
  - e. Conduct stop or signal warrant analysis.
  - f. Conduct capacity analysis of existing and proposed conditions. Be able to carry out analysis in latest versions of both HCS2010, Synchro and/or Transmodeler. Evaluate potential need for additional lanes or turns slots using L&D Volume 1 methodology. Compute LDM recommended lengths for turn slots.
  - g. Prepare studies of non-freeway locations in conformance with the TEM
  - h. Prepare studies of freeway locations in conformance with the TEM.

- i. Prepare Data Driven Safety Analysis in accordance with ODOT L&D Manual Volume 1 Section 106.
4. Prepare Design Exception Documentation for Resurfacing per Section 106 of ODOT L&D Manual Volume 1.
5. Prepare ODOT Work Orders and Sign Shop Orders to carry out recommended work at locations identified by speed zone studies, safety reviews, or as determined to be operationally necessary.
6. Prepare and coordinate required items for Safety Funding applications for both ODOT and locally sponsored applications. Prepare “one-page summary” for each.
7. Review Signal Warrant Studies and Signal Removal Studies for CMAQ signalization upgrades and other projects requiring ODOT review and approval. Determine whether OMUTCD warrants have been met. Prepare a review IOC summarizing which intersections are eligible for project participation. Conduct review and prepare response within 30 calendar days.
8. Review Traffic Impact Studies of proposed or modified access to highways under ODOT jurisdiction. Prepare review IOC recommending approval or disapproval, with appropriate comments for resolution. Review may or may not occur with a concurrent review by Central Office. Review TIS for compliance with requirements of ODOT’s State Highway Access Management Manual (SHAMM) and all other appropriate ODOT manuals and references. Complete review and provide review IOC within 30 calendar days.
9. Review traffic control and MOT design of programmed highway projects requiring ODOT review and approval. Prepare review IOC recommending approval or disapproval, with appropriate comments for resolution. Review may or may not occur with a concurrent review by Central Office. Review traffic design for compliance with ODOT design policy. Complete review and provide review IOC within 30 calendar days.
10. Prepare minor traffic control designs in a format to be incorporated into larger projects prepared by Department staff or other consultants.
11. Prepare Interchange Studies (IOS/IMS/IJS) for locations identified by District.
12. Prepare traffic forecasts per the Ohio Traffic Forecasting Manual
13. Conduct review of SS809 Systems Analysis draft and final reports on behalf of the Department. Coordinate review and approval through draft and final reports to implementation of final timings.
14. When requested, attend meetings among ODOT staff and local officials, residents, NOACA, and other consultants to provide traffic- and safety-related expertise.
15. For all crash reports reviewed, identify mis-logged crashes and send District corrected records following procedure set forth in the document “How To Send Update Information for Crash Locations.”
16. Assist Districts by preparing funding applications for ODOT Safety Funding, NOACA CMAQ funding, DOPW funding, and potentially other funding sources to meet identified traffic and/or safety needs.
17. Prepare feasibility studies for traffic, safety or TSMO related District issues.
18. Prepare TSMO study for locations on the TOAST list as selected by the District.

The consultant shall maintain a project cost accounting system that will segregate costs for individual task orders. Price proposals, invoicing and payment for individual task order requests shall follow guidelines and procedures as outlined in Volume 1 Consultant Contract Administration Manual posted on the Department’s website.

Price proposal for establishing the agreement shall consist of a statement from the consultant that they have a clear understanding of the scope of services. The proposal shall also include the names and starting hourly rates of the personnel doing the work, average overhead rate (based on the length of the agreement), average cost of money rate, analytical rates and testing rates (if 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, average overhead rate, average cost of money rate, analytical rates and testing rates (if applicable).