

LPA SCOPE OF SERVICES FORM**A. Project Identification**

County	PER	Route	13/22/668	Section	VAR
Project sponsor / Maintenance responsibility:			Village of Somerset		
Local Let				ODOT Let	X
Scope field review:		8/12/2025		Scope meeting:	8/12/2025
Highway Functional Classification					
PID	124407				
Fiscal Year	FY28		Proposed Sale Date		Q1 FY28

B. Design Standard

AASHTO/ODOT

C. Project Description

Description of Proposed Improvements:	
Signing and Pavement marking improvements at SR 13/US 22 intersection. Construct curb extensions and pedestrian crossing enhancements at various locations.	

Prior studies / plan (identify):	Formal Safety Study, ODOT HSIP Systemic Safety		
Application			
Estimated Project Length: (begin pavement to end pavement including bridge)			800'
Work Length: (including project length & approach work)			800'

Alignment:	Existing	X	Relocated	
Profile:	Existing	X	New	
Logical Termini: (w/explanation)	Existing pedestrian facilities at all project locations			

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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	X	No			
Sidewalks	Yes	X	No		Comment	
Guardrail	Yes		No	X	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	Curb extensions
Guardrail	Yes		No	X	Type	

Supplemental Information

ADT	SR 13 = 8074; US 22 = 5144; SR 668 = 1865	Design ADT	
DHV		Certified Traffic	N/A
T24	SR 13 = 10%; US 22 = 17%; SR 668 = 14%		
Design Speed	25/35 MPH	Legal Speed	25/35 MPH
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
Approximate Number of Parcels:	8 max - temporary only; no anticipated perm. R/W acq.			

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Known relocations:	Yes		No	X			
Railroad Involvement:	Yes		No	X			
Railroad Name:							
Encroachments:	Possibly						
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		Name of Company	Potential pole relocation

Buried:

Phone	Yes		No	X	Name of Company	
Cablevision	Yes		No	X	Name of Company	
Power	Yes		No	X	Name of Company	
Gas	Yes		No	X	Name of Company	
Pipelines:	Yes		No	X	Name of Company	
Water	Yes		No	X	Private	Public
Sanitary Sewer	Yes		No	X	Private	Public
Storm Sewer	Yes		No		Private	Public
Other	Some proposed storm sewer may be required; TBD with PE					

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Comments	
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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:					

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	
Striping:	Yes	X	No		Remarks	Roundabout markings, crosswalks
Lighting:	Yes	X	No		Remarks	Possibly at pedestrian crossings
Signals:	Yes		No	X	Remarks	

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RPM's:	Yes		No	X	Remarks	
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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:	Traffic generally maintained with possible lane closures		

L. Driveways

Yes		No	X	Type	
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M. Project Funding

Project Cost Estimate	\$1,552,500 of safety funding; \$1,707,750 including local match				
Quantity splits needed in plans to differentiate funding participation:	Yes	X	No		
Comments:	90% Federal; 10% Local Match required = \$155,250 through all phases				
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:	PE ENV = \$270,000 FY26; PE DD = \$90,000 FY 26; R/W = \$112,500 FY27; Construction = \$1,080,000 FY28				

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
<p>What Cost Recovery method does the LPA intend to utilize?</p> <p> <input checked="" type="checkbox"/> 1. No cost recovery of LPA's project direct labor, fringe benefits, or overhead costs. <input type="checkbox"/> 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate^a <input type="checkbox"/> 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. <input type="checkbox"/> 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. </p>				
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	
<p>If different systems, how does the LPA reconcile project hours to payroll?</p>				
<p>How often are payroll records prepared?</p>				

^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.

