

LPA SCOPE OF SERVICES FORM

A. Project Identification

County	SUM	Route	CR-40	Section	1.57
Project sponsor / Maintenance responsibility:			Summit County Engineer		
			Project Manager: Chuck Hauber		
Local Let:		ODOT Let			
Scope field review:		Scope meeting:			
Highway Functional Classification		Local			
PID	N/A				
Fiscal Year	PE 2020; RW 2022; CO 2022		Proposed Sale Date	FY 2022	

B. Design Standard

ODOT L & D and Bridge Design Manual

C. Project Description

Transportation Issue to be Corrected:	
<p>This project includes rehabilitation of the existing three-span, continuous steel beam structure (Structure No. NOR-040-0157) carrying Brandywine Rd (CR 40) over the Brandywine Creek. Rehabilitation items include: new reinforced concrete deck, new bridge railing, new beam bearings, structural steel repairs, field painting of structural steel, substructure repairs, new reinforced concrete approach slabs, and minimal approach roadway work (pavement, drainage, guardrail, etc.) necessary to tie-in to existing. Traffic will be detoured during construction.</p>	
Prior studies / plan (identify):	
<p>County road records/plans available on the SCE website via link http://roadrecords.summitengineer.net. The existing bridge plans Brandywine Road over Brandywine Creek (circa 1970) and Bridge Load Rating Report dated August 2011. The Centerline – Right of Way Survey plans prepared by SCE in 2020 will be provided to the selected consultant.</p>	
Estimated Project Length: (begin pavement to end pavement including bridge)	350 ft
Work Length: (including project length & approach work)	100 ft north and south of bridge

Revised January 22, 2020

Alignment:	Existing	X	Relocated	
Profile:	Existing	X	New	
Logical Termini: (w/explanation)	North and south termini is established to upgrade/replace the existing guardrail starting at the ends bridge.			

D. Typical Sections

Existing:

Width:	Pavement	24 ft	Graded Shoulder	N/A±	Treated Shoulder	2'±
R/W	Varies 60' minimum. Summit County to Provide Centerline and R/W survey					
Bridge:	face to face of rails	28 ft±				
Curbs	Yes		No	X		
Curb ramps	Yes		No	X		
Sidewalks	Yes		No	X	Comment	
Guardrail	Yes	X	No		Type	Type 5

Proposed:

Width:	Pavement	24 ft	Graded Shoulder	N/A	Treated Shoulder	2 ft±
Bridge	Face to face of rail or toe/toe parapets	28 ft min.	Maximize deck width on existing substructure			
Median:	Yes		No	X	Type	
Curbs:	Yes		No	X	Type	
Curb ramps:	Yes		No	X		
Sidewalks	Yes		No	X	Comment	Adjacent to multi-purpose trail
Guardrail	Yes	X	No		Type	CTD (consultant to determine)

Supplemental Information

ADT	1640 (2020)	Design ADT	1722 (2040)
DHV	170	Certified Traffic	No
T24	0.25%		
Design Speed	35 mph	Legal Speed	35 mph
Comments:	ADT 1620, Based on 2015 count. To be verified by SCE in 2020		

E. Right-of-Way

Right-of-Way Plan:	Yes	<input type="checkbox"/>	No	If Authorized, temporary easements		
Approximate Number of Parcels:	N/A					
Known relocations:	Yes	<input type="checkbox"/>	No	X		

Railroad Involvement:	Yes	<input type="checkbox"/>	No	X		
Railroad Name:						
Encroachments:						
Airway Highway Clearance:	Yes	<input type="checkbox"/>	No	X	Remarks	Consultant to verify
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 CTD-Consultant to determine

Aerial:

Phone	Yes	X	No	<input type="checkbox"/>	Name of Company	CTD
Cablevision	Yes	X	No	<input type="checkbox"/>	Name of Company	CTD
Power	Yes	X	No	<input type="checkbox"/>	Name of Company	CTD (overhead lines present)-First Energy

Buried:

Phone	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	CTD
Cablevision	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	CTD
Power	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	First Energy
Gas	Yes	X	No	<input type="checkbox"/>	Name of Company	Buckeye Pipeline
Pipelines:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Company	CTD

Revised January 22, 2020

Water	Yes		No		Private		Public	
Sanitary Sewer	Yes		No		Private		Public	
Storm Sewer	Yes		No		Private		Public	
Other	CTD							
Comments	No utility lines are attached to the existing bridge and none are anticipated on the new bridge.							

