

LPA SCOPE OF SERVICES FORM

A. Project Identification

County	SUM	Route	Bayberry Drive	Section	Part 2
Project sponsor / Maintenance responsibility:			Northfield Center Township		
Local Let			SCE		ODOT Let
Scope field review:			Scope meeting:		
Highway Functional Classification		Local			
PID					
Fiscal Year	2026		Proposed Sale Date	8-1-2025	

B. Design Standard

ODOT L&D

C. Project Description

Description of Proposed Improvements:	<p>This is the design of a Township and OPWC funded project to construct drainage improvements and reconstruct Bayberry Drive in Northfield Center Township. Part 1 of this proposed project has been designed by the Summit County Engineers office and a copy of those plans are attached. Part 1 included a survey and design from the intersection of Charlton Circle at Bayberry Drive thence east and south along Bayberry Drive approximately 250 feet to an outlet at an existing ditch easement. The Part 2 project will include the design of a storm sewer system approximately 900 feet long that extends from near 229 Bayberry Drive (Parcel 4004398) to the storm sewer system previously designed in Part 1. Quantities, notes and details for the pavement and gutter replacement will be prepared by the Summit County Engineer’s office. No plan, profile, cross sections will be needed for this “in kind” pavement replacement. Quantities, notes and typical sections will be prepared for this work.</p>
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Prior studies / plan (identify):	See Part 1 plan.
County road records/plans available at http://roadrecords.summitengineer.net . SCE will provide a survey drawing determining the existing centerline and right-of-way.	

Estimated Project Length: (begin pavement to end pavement)	0.33 miles
Work Length: (including project length & approach work)	0.33 miles (1,750 feet +/-)
This includes approximately 900 feet of storm sewer and 1750 feet of pavement replacement	

Alignment:	Existing	<input checked="" type="checkbox"/>	Relocated	
Profile:	Existing	<input checked="" type="checkbox"/>	New	
Logical Termini: (w/explanation)	The storm sewer with inlets for an ODOT Type 3 Curb and Gutter, as per SCD 5.1, shall extend from the top of the hill near 229 Bayberry Road to the intersection of Charlton Circle at Bayberry Drive. The pavement replacement shall extend the entire length of Bayberry Dr.			

D. Typical Sections

Existing:

Width:	Pavement	22' +/-	Graded Shoulder		Treated Shoulder	N/A
R/W						
Bridge:	face to face of rails	N/A	or toe to toe of parapets		N/A	
Curbs	Yes	2.5' rolled curb	No			
Curb ramps	Yes		No			
Sidewalks	Yes	No	<input checked="" type="checkbox"/>	Comment		
Guardrail	Yes	No	<input checked="" type="checkbox"/>	Type		

Proposed:

Width:	Pavement	22' +/-	Graded Shoulder	N/A	Treated Shoulder	
Bridge	N/A					
Median:	Yes	No	<input checked="" type="checkbox"/>	Type		
Curbs:	Yes	<input checked="" type="checkbox"/>	No	Type	3 as per SCD BP-5.1	
Curb ramps:	Yes	No	<input checked="" type="checkbox"/>			
Sidewalks	Yes	No	<input checked="" type="checkbox"/>	Comment		
Guardrail	Yes	No	<input checked="" type="checkbox"/>	Type		

Supplemental Information

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ADT	➤ 200	Design ADT	200
DHV	20	Certified Traffic	n/a
T24	0.1%		
Design Speed	25 mph	Legal Speed	25 MPH
Comments:			

E. Right-of-Way

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

Railroad Involvement:	Yes		No	X		
Railroad Name:						
Encroachments:						
Airway Highway Clearance:	Yes		No	X	Remarks	
Airport Name						
Comments:	KSU . 60,000 FT CLE > 90,000 FT. CUY. CO > 94,000 FT					

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 Consultant to Determine

Aerial:

Phone	Yes		No		Name of Company	
Cablevision	Yes		No		Name of Company	
Power	Yes		No		Name of Company	

Buried:

Phone	Yes		No		Name of Company	
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Cablevision	Yes		No		Name of Company	
Power	Yes		No		Name of Company	
Gas	Yes		No		Name of Company	
Pipelines:	Yes		No		Name of Company	
Water	Yes		No		Private	Public
Sanitary Sewer	Yes		No		Private	Public
Storm Sewer	Yes		No		Private	Public
Other						
Comments	Consultant to provide utility coordination and determine utility ownership					

G. Structure Requirements N/A

Existing Structure information:

Structure type:	N/A					
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	X		
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	Remove and replace signs if necessary
Striping:	Yes		No	X	Remarks	
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour	No	Part Width	X By use of flaggers
Remarks:	Access to all properties shall be maintained.		

K. Driveways

Yes	X	No	Type	Match existing materials
Saw cut drives or extend to next existing driveway transverse joint. Do not leave concrete slabs less than 4 feet in length.				

L. Project Funding

Project Cost Estimate					
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:	Northfield Center Township to provide all matching and local funds				
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:					

Cost Estimates:

		(Northfield Center Township)
PE	Total Federal Funds/Percent Split	Total Local Funds/Percent Split
		\$ 15,000 100

RIGHT OF WAY				
TOTAL			\$ 15,000	100
UTILITIES			N/A	
CONSTRUCTION			TBD	100
CONSTRUCTION		\$30,000	TBD	20 100
CONST ENGINEERING			TBD	100
TOTAL			\$15,000	
PROJECT TOTAL				\$00

M. 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? <input 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 ¹ <input type="checkbox"/> 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only) ² , 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.				
Does the LPA currently have a timekeeping system in place?	Yes	X	No	
If so, does that system track both payroll and project hours concurrently?	Yes	X	No	
If different systems, how does the LPA reconcile project hours to payroll?				

¹ 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.

² Annually, the LPA shall submit an updated rate for review and approval by the ODOT Office of External Audits.

How often are payroll records prepared? Every 2 weeks				
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	X	No	
Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	

N. 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 _____	X			
Purpose and Need Statement	X			
Section 106 Scoping Request Form	X			
Cultural Resource Phase 1	X			
Cultural Resource Phase II	X			
Cultural Resource Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation	X			
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			
ODNR Coastal Zone	X			

Scenic River	X		
Farmland Screening or FCIR	X		
Public Involvement		X	Northfield Center Township
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):

None

O. Roles / Responsibilities

Construction plan development:	SCE & ODOT Prequalified Consultant
Proposal/Specification Development:	SCE & ODOT Prequalified Consultant
LPA Agreement:	N/A
Form and preliminary legislation:	SCE

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Advertising and award of contract:	SCE
Construction inspection:	SCE
R/W plan development:	ODOT Prequalified Consultant if required
R/W acquisition / appraisals:	ODOT Prequalified Consultant if required
Utility Coordination / Relocation:	By Utility if necessary

P. Field Review

Date:	
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REPRESENTATIVES PRESENT:

Revised 10/04/2024

Name	Company	Phone	E-mail

Q. COMMITMENT DATES	ODOT-let	Local-let	Reservoir
ACTIVITY		DUE DATE	
Authorization to Proceed		01/01/2025	

Stage 1 Review	N/A
Stage 2 Review	04/01/2025
Stage 3 Review	06/01/2025
R/W Plans Approved (If Required)	06/01/2025
Bid document & tracings to District	09/01/2025
R/W and Utility Clearance	09/01/2025
Environmental Clearance	09/01/2025
Plan Package to C. O.	N/A
Award Date	12/1/25

The above dates are assumption based on receiving OPWC funding for construction in July 2025.

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.