Revised 12/4/2020

LPA SCOPE OF SERVICES FORM

A. Project Identification

County	PER	Route	MR199/MR218/MR 123	Section	0.49/0.14/0.30

Project sponsor / Maintenance responsibility:	Village of New Lexington

Local Let		ODOT Let	X
Scope field review:	6/17/2025	Scope meeting:	6/17/2025

Highway Functional Classification	Major Collector & Local

PID	124055		
Fiscal Year	2027	Proposed Sale Date	Q3/Q4 FY27

B. Design Standard

AASHTO/ODOT

C. Project Description

Description of Proposed Improvements:	

Intersection Improvements at Brown St/State St and Water St/State St. involving pavement
removal, sidewalk, curb and drainage improvements, signage and pavement markings. Both
intersections will be converted to All-Way Stop Control.

Prior studies / plan (identify):	ODOT HSIP Abbreviated Safety Application
Estimated Project Length: (begin pavement to end pavement including bridge)	1600’
Work Length: (including project length & approach work)	800’

Alignment:	Existing	X	Relocated	
Profile:	Existing	X	New	

Logical Termini: (w/explanation)	

D. Typical Sections

Existing:

Width:	Pavement		Graded Shoulder		Treated Shoulder	
R/W	Within existing					
Bridge:	face to face of rails		or toe to toe of parapets			

Curbs	Yes	X		No			
Curb ramps	Yes			No	X		
Sidewalks	Yes	X	No		Comment		
Guardrail	Yes		No		Type		

Proposed:

Width:	Pavement		Graded Shoulder		Treated Shoulder	
Bridge						

Median:	Yes		No		Type	
Curbs:	Yes	X	No		Type	
Curb ramps:	Yes	X	No			
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes	X	No		Type	

Supplemental Information

ADT	State = 1602 vpd Brown = 1927 vpd	Design ADT	
DHV		Certified Traffic	
T24			
Design Speed	35 mph	Legal Speed	25 mph
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes		No	X
Approximate Number of Parcels:				
Known relocations:	Yes		No	X

Railroad Involvement:	Yes	TBD	No			
Railroad Name:	Kanawha River					
Encroachments:	Some possible, would need permitted by Village					
Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name						
Comments:						

Note: Provide a footprint of proposed and existing right of way limits as soon as available to District Env. Coordinator and District Real Estate Administrator.
Caution: Environmental needs to be clear prior to the beginning of right of way acquisition. A Local, 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

Aerial:

Phone	Yes		No	X	Name of Company	
Cablevision	Yes		No	X	Name of Company	
Power	Yes		No	X	Name of Company	Should be able to avoid AEP

Buried:

Phone	Yes		No	X	Name of Company	
Cablevision	Yes	X	No		Name of Company	AT&T manhole at Brown
Power	Yes		No	X	Name of Company	
Gas	Yes	X	No		Name of Company	Coordinate with Columbia
Pipelines:	Yes		No	X	Name of Company	

Water	Yes		No	X	Private		Public	X
Sanitary Sewer	Yes		No	X	Private		Public	X

Storm Sewer	Yes	X	No		Private		Public	X
Other	Should be able to avoid Water & Sanitary impacts.							
Comments	Village will do utility coordination.							

G. Structure Requirements

Existing Structure information:

Structure type:					
Sufficiency Rating:		General Appraisal		Bridge No.	
Structure File No.		Crossing			
Bridge length:					
Number of Spans					
Eligible for the National Historical Register	Yes		No		

Proposed Structure:

New Structure:	Yes		No	
Rehabilitate Existing Bridge	By:			
Structure width:		Structure type:		
Number of spans:				
Beam Type:	Concrete Box		Steel	
Other Design Considerations / Explanation of Change in Line/Grade:				
Guardrail Type:	TBD			

H. Design Exception(s) required

Yes		No		Explain	None anticipated

I. Traffic Control

Signing:	Yes	X	No		Remarks	Will convert both intersections to AWSC
Striping:	Yes	X	No		Remarks	Stop lines, Xwalks and R/R Xing
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Geotechnical

Is geotechnical design necessary (Y/N)? 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.

K. Maintenance of Traffic

Detour		Part Width	X
Remarks:			

L. Driveways

Yes	TBD	No		Type	Various if impacted

M. Project Funding

Project Cost Estimate	$208,700						
Quantity splits needed in plans to differentiate funding participation:			Yes		No	X	
Comments:	100% State funds, No local funding match required						
Coordination with Concurrent Projects Required:		Yes		No	X		
Comments:							

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	_____	_____	_____	_____
RIGHT OF WAY	_____	_____	_____	_____

UTILITIES				
CONSTRUCTION				
CONST ENGINEERING				
TOTAL				

N. Cost Recovery

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

What Cost Recovery method does the LPA intend to utilize?

- ☒ 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs.
- ☐ 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate[a]
- ☐ 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)[b], plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.
- ☐ 4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.

