

# 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): JEF Steubenville Signal Removals

Project Sponsor / Maintenance Responsibility: City of Steubenville

Local Let  
 ODOT Let

PID (ODOT assigned): 124461

Scope Field Review: N/A Scope Meeting: N/A (done remotely via coordination)

Proposed Sale Date: March 25, 2027 State Fiscal Year: 2027

Highway Functional Classification: 03 – Principal Arterial Other (3rd St and Washington St); 04 – Minor Arterial (Adams St, Market St, 4th St, and 7th St); 05 – Major Collector (5th St and North St); 07 – Local (Dock St and Logan St)

Federal Aid System (ODOT assigned): Yes

## B. Design Standard

ODOT Location and Design Manuals

## C. Project Description

*The removal of traffic signals at twelve (12) intersections inside the city of Steubenville's Central Business District area. Work will include the removal of unused poles, signals, and strain wire, restriping of roadways, and conversion to four-way stop signs at all intersections. Pedestrian facilities improvements (curb bump-outs, raised crosswalks, etc.) are to be considered.*

Prior studies / plan (identify):

Steubenville Central Business District Safety Study

Estimate Project Length:

(begin pavement to end pavement including bridge) N/A

Work Length:

(including project length & approach work) N/A

Alignment:  Existing

Relocated (explain)

Profile:  Existing

New (explain)

Logical Termini:

(w/ explanation)

See Intersection Removal List & Study Area and Intersections Map

**D. Typical Sections – N/A**

<b>Existing</b>	Pavement Width:	<input type="checkbox"/> curb to curb	Graded Shoulder:	
		<input type="checkbox"/> edge to edge	Treated Shoulder:	
	R/W Width:			
	Bridge Width:	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

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

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

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<b>Proposed</b>	Pavement Width:	<input type="checkbox"/> curb to curb	Graded Shoulder:	
		<input type="checkbox"/> edge to edge	Treated Shoulder:	
	R/W Width:			
	Bridge Width:	<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

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

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

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

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**Supplemental Information: Consultant to utilize ODOT’s Traffic Counts (TCDS) as a baseline to determine**

ADT (2027)	<u>TBD</u>	Design ADT (2039)	<u>TBD</u>
DHV	<u>TBD</u>	Certified Traffic	<u>N/A</u>
T24	<u>TBD</u>	Legal Speed	<u>25 MPH</u>
Design Speed	<u>25 MPH</u>		
Comments: <u>Opening Year – 2027; Design Year – 2039</u>			

**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"/>	<u>To be verified by LPA/Consultant during the PDP</u>
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Equipment should not be higher than adjacent buildings</u>
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

		<u>Yes</u>	<u>No</u>	<u>Name of Company</u>			
<b>Aerial</b>	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>AT&amp;T</i>			
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Comcast, Horizon/GloFiber</i>			
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>AEP</i>			
<b>Underground</b>	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>AT&amp;T</i>			
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Horizon/GloFiber</i>			
	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Columbia Gas</i>			
	Pipelines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
					<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Steubenville</i>	
Sanitary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Steubenville</i>		
Storm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>City of Steubenville</i>		
Other: _____							
Comments: _____							

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 11 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 1 submittal. This listing must include all underground, aerial, private and public (City or County owned) facilities. The Consultant shall contact the District 11 Utilities Coordinator for the correct addresses, telephone numbers and company contacts.

