

Ohio Department of Transportation

Scope of Services

Minor

1. Project Designation: County DEL Route TR114 Section TBD

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1. General Information

PID#: 1111

Legislation Status: Pending

DBE Goal: 0 %

EDGE Goal: 0 %

	Prime Agreement	Modification No.1	Modification No.2	Modification No.
	Step 1 thru 2	Step 3 thru 4	Step 5 thru 8	Step x thru x
Scope of Services Meeting Date	TBD	TBD	TBD	
Approved Final Scope of Services	TBD	TBD	TBD	

	TR 114	US 23	
Functional Classification	Urban Collector	Urban Principal Arterial	
Design Functional Classification	Urban Collector	Rural Local Road	
Posted Speed (mph)	35 (west)/ 45 (east)	45 (south) / 55 (north)	
Design Speed (mph)	45	55	

2. PDP Steps Included in this Agreement: Step 1 through Step 8

Agreement between Consultant and: Delaware County Commissioners

This scope approval is the initial scope for development of the agreement. As the project moves through project development (additional Steps), project specific scopes of services for these additional Steps shall be developed and incorporated herein. This Agreement will be

implemented in Parts appropriate to the PDP Steps. The initial price proposal and authorization will include:

Step 1 thru Step 4

The specific scope of work and cost proposal for succeeding PDP Step(s) will be developed as the current Step(s) is completed.

3. Description:

Part 1: Feasibility study of improvements to Orange Road (PDP steps 1-2) beginning at the Liberty Township line and ending at the Norfolk & Southern Railroad. Report to include conceptual alternatives and budget level cost estimates. The consultant will consider alternatives for improvements at US 23 including addition of turn lanes and through lanes to achieve acceptable design year LOS. Refer to Orange Road Turn Lane Feasibility Study, February 2011.

Part 2: Preliminary engineering (PDP steps 3-4) to select and develop Stage 1 design plans for the preferred alternative as determined by Orange Township.

Part 3: Final design (PDP steps 5-8) including construction plans and right of way plans (if required) for the preferred alternative including ODOT coordination.

4. Project Location/Project Limits:

Part 1: Orange Road (TR 114) from Liberty Township Line to Norfolk Southern RR

Part 2 & 3: TBD. Preliminary info indicates Orange Road (TR 114) and US 23 intersection extending approximately 1000 feet in each direction.

	Unit of Measure	TR 114	US 23
To:	SLM	TBD	TBD
From:