Does the LPA currently have a timekeeping system in place?	Yes		No	X

If so, does that system track both payroll and project hours concurrently?	Yes		No	X

[a] The De Minimis Indirect Cost Rate is 10 percent of modified total direct costs (MTDC) per 2 CFR §200.414. Regardless of whether the LPA prepares a CAP or uses the 10-percent de minimis rate, LPAs are required to maintain Federally-compliant time-tracking systems. Accordingly, LPAs are permitted to bill for labor costs and associated indirect costs only if such costs are accumulated, tracked, and allocated in accordance with such systems. Before an LPA is eligible to elect the de minimis rate on any project, the LPA's time-tracking system and methods for tracking other project costs must be reviewed and approved by the ODOT Office of External Audits. To obtain this approval, LPAs will be required to complete an Internal Control Questionnaire (ICQ), and LPAs with compliant time-tracking systems will be granted approval (be prequalified) to apply the de minimis rate.

[b] Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

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? ***(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)***	Yes		No	X
Does the LPA ensure that timecards are signed by the employee?	Yes		No	X

O. Environmental

Scope of the Proposed Action /Involvement with Resources:

These are actions and/or items the District Environmental Staff deems necessary to address as part of the LPA project environmental documentation. This form is not all inclusive, and more items may be required upon initiation of agency coordination and field studies.

	Not required	Required	Responsibility	Due Date
Tentative CE Level _C1__		**X**	**ODOT on behalf Village**	
Purpose and Need Statement				
Section 106 Scoping Request Form				
Cultural Resource Phase 1				
Cultural Resource Phase II				
Cultural Resource Mitigation				
Cultural Resource Section 4(f)				
Data Recover Plan-Documentation for Consultation				
Section 4(f)/6(f)-Park/Recreation				
Recreational Boating				
Level 1 Ecological Survey Report				
Level 2 Ecological Survey Report				

Wetland Survey				
Section 9/Section 10 Stream				
404 NWP-Army Corps of Engineers				
404 PCN-Army Corps of Engineers				
404 Individual Permit-Army Corps of Engineers				
401 OEPA Certification Application				
Coast Guard Coordination				
ODNR Coastal Zone				
Scenic River				
Farmland Screening or FCIR				
Public Involvement				
Public Meeting				
RMR Screening				
RMR Assessment/Investigation				
Drinking Water Resources				
Flood Plain/Flood Way		**X**	**ODOT to coordinate with County FP Coordinator**	
Underserved Populations				
Noise Study				
Air Quality Analysis				

Asbestos Inspection Required:	Yes		No	X
Comment:				

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

- Any tree clearing to take place before project by Village within allowable timeframe
(October 1 – March 31)
- Any desired PI to be completed by Village (none required for project)
- ODOT will need copy of PONLS from consultant team

P. Roles / Responsibilities

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT/LPA
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	LPA
Construction inspection:	ODOT
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility Coordination / Relocation:	LPA

Q. Field Review

Date:	6/17/2025

REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
Eric Emmert	Village of New Lexington		
Josh Otworth	ODOT D5		
Ben Boyer	ODOT D5		
Jake Ross	Village of New Lexington		

R. COMMITMENT DATES	ODOT-let		

ACTIVITY	DUE DATE
Authorization to Proceed	10/31/2025
Stage 1/ Stage 2 Review	2/28/2026
R/W and Utility Clearance	N/A
Environmental Clearance	3/31/2026
Final Tracings	5/31/2026
R/W Plans Approved/Not Required	N/A
Bid document & tracings to District	6/30/2026
Plan Package to C. O.	7/31/2026
Award Date	8/31/2026

Other due dates of interest:
County to submit plans, proposal, estimate (PS&E) to the District
County certifies R/W and utility clearance to the District
County submits bid results to District
Schedule Explanation: Authorization to Proceed Start Date is the date that the District submits the programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.