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For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets? <i>(only tracking hours worked on Federal projects is non-compliant. All activity hours must be shown)</i>	Yes		No	
Does the LPA ensure that timecards are signed by the employee?	Yes		No	

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 or C2		X	ODOT on behalf of Village	
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X		
Cultural Resource Phase I			TBD	
Cultural Resource Phase II			TBD	
Cultural Resource Mitigation			TBD	
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation			TBD	
Recreational Boating	X			
Level 1 Ecological Survey Report	X			
Level 2 Ecological Survey Report	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers	X			
404 PCN-Army Corps of Engineers	X			
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			

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ODNR Coastal Zone	X			
Scenic River	X			
Farmland Screening or FCIR	X			
Public Involvement		X	Village	
Public Meeting	X			
RMR Screening		X		
RMR Assessment/Investigation	X			
Drinking Water Resources	X			
Flood Plain/Flood Way	X			
Underserved Populations	X			
Noise Study	X			
Air Quality Analysis	X			

Asbestos Inspection Required:	Yes		No	X
Comment:				

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

- Any desired Public Involvement to be completed by Village
- 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:	8/12/2025
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
Josh Otworth	ODOT D5		
Eric Emmert	Village of Somerset		
Nicole Hafer-Lipstreu	ODOT D5		
Chris Shonk	Village of Somerset		
Kelly Beem	Village of Somerset		
Ryan Wzenski	Village of Somerset		

R. COMMITMENT DATES		ODOT-let		
ACTIVITY		DUE DATE		
Authorization to Proceed		Q3 FY26		
Stage 1/Stage 2 Review		Q1 FY27		
Environmental Clearance		Q2 FY27		
R/W and Utility Clearance		Q2 FY27		
Final Tracings		Q3 FY27		
R/W Plans Approved		Q3 FY27		
Bid document & tracings to District		Q4 FY27		
Plan Package to C. O.		Q4 FY27		
Award Date		Q1 FY28		

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:

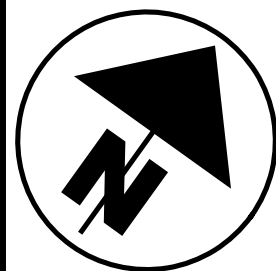
Signature

Date

Environmental Coordinator		
Real Estate Admin.		
Program Manager		
Project Manager		

Scoping Meeting Notes

- Marked Roundabout (SR 13/US 22) – Develop the traffic control plan for marking a roundabout on the village square. This will require the horizontal geometric design similar to a built, hardscaped roundabout. A center island truck apron will be designed as the sole hardscaped roundabout element but it may or may not be expedited with a separate construction effort after Preliminary Engineering. Access delineation and traffic circulation for the intersection parking areas in three of the quadrants will be evaluated. Parking stalls within the intersection parking areas may be reevaluated.
- Curb Extensions approaching Square (SR 13 & US 22) - Evaluate location, extent, design vehicle turning checks and necessary drainage.
 - W. Main St/Alley (by pharmacy)
 - E. Main St (by fire dept.)
 - S. Columbus St/Sheridan Ave
 - N. Columbus St/Gay St
- S. Columbus St (SR 13) @ Holy Trinity Curb Extension - Evaluate location and extent.
- W. Main St/Market St (US 22/SR 668) Curb Extension and Relocation – Evaluate location, extent, design vehicle turning checks and necessary drainage for curb extensions on the north side and relocation of curb setback for south side to accommodate both pedestrians and turning trucks.
- E. Main St/High St (US 22) Crossing Relocation – Evaluate crosswalk location, curb ramp location and alignment, ADA compliance, design vehicle turning checks, RRFB installation and necessary drainage at intersection.
- Some on-street parking stalls will need to be removed to construct the curb extensions and/or install the roundabout pavement markings. A reduction of parking spots will be discussed and mitigated with Preliminary Engineering.
- Roadway lighting improvements at pedestrian crossings may be evaluated further if funding affords.



