LPA SCOPE OF SERVICES FORM

A. Project Identification

County-Route-Section *(Project Name)*: LOR-MR4332-0.37 Roundabout

Project Sponsor / Maintenance Responsibility: City of North Ridgeville

- ☒ Local Let
- ☐ ODOT Let
- ☐ Design Build

PID *(ODOT assigned)*: 124550

Scope Field Review: August 21, 2025 Scope Meeting: August 21, 2025

Proposed Sale Date: March 1, 2030 State Fiscal Year: 2030

Highway Functional Classification: Major Collector

Federal Aid System *(ODOT assigned)*: Other Federal-Aid Highway

B. Design Standard

ODOT Location and Design Manuals, ODOT Traffic Engineering Manual, ODOT Multimodal Design Guide, Manual on Uniform Traffic Control Devices and City of North Ridgeville Standards and Codes

C. Project Description

Convert the existing signal intersection of Bainbridge Road and Root Road into a 100 ft ICD single lane roundabout, in the City of North Ridgeville. The typical section will include raised curbs and raised traffic island. Project includes post construction BMP measures, lighting, traffic control, waterline improvements, sanitary main improvements, landscaping, sidewalk and multi-use path.

Prior studies / plan (identify):

SR 83 at Bainbridge Traffic Study (2024)

Estimate Project Length:
(begin pavement to end pavement including bridge) 500 ft (all approaches)

Work Length:
(including project length & approach work) 1000 ft (all approaches), not including detour signage impacts

Alignment:
- ☐ Existing
- ☒ Relocated *(explain)* Maintain as much of existing alignment as possible, alignment modifications anticipated on north leg (Root Rd) and east leg (Bainbridge Rd).

Profile:
- ☐ Existing
- ☒ New *(explain)* Roundabout will require some profile adjustments for drainage

Logical Termini:
(w/ explanation) 500 ft from the center of the intersection of Bainbridge Rd and Root Rd

D. Typical Sections

Existing					
Pavement Width: *Varies 26 ft +/-*	☒ curb to curb ☐ edge to edge	Graded Shoulder:			
		Treated Shoulder:			
R/W Width: *60 ft R/W (30 ft from C/L) on Root, Bainbridge E of intersection. Bainbridge W of intersection has varying R/W, 64.5 ft at minimum point.*					
Bridge Width: *N/A*	☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets				

Existing	Yes	No	Comment / Type
Median	☐	☒	
Curbs	☒	☐	*6" curb with concrete gutter, curb inlets present*
Curb ramps	☒	☐	*Diagonal curb ramps in existing condition*
Sidewalks	☒	☐	Width: *Primarily 4 ft existing walk, wider walk in NW quadrant*
Guardrail	☐	☒	

Additional Things To Note About **Existing** Typical Section:

Proposed					
Pavement Width: *Varies, 28 ft including curb/gutter*	☒ curb to curb ☐ edge to edge	Graded Shoulder:			
		Treated Shoulder:			
R/W Width: *Varies, minimize R/W takes by altering position of roundabout*					
Bridge Width: *N/A*	☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets				

Proposed	Yes	No	Comment / Type
Median	☒	☐	*Roundabout approaches will have concrete Truck Aprons with raised splitter islands*
Curbs	☒	☐	*ODOT Curb Type 2, 6, & 9*
Curb ramps (*)	☒	☐	*Revise to ADA/ODOT MDG standards for roundabouts*
Sidewalks	☒	☐	Width: *5 ft walk proposed, tie into existing 4 ft walk at end of project*
Guardrail	☐	☒	

Note (*) – Curb ramps must be updated to current ADA standards.

Additional Things To Note About **Proposed** Typical Section:

Pavement build up assumed 9" Asphalt Concrete Base (301), 6" Aggregate Base (304), Asphalt Concrete Surface and Intermediate Course; Concrete Curb/Gutter; 6" Concrete for Islands. City may choose to include aesthetic treatments to roundabout. Design Vehicle: School Bus/Fire Truck; large trucks prohibited on Root/Bainbridge

Supplemental Information:

ADT	*8200*	Design ADT	*9000*
DHV	*900*	Certified Traffic	*n/a*
T24	*0.02*	Legal Speed	*35 MPH*
Design Speed	*35 MPH*		

Comments:

Lower approach design speeds can be explored to reduce impacts/splitter island length

E. Right-of-Way

	Yes	No	Remarks
Right-of-Way Plan:	☒	☐	*Anticipated impacts to straighten alignment*
Approximate Number of Parcels:			*Impacts to 4 parcels anticipated*
Known Relocations:	☒	☐	*Utility poles in the NE quadrant, waterline, sanitary, storm sewer*
Railroad Involvement:	☐	☒	
Railroad Name:			
Encroachments:	☒	☐	*Miscellaneous: Rocks, Mailbox, landscaping, etc.to be removed by the City if any are found* at City's cost.
Airway Highway Clearance:	☐	☒	

Airport Name: _____

Comments: _____

Note: *Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental Coordinator and District Real Estate Administrator.*

Caution: **Environmental needs to be clear prior to the beginning of right of way acquisition.** A Local Public Agency, utilizing their own monies, assumes many risks by proceeding with acquisition prior to environmental being cleared. These risks include purchasing r/w that may never be used for the project and purchasing a site that contains the need for a hazardous waste cleanup.