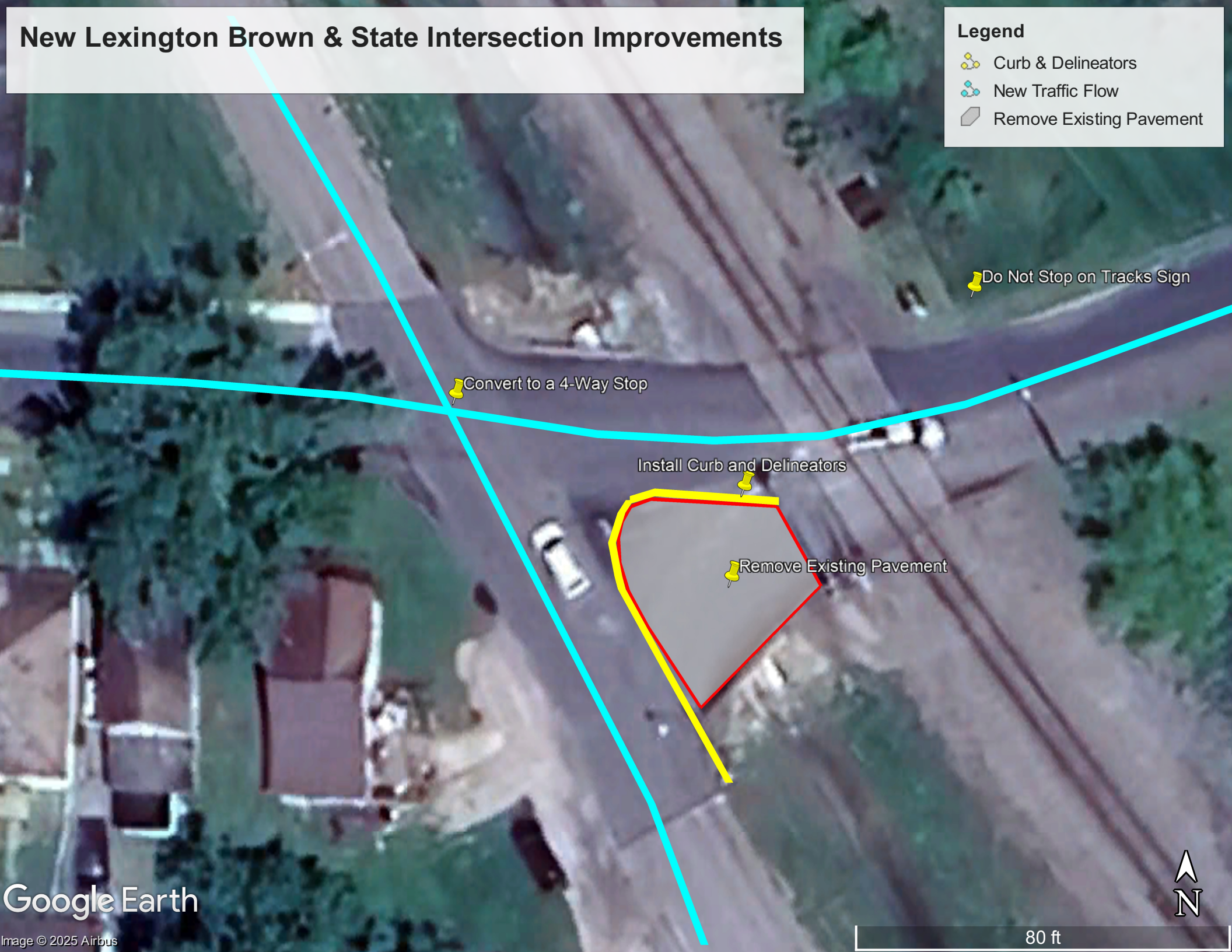
Project Schedule Approval:	Signature	Date
Environmental Coordinator		
Real Estate Admin.		
Program Manager		
Project Manager		

Scoping Meeting Notes – PID 124055

- Excess pavement will be removed in the southeast quadrants of both intersections to clarify traffic control/driver expectations and eliminate conflict points. Curb will be built at proposed edge of pavement and roadway drainage will need to be evaluated.
- Both intersections will be converted to All-Way Stop Control with the project. Dualled, oversized and LED-enhanced STOP signs will be evaluated. Placement of east leg STOP signs/lines will need to be evaluated to mitigate truck storage conflicts at the railroad crossing.
- No flexible delineators will be implemented.
- **State Street/Water Street**
    - Reconstruct curb radius in northeast quadrant to improve turning radius and cleanup drainage/edge of pavement.
    - Evaluate removing/replacing existing guardrail on culvert. Evaluate need to repair/replace concrete elements for GR post anchoring.
    - Relocate existing STOP sign in pavement with the pavement removal.
    - Construct curb ramps on both sides of west leg where there is existing sidewalk. Mark a crosswalk.
    - Replace catch basin within the intersection (near existing STOP sign) and its pipe outlet to the stream (this is within pavement removal area).
    - Evaluate reestablishing curb reveal, drainage improvements and/or pavement milling coming down the hill on west leg.
- **State Street /Brown Street**
    - Evaluate removing/replacing existing guardrail on culvert. This would likely include/require removing existing concrete parapet/wall on culvert.
    - Evaluate integration of sidewalk along south side of Brown Street and west side of State Street. Curb ramps will be constructed at any existing or proposed sidewalk locations. Mark crosswalks. Village will begin railroad coordination.
    - Evaluate roadway drainage to verify if any existing catch basins or curb inlets need replaced.
    - Evaluate modifying/cleaning up the curb radius at Swigart St/State St immediately south of the intersection area. This would likely involve pavement removal and possibly involve curb construction and drainage improvements. (There are two existing catch basins off of the west edge of pavement.)


New Lexington Brown & State Existing Intersection
Legend
Google Earth
Image © 2025 Airbus
N
80 ft

New Lexington Brown & State Intersection Improvements




New Lexington State & Water Existing Intersection
Legend
321
496
321
345
319
513
515
519
Google Earth
Image © 2025 Airbus
N
100 ft

New Lexington State & Water Intersection Improvements