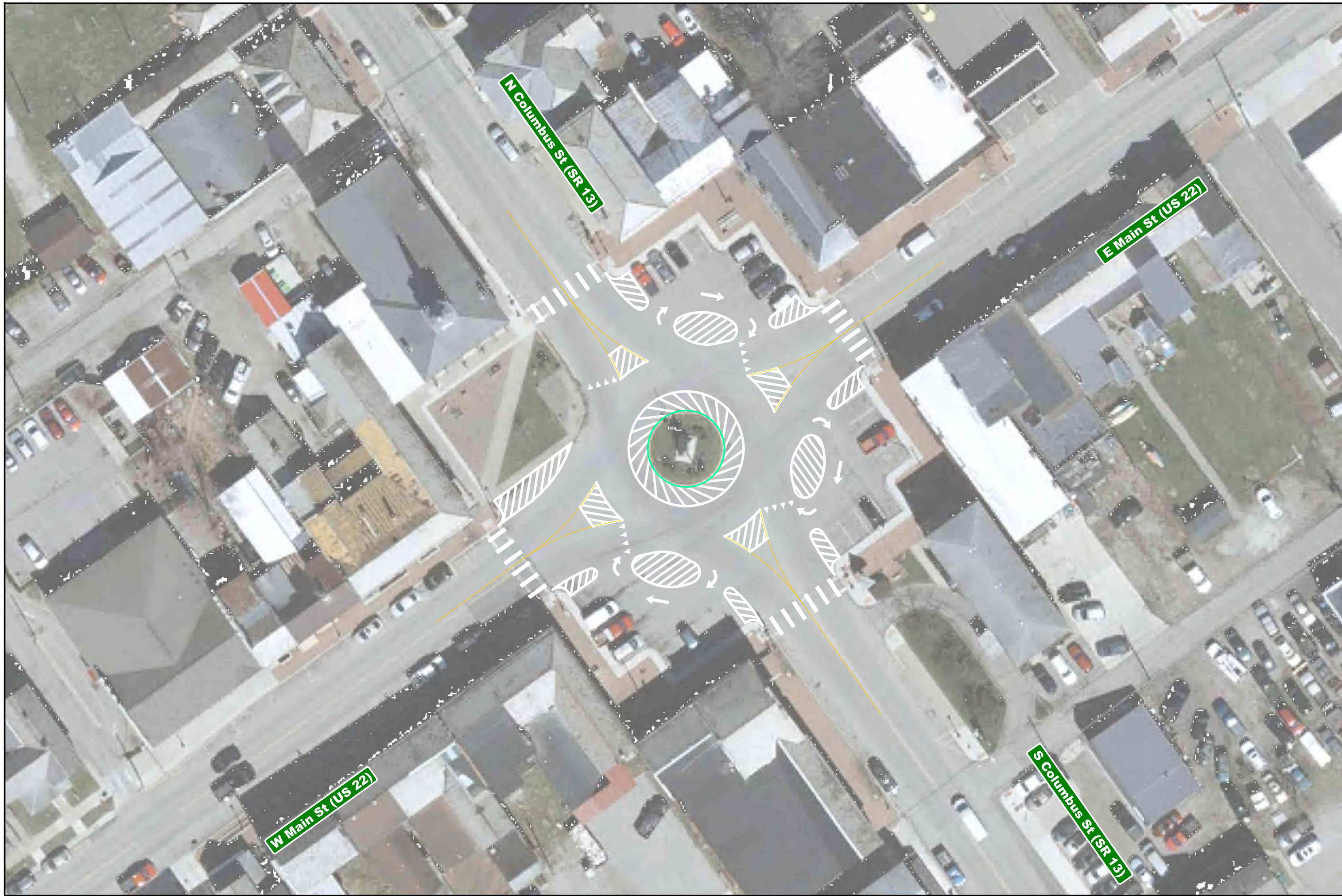




HORIZONTAL
SCALE IN FEET
0 35 70

Curb Extensions at the Alley/Side Streets

FIG
10



HORIZONTAL SCALE IN FEET 0 20 40
Roundabout Alternative - Striping/Pavement Markings
FIG 11