TOWNSHIP OFF-ROADWAY DRAINAGE & PROJECT ADMINISTRATION GUIDANCE

Township drainage and infrastructure improvements located outside the public road right-of-way will be administered by the County Engineer as townships do not have statutory authority to perform these improvements. When a township chooses to pursue such a project, the County Engineer's Office manages the engineering and construction process on the township's behalf, from initial scoping through design, bidding, construction, and closeout. The following guidance outlines the required procedure and the roles of both the County and the township throughout the project.

Program Requirements

- **County Engineer Responsibility:** Under the Ohio Revised Code, the County Engineer serves as the engineer for townships within the county. Because townships lack statutory authority to improve off-roadway drainage systems, the County Engineer is responsible for managing engineering design, consultant procurement, and project delivery for these improvements.

- **Consultant Selection Process:** To comply with the qualifications-based selection requirements of ORC 153, the County Engineer will administer the consultant procurement process as follows:
  - Select 3 to 5 firms from the County's pre-qualified consultant list
  - Include one township representative on the selection committee to participate in scoring
  - Evaluate and rank proposals, identifying the highest scoring consultant
  - Request a fee proposal from the top ranked firm
  - Negotiate a fair and reasonable fee

- **Intergovernmental Agreement:** Before design begins, an agreement will be prepared to outline the County's responsibility for administering the project, the Township's obligation to reimburse the County for the cost of administration, design, construction, inspection, and other related costs, and any additional responsibilities or cost-sharing terms necessary to support successful project delivery.

- **Project Administration:** Once the intergovernmental agreement is approved, the County Engineer oversees all phases of project delivery, including scoping and engineering design, environmental and permitting requirements, and any necessary easement or right-of-way coordination. The County Engineer also manages the construction bidding and award process, followed by construction oversight through project closeout. Throughout the project, the township may be asked to assist with property owner communication or other local coordination activities.

- **Applicable Projects:** This process applies to township-initiated improvements outside the roadway right of way, including:
  - Off roadway drainage improvements
  - Stormwater conveyance upgrades
  - Culvert or tile replacements outside the right of way
  - Erosion or slope stabilization
  - Other improvements requiring County Engineer support services