## G. Structure Requirements – N/A

<b>Existing Structure Information:</b>	Structure type: _____
	Bridge No.: _____ Structural File No.: _____
	Sufficiency Rating: _____ General Appraisal: _____
	Crossing: _____
	Bridge Length: _____ Number of Spans: _____
Eligible for the National Historical Register: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Proposed Structure Information:</b>	New Structure: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Rehabilitate Existing Bridge by: _____
	Structure Type: _____
	Beam Type: <input type="checkbox"/> Concrete Box; <input type="checkbox"/> Steel; <input type="checkbox"/> n/a
	Structure Width: _____ Number of Spans: _____
	<b>Local must have proposed structure's load rating on file</b>
Other Design Considerations / Explanation of Change in Line/Grade:  _____	
Guardrail Type: _____	

## H. Design Exception(s) Required

Yes Explain:  
 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Removals</i>
RPMs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## J. Maintenance of Traffic

Type of MOT:  Detour,  Part Width,  Daily Flagging and Law Enforcement Officers (LEOs)

*Maintain vehicular traffic throughout construction per plan details/notes and*

Remarks/Describe: *SCDs. LEOs will be required.*

Will Pedestrian Traffic need to be maintained? Yes

*Maintain pedestrian/non-vehicular traffic throughout construction per plan*

Remarks/Describe: *details/notes and SCDs.*

## K. Driveways

Yes Type: *Commercial (asphalt and concrete)*  
 No

## L. Project Funding

Project Cost Estimate: \$560,000.00

Quantity splits needed in plans to differentiate funding participation:  Yes  No Comments: \_\_\_\_\_

Coordination with Concurrent Projects Required:  Yes  No Comments: \_\_\_\_\_

Funding Source: CMAQ (4TB7/BH11) Federal Maximum: \$560,000.00

Funding Split: 100

### Cost Estimates:

	Local Information			State/Federal Information			Total
	SAC	Total Local Funds	Percent Split	SAC	Total Federal or State Funds	Percent Split	
Preliminary Engineering				4TB7	\$80,000.00	100	\$80,000.00
Detailed Design				4TB7	\$20,000.00	100	\$20,000.00
Construction				4TB7	\$420,000.00	100	\$420,000.00
Construction Engineering				4TB7	\$40,000.00	100	\$40,000.00
<b>Totals:</b>							<b>\$560,000.00</b>

Additional remarks about funding:

*Federal BHJ CMAQ (4TB7/BH11) funds at 100% are not to exceed \$560,000 maximum set for all phases of project.*

## 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?

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?

Yes  No

*(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?

Yes  No

**N. Environmental – N/A (Environmental Document Approved on October 9, 2025)**

**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:	<i>ODOT Prequalified Consultant</i>
Proposal/Specification Development:	<i>ODOT</i>
LPA Agreement:	<i>ODOT/LPA</i>
Form and Preliminary Legislation:	<i>ODOT/LPA</i>
Environmental Tasks:	<i>N/A – Environmental Document Approved on October 9, 2025</i>
Advertising and Award of Contract:	<i>ODOT</i>
Construction Inspection:	<i>ODOT</i>
R/W Plan Development:	<i>N/A</i>
R/W Acquisition / Appraisals:	<i>N/A</i>
Utility Relocation:	<i>Coordination and relocation by LPA/ODOT Prequalified Consultant (responsible for completion of the Utility Note for any relocations)</i>

**P. Field Review – N/A**

**Q. Commitment Dates**

Milestone	Date	Completed	SFY (Qtr)
NEPA Start Date	07/21/2025	EN ✓	2026 (Q1)
Environmental Document Approved	10/09/2025	EN ✓	2026 (Q2)
Initial Project Scope Complete	02/24/2026	✓	2026 (Q3)
Stage 2 Plans - Submitted	08/31/2026	–	2027 (Q1)
Stage 3 Plans - Submitted	08/31/2026	–	2027 (Q1)
Stage 2 Plans - Complete	10/01/2026	–	2027 (Q2)
Stage 3 Plans - Complete	10/01/2026	–	2027 (Q2)
Final Tracings - Submitted	12/01/2026	–	2027 (Q2)
District R/W Certification	12/16/2026	–	2027 (Q2)
Plan Package Received in C.O.	12/21/2026	–	2027 (Q2)
Sale	03/25/2027	–	2027 (Q3)
Award	04/05/2027	–	2027 (Q4)
Begin Construction	06/01/2027	–	2027 (Q4)
End Construction	08/31/2027	–	2028 (Q1)