G. Structure Requirements

Existing Structure information:

Structure type:	3 span continuous steel beam on abutments & piers							
Sufficiency Rating:	67.2	General Appraisal	5	Bridge No.	SUM CR 40-0157			
Structure File No.	7746032			Crossing	Brandywine Creek			
Bridge length:	160 ft ±							
Number of Spans	3							
Eligible for the National Historical Register	Yes		No	X				

Proposed Structure:

New Structure:	Yes		No	X				
Rehabilitate Existing Bridge	By:	new reinforced concrete deck, new bridge railing, new beam bearings, beam seats and other repairs						
Structure width:	28' min. face to face of rail or toe/toe parapets		Structure type:	Maximize deck width on existing substructure				
Number of spans:								
Beam Type:	Concrete Box		Steel					
Other Design Considerations / Explanation of Change in Line/Grade:								
Re-use existing steel beams								
Guardrail Type:	CTD							

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	Reinstall existing signs if applicable
Striping:	Yes	X	No		Remarks	
Lighting:	Yes		No	X	Remarks	
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour	X		Part Width	
Remarks:	W. Twinsburg Rd, to Olde 8 Rd. to West Highland Rd. 3.1± miles			

K. Driveways⁰

Yes		No		Type	CTD
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L. Project Funding

Project Cost Estimate	\$1,560,000				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:					
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:					

Cost Estimates:

COST ESTIMATES	TOTAL FEDERAL FUNDS/PERCENT SPLIT		TOTAL LOCAL FUNDS/PERCENT SPLIT	
	PE (incl Envir)		\$0	\$220,000
RIGHT-OF-WAY		0	N/A	100
			TOTAL	\$220,000
CONSTRUCTION-Include utilities, MOT, 2% inflation/year		\$0	\$1,250,000	100
			TOTAL	\$1,250,000
CONST. ENGINEERING-7%	SCE staff	\$0	\$90,000	100
			TOTAL	\$90,000
			LOCAL FUNDS	\$1,560,000
			PROJECT TOTAL	\$1,560,000

M. Cost Recovery

The county will be seeking ODOT approval of this project for the Credit Bridge Program

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes	X	No	
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes	X	No	
If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs? <input type="checkbox"/> 1. Direct Labor only (no indirect cost recovery for fringe benefit 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 <input checked="" type="checkbox"/> 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate <input type="checkbox"/> 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	X	No	

^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 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?				
How often are payroll records prepared? Every two 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 N/A

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 _____				
Purpose and Need Statement				
ODOT Bridge PA				
Cultural Resource Phase I				
Cultural Resource Phase II				
Mitigation				
Cultural Resource Section 4(f)				
Data Recover Plan-Documentation for Consultation				
Section 4(f)/6(f)-Park/Recreation				
Ecological MOA				
Ecological Survey				
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/Hearing				
ESA-Screening				
ESA Phase I/Phase II/Remediation				
Drinking Water Resources				
Flood Plain/Flood Way				
Environmental Justice				
Noise Study				
Air Quality				

Asbestos Inspection Required:	Yes	X	No	Including Lead-Based Paint Survey
Comment:				

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

Consultant to verify. SCE to coordinate with the National Park Service.

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
Advertising and award of contract:	SCE
Construction inspection:	SCE
R/W plan development:	ODOT Prequalified Consultant if applicable
R/W acquisition / appraisals:	ODOT Prequalified Consultant if applicable
Utility relocation:	Utility Companies

P. Field Review

Date:	
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail

Q. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
ACTIVITY		Due DATE		
Authorization to Proceed		4-1-2020		
Stage 1 Review		10-1-2020		
Stage 2 Review		2-1-2021		
Stage 3 Review		6-1-2021		
R/W Plans Approved/Not Required		N/A		
Bid document & tracings SCE		8-1-2021		

R/W and Utility Clearance	9-1-2021
Environmental Clearance	3-1-2021
Plan Package / Advertise - SCE	10-1-2021
Award Date	12-1-2021

Project will be completed per the Credit Bridge Program criteria.

Other due dates of interest:

County certifies R/W and utility clearance

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