

# L P A S C O P E O F S E R V I C E S F O R M

## A. Project Identification

County-Route-Section (Project Name): HOL CR 19 5.84

Project Sponsor / Maintenance Responsibility: Holmes County

Local Let

ODOT Let

PID (ODOT assigned): 121710

Scope Field Review: April 9, 2024 Scope Meeting: April 9, 2024

Proposed Sale Date: April/May 2027 State Fiscal Year: 2028

Highway Functional Classification: 06 – Minor Collector

Federal Aid System (ODOT assigned): Yes (Bridge Off System Eligible)

## B. Design Standard

ODOT Location and Design Manuals; Guidelines for Geometric Design of Low Volume Roads

## C. Project Description

Complete replacement of Bridge No. HOL CR 19 0584 (SFN 383713), which carries CR 19 over Doughty Creek in Mechanic Township of Holmes County.

Prior studies / plan (identify):  
CEAO Funding Application (2023)

Estimate Project Length:  
(begin pavement to end pavement including bridge) 250' +/-

Work Length:  
(including project length & approach work) 450' +/-

Alignment:  Existing  
 Relocated (explain)

Profile:  Existing Adjust profile as needed for proposed structure; tie into existing roadway profile as soon as possible  
 New (explain)

Logical Termini:  
(w/ explanation) Approximately 100' from the end of the bridge/termini of the guardrail.

### D. Typical Sections

<b>Existing</b>	Pavement Width: <span style="margin-left: 100px;">22' +/-</span>	<input type="checkbox"/> curb to curb	Graded Shoulder: <span style="margin-left: 20px;">2' +/-</span>
		<input checked="" type="checkbox"/> edge to edge	Treated Shoulder: <span style="margin-left: 20px;">N/A</span>
	R/W Width: <span style="margin-left: 100px;">60'</span>		
	Bridge Width: <span style="margin-left: 100px;">24' +/-</span>	<input checked="" type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets	

<b>Existing</b>	Yes	No	Comment / Type
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curb ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Width: _____
Guardrail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Type 5</i>

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

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<b>Proposed</b>	Pavement Width: <span style="margin-left: 100px;">22'</span>	<input type="checkbox"/> curb to curb	Graded Shoulder: <span style="margin-left: 20px;">7'</span>
		<input checked="" type="checkbox"/> edge to edge	Treated Shoulder: <span style="margin-left: 20px;">2'</span>
	R/W Width: <span style="margin-left: 100px;">60'</span>		
	Bridge Width: <span style="margin-left: 100px;">30'</span>	<input checked="" type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets	

<b>Proposed</b>	Yes	No	Comment / Type
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curb ramps (*)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Width: _____
Guardrail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>MGS</i>

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

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

[For proposed pavement buildup, ODOT's Pavement Design Manual Appendix C can be used.](#)

**Supplemental Information:**

ADT	<u>329</u>	Design ADT	<u>370</u>
DHV	<u>44</u>	Certified Traffic	<u>N/A</u>
T24	<u>3% (assumed)</u>	Legal Speed	<u>55 MPH</u>
Design Speed	<u>55 MPH</u>		
Comments: <i>Information per attached Bridge Project Design Designation Worksheet (Excel File); Existing ADT from ODOT TIMS</i>			

**E. Right-of-Way**

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Right-of-Way Plan:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Approximate Number of Parcels:			_____
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Railroad Involvement:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Railroad Name:			_____
Encroachments:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airport Name:			_____
Comments:	<u><i>Consultant is to verify existing ROW and display existing ROW lines on const. plans.</i></u>		

*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**

		<u>Yes</u>	<u>No</u>	<u>Name of Company</u>		
<b>Aerial</b>	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Frontier Communications</i>		
	Cablevision	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Holmes-Wayne Electric Cooperative</i>		
<b>Underground</b>	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Frontier Communications</i>		
	Cablevision	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Knox Energy Cooperative</i>		
	Pipelines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
				<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
	Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other: _____						
Comments: <i>See below.</i>						

A listing of all utility companies within the project limits shall be included in the Stage 1 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant can contact the District 11 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 Local Agency (or its Consultant) 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: <u>Steel stringer/multi-beam with asphalt concrete wearing surface</u>
	Bridge No.: <u>HOL CR 19 0584</u> Structural File No.: <u>3830713</u>
	Sufficiency Rating: <u>44.6</u> General Appraisal: <u>4</u>
	Crossing: <u>Doughty Creek</u>
	Bridge Length: <u>51' +/- overall length</u> Number of Spans: <u>1</u>
Eligible for the National Historical Register: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Proposed Structure Information:	New Structure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Rehabilitate Existing Bridge by: <u>N/A (complete replacement)</u>
	Structure Type: <u>TBD (simplified structure type study)</u>
	Beam Type: <input type="checkbox"/> Concrete Box; <input type="checkbox"/> Steel; <input type="checkbox"/> n/a <u>To be determined</u>
	Structure Width: <u>30' f/f rails</u> Number of Spans: <u>1</u>
	<b>Load rating must be submitted at Stage 2 for ODOT Office of Structural Engineering approval and Local must have approved load rating on file</b>
Other Design Considerations / Explanation of Change in Line/Grade: <u>Adjust profile as needed to accommodate proposed structure; tie into ex. profile asap.</u>	
Guardrail Type: <u>TST-1-99; MGS Bridge Terminal Assemblies, Type 1</u>	