F. Utilities

		Yes	No	Private	Public	Name of Company
Aerial	Phone	☒	☐			*Windstream Ohio*
	Cablevision	☒	☐			*Breezeline, Charter, GLW Broadband, Crown Castle*
	Power	☒	☐			*Ohio Edison*
Underground	Phone	☒	☐			*Windstream Ohio*
	Cablevision	☒	☐			*Charter, Breezeline, GLW Broadband, Crown Castle*
	Power	☐	☒			*Ohio Edison*
	Gas	☒	☐			*Columbia Gas of Ohio*
	Pipelines:	☐	☒			
	Water	☐	☐	☐	☒	*City of North Ridgeville*
	Sanitary	☐	☐	☐	☒	*City of North Ridgeville*
	Storm	☐	☐	☐	☒	*City of North Ridgeville*

Other: *Roundabout lighting to be low mast luminaires on foundations. Proposed drainage includes new curb inlets to tie into existing storm where feasible. Some length of new storm main may be necessary to accommodate roundabout drainage. Preference is to avoid impacts to sanitary main. Remove manholes from circular roadway when possible.*

Comments: *Consultant to perform Ohio 811, test holes for utility locations recommended by D3.*

The Consultant is to locate and identify all existing and foreseeable future utilities (public or private; 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 3 Utilities Coordinator with the appropriate reference numbers:

Ohio 811: 1-800-362-2764 or 811

A listing of all utility companies within the project limits shall be included in the Stage 2 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant shall contact the District 3 Utilities Coordinator for the correct addresses, telephone numbers and company contacts.

Stage 2 plan submittals must include all underground utilities on the Plan/Profile and appropriate Cross Section Sheets. Preliminary cross sections must be included to show the effect of the proposed construction on all existing utilities. Aerial and underground utility relocations may require additional right of way beyond the existing right of way limits. These existing utilities, proposed utility relocations and approximate right of way needs must be reflected in the Conceptual Right of Way Plan.

The Consultant will submit a complete full size copy of all Stage Submittals and Final plans to all affected utility companies at the time submittals are sent to District 3. The Consultant will submit a copy of plans and/or details in electronic form, as well as prints, to the utility companies located within the project limits, and will copy the Utility Coordinator on all correspondence with the utility companies.

The Local Agency will write the project utility note and submit to the Utility Coordinator for approval; they will also supply the Utility Coordinator with copies of approved utility company relocation plans. The Utility Note is part of the Right-of-Way Certification supplied by the Local Agency at the PS&E Submission.

The Consultant will follow procedures for all utility relocation as per ODOT's Utilities Manual and the Ohio Revised Code.

G. Structure Requirements

Existing Structure Information:

Structure type: *N/A*

Bridge No.: _____ Structural File No.: _____

Sufficiency Rating: _____ General Appraisal: _____

Crossing: _____

Bridge Length: _____ Number of Spans: _____

Eligible for the National Historical Register: ☐ Yes ☐ No

Proposed Structure Information:

New Structure: ☐ Yes ☒ No

Rehabilitate Existing Bridge by: _____

Structure Type: _____

Beam Type: ☐ Concrete Box; ☐ Steel; ☐ n/a

Structure Width: _____ Number of Spans: _____

Local must have proposed structure's load rating on file

Other Design Considerations /
Explanation of Change in Line/Grade:

Guardrail Type: *N/A*

H. Geotechnical Considerations

Is geotechnical design necessary?	☒ Yes	☐ No	If so, fully utilize historic geotechnical information; perform subsurface exploration in accordance with the Specifications for Geotechnical Explorations; and perform geotechnical design in accordance with the Geotechnical Design Manual

I. Design Exception(s) Required

☐ Yes
☒ No
Explain:

J. Traffic Control

	Yes	No	Remarks
Signing:	☐	☒	
Striping:	☐	☒	
Lighting:	☐	☒	
Signals:	☐	☒	*Existing signal to be removed and disposed*
RPMs:	☐	☒	

K. Maintenance of Traffic

Type of MOT: ☐ Detour, ☒ Part Width, ☐ Daily Flagging

Remarks/Describe: *Partial Lane closure, will also need to maintain foot and bicycle traffic. May need crossing guards or police control during school arrivals and departure times. Coordinate with local fire/EMS/police and schools.*