**H. Design Exception(s) Required**

Yes Explain: *To be determined in preliminary engineering by Consultant.*  
 No

**I. Traffic Control**

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Signing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Striping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Lighting:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Signals:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
RPMs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

**J. Maintenance of Traffic**

Type of MOT:  Detour,  Part Width,  Daily Flagging

Remarks/Describe: \_\_\_\_\_

Will Pedestrian Traffic need to be maintained? No

Remarks/Describe: \_\_\_\_\_

**K. Driveways**

Yes Type: *Field drives on south side of structure rear and forward (aggregate)*  
 No

**L. Project Funding**Project Cost Estimate: \$1,857,100 (Construction and Construction Engineering only)Quantity splits needed in plans to differentiate funding participation:  Yes Comments:   
 NoCoordination with Concurrent Projects Required:  Yes Comments:   
 NoFunding Source: CEAO LBR (4B87) Federal Maximum: \$2,049,245Funding Split: 95/5**Cost Estimates:**

	Local Information			State/Federal Information			Total
	SAC	Total Local Funds	Percent Split	SAC	Total Federal or State Funds	Percent Split	
Preliminary Engineering	LNTP	TBD	100				
Detailed Design	LNTP	TBD	100				
Construction	LNTP	\$86,780.50	5	4B87	\$1,648,829.50	95	\$1,735,610
Construction Engineering	LNTP	\$6,074.50	5	4B87	\$115,415.50	95	\$121,490
<b>Totals:</b>		\$92,855			\$1,764,245		\$1,857,100

Additional remarks about funding:

Environmental, Preliminary Engineering, and Detailed Design costs are TBD (pending consultant cost proposals, etc.). CEAO Environmental Task Order to be utilized. 95% utilizing 15% credit bridge.

**M. Cost Recovery**

Does the LPA intend to recover any Direct Labor Costs associated with this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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<sup>1</sup>
- 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)<sup>2</sup>
- 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If so, does that system track both payroll and project hours concurrently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*(Tracking hours worked, without activities, on Federal projects is non-compliant. All activity hours must be shown)*

Does the LPA ensure that timecards are signed by the employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## N. Environmental – see attached Environmental Scope of Services


























## O. 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:	<a href="#">ODOT Prequalified Consultant</a>
Proposal/Specification Development:	<a href="#">LPA/ODOT Prequalified Consultant</a>
LPA Agreement:	<a href="#">ODOT</a>
Form and Preliminary Legislation:	<a href="#">N/A (Local Let)</a>
Environmental Tasks:	<a href="#">CEAO Task Order Consultant (less Waterway Permits tasks)</a>
Advertising and Award of Contract:	<a href="#">LPA</a>
Construction Inspection:	<a href="#">ODOT Prequalified Consultant</a>
R/W Plan Development:	<a href="#">N/A</a>
R/W Acquisition / Appraisals:	<a href="#">N/A</a>
Utility Relocation:	<a href="#">Coordination/Utility Note by LPA/ODOT Prequalified Consultant</a>

## P. Field Review – held on April 9, 2024 with Holmes County Engineer and ODOT D11 personnel

## Q. Commitment Dates

Milestone 	Date 	Completed	SFY (Qtr)
 Initial Project Scope Complete 	10/07/2024		2025 (Q2)
 Stage 1 Plans - Submitted 	05/30/2025	–	2025 (Q4)
 Stage 2 Plans - Submitted 	01/30/2026	–	2026 (Q3)
 Environmental Document Approved 	02/27/2026	–	2026 (Q3)
 Stage 3 Plans - Submitted 	11/30/2026	–	2027 (Q2)
 Plan Package Submitted to District 	02/01/2027	–	2027 (Q3)
 Plan Package Submitted to C.O. 	03/01/2027	–	2027 (Q3)
 Sale 	04/30/2027	–	2027 (Q4)
 Award 	07/01/2027	–	2028 (Q1)
 Begin Construction 	08/01/2027	–	2028 (Q1)
 End Construction 	11/30/2027	–	2028 (Q2)