Will Pedestrian Traffic need to be maintained? *Yes, if construction enters school year*

Remarks/Describe: *Maintain peds around roundabout construction area with temporary walk and tie into existing walk*

L. Driveways

☒ Yes
☐ No
Type: *Concrete drives at houses*

M. Project Funding

Project Cost Estimate: *$5,122,100*

Quantity splits needed in plans to differentiate funding participation: ☒ Yes ☐ No Comments:

Coordination with Concurrent Projects Required: ☒ Yes ☐ No Comments: *Possible overlap with High School construction*

Will any Task Orders be used? ☐ Yes ☒ No Comments:

Funding Source: *Multiple* Federal Maximum: *$700,000* Funding Split:

Cost Estimates:

	Local Information			State/Federal Information			Total
	SAC	Total Local Funds	Percent Split	SAC	Total Federal or State Funds	Percent Split	
Preliminary Engineering		*$0*			*$0*		*$0*
Right-of-Way		*$650,000*			*$0*		*$650,000*
Detailed Design		*$633,100*			*$0*		*$633,100*
Utilities		*$50,000*			*$0*		*$50,000*
Water Work		*$200,000*			*$0*		*$200,000*
Sanitary Work		*$1,250,000*			*$0*		*$1,250,000*
Construction		*$1,290,000*			*$700,000*		*$1,990,000*
Construction Engineering		*$349,000*			*$0*		*$349,000*
Totals:		*$4,422,100*			*$700,000*		*$5,122,100*

Additional remarks about funding:

LPA intends to pursue additional funding sources to reduce local costs.

N. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	☐ Yes	☒ No
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	☐ Yes	☒ No

If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?

- ☐ 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs)
- ☐ 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate[1]
- ☐ 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)[2]
- ☐ 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate
- ☒ 5. No cost recovery of any LPA direct labor, fringe benefits, or overhead costs.

Does the LPA currently have a timekeeping system in place?	☐ Yes	☒ No
If so, does that system track both payroll and project hours concurrently?	☐ Yes	☒ No
If different systems, how does the LPA reconcile project hours to payroll?		
How often are payroll records prepared?		
For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? ***(Tracking hours worked, without activities, on Federal projects is non-compliant. All activity hours must be shown)***	☐ Yes	☒ No
Does the LPA ensure that timecards are signed by the employee?	☐ Yes	☒ No

O. Environmental

Required Yes	Required No	Responsibility ODOT	Responsibility Local	Environmental Responsibility
				Cultural Resources
☒	☐	☒	☐	Section 106 – Scoping Request Form
☐	☒	☐	☐	Phase I History/Architecture Survey Report (If Authorized)
☐	☒	☐	☐	Phase I Archaeology Survey Report (If Authorized)
				Section 4f
☐	☒	☐	☐	Determination Request Form
☐	☒	☐	☐	Individual Section 4(f) Evaluation
☐	☒	☐	☐	Section 6(f) Documentation
				Ecological Resources
☐	☒	☐	☐	Ecological Exempt Form
☒	☐	☐	☒	Level 1 Ecological Survey Reports
☐	☒	☐	☐	UNIONID Mussel Survey Report
				Sole Source Aquifer
☐	☒	☐	☐	Sole Source Aquifer Coordination
				Farmland Policy Protection Act (FPPA)
☐	☒	☐	☐	Farmland Conversion Impact Rating-Form
				Waterway Permits
☐	☒	☐	☐	Permit Determination Request Package
☐	☒	☐	☐	Conceptual Stream/Wetland Mitigation Reports
☐	☒	☐	☐	Section 404/401 Applications
☐	☒	☐	☐	USACE Pre-Construction Notification (PCN) Applications
☐	☒	☐	☐	Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)
☐	☒	☐	☐	Coastguard Section 9 Application
☐	☒	☐	☐	ACOE Section 10 Permit
☐	☒	☐	☐	Floodplain Permit Application
☒	☐	☒	☒	Floodplain Coordination/FIRM Map
☐	☒	☐	☐	Coastal Waterway Permit
				Environmental Site Assessment
☒	☐	☐	☒	Regulated Materials Review (RMR)
☐	☒	☐	☐	Phase I Environmental Site Assessment Report (If Authorized)
☐	☒	☐	☐	Regulated Materials Review Investigation
☐	☒	☐	☐	Asbestos Survey/Inspection
				Air
☒	☐	☒	☐	Exempt Memo
☐	☒	☐	☐	Ozone Analysis
☐	☒	☐	☐	MSAT Analysis
☐	☒	☐	☐	PM 2.5 Analysis
				Noise
☒	☐	☒	☐	Exempt Memo
☐	☒	☐	☐	Traffic Noise Analysis Report
☐	☒	☐	☐	Noise Barrier Public Involvement Summary
				Public Involvement
☐	☒	☐	☐	Public Involvement Plan
☒	☐	☐	☒	Public Meeting Activities
☒	☐	☐	☒	Public Announcement (webpage, news article, new release)
☐	☒	☐	☐	Environmental Justice Census Mapping/C2 Documentation Form
				Categorical Exclusion (CE) Environmental Document
☐	☐	☐	☐	C1
☒	☐	☐	☒	C2
☐	☐	☐	☐	D1
☐	☐	☐	☐	D2
☐	☐	☐	☐	D3

O. Environmental				
Required		Responsibility		Environmental Responsibility
Yes	No	ODOT	Local	

Any Known Environmental Concerns *(ex. Historic properties on National Register, wetlands, underground storage tanks, stream relocation):*

The City will have to decide on whether they would like to hold a public meeting for the project or send out mailers.

Avoid total takes anyway possible. Taking the house to the northwest will turn this project into a D1 and require more in-depth environmental studies. (total takes should be last resort)

If stream to the West of the intersection is impacted, the City will need to get a waterway permit.

Park to the southwest of the intersection is a 6(f) property, avoid taking right-of-way from this property. (Pretty far from intersection, should not be a problem)

P. Roles/Responsibilities

Note: Consultants used for development of Construction plans, R/W plans, R/W acquisition/appraisals, and Construction inspection must be pre-qualified by ODOT.

Construction Plan Development:	ODOT Pre-Approved Consultant
Proposal/Specification Development:	LPA
LPA Agreement:	ODOT
Form and Preliminary Legislation:	ODOT
Environmental Tasks:	ODOT Pre-Approved Consultant
Advertising and Award of Contract:	LPA
Construction Inspection:	ODOT Pre-Approved Consultant
R/W Plan Development:	ODOT Pre-Approved Consultant
R/W Acquisition / Appraisals:	ODOT Pre-Approved Consultant
Utility Relocation:	Utility, with Consultant Utility Coordination

Q. Field Review

Representatives Present: ODOT / *City of North Ridgeville*		**Date:** 8/21/2025
Name: ODOT	**Name: ODOT**	**Name: City of North Ridgeville**
Steve Shepherd	Conner Newsome	Kim Lieber
Ryan Athy	Jihae Dick	Lori Birschbach-Tober
John Damn	John Schafrath	

R. Commitment Dates

Activity	Milestone Date
LPA Scope of Services Document signed	9/26/2025
Initial Project Scope Complete (ODOT use only)	
LPA Agreement signed	11/14/2025
Authorization Design Consultant (if Federally funded; then PE needs Fed. Authorization, signed contract and encumbrance first)	6/1/2026
Preliminary R/W Plans Submitted (Minimum 30 day before Stage 2 for small project, 60 days for large project)	8/1/2027
Preliminary R/W Plans Approved (typically 1 month after submission)	10/1/2027
Stage 1 Submission	2/1/2027
Stage 2 Submission	10/1/2027
Stage 3 Submission	2/1/2028
Stage 1,2 or 3 Plans Reviewed	1 month after submission
Final R/W Plans Submitted (typically same date as Stage 2 submission)	10/1/2027
Final R/W Plans Approved (typically 1 month after submission)	11/1/2027
Environmental Document Approved (typically 6 months from Stage 2 submission. If R/W involved, then the Environmental Document Approval must be completed at least 1 year prior to the District R/W Cert. Date.)	4/1/2028
Authorization for Detail Design (If Federally funded, then 1 month after Env. Document approved)	5/1/2028
Local Let PS&E Package to District	5/1/2029
Environmental Certification Form (ECF) (typically same as PS&E to District-Request from DEC one week prior to PS&E submission)	5/1/2029
District R/W Certification (typically 1 month after Env. Clearance Date. If R/W purchased then 1 year after Environmental Document approved Date. Required whether project requires R/W or not)	5/1/2029
Plan Package to C. O. (typically 1 month after PS&E to District)	7/1/2029
Sale Date (minimum 1 month prior to award date, minimum 2 month after Plan Package to C.O.)	3/1/2030
Award Date	4/1/2030
Estimated Begin Constr. Date	5/1/2030
Estimated End Constr. Date (days of duration? 120)	9/1/2030
LPA Final Acceptance (1 month after End Constr. Date)	10/1/2030

PID 124550 Project Schedule Approval:

, Mayor	3/17/26
Local Agency Approval	**Date**
Lori Burchbuch, PE	3/17/2026
Local Agency Approval	**Date**
M. C	3/18/2026
ODOT Project Manager	**Date**
Bradley S. Corder	03/18/2026
Real Estate Administrator	**Date**
Donald E. Rose	3/18/2026
Environmental Coordinator	**Date**
J. Rogers	03/18/2026
ODOT LPA Manager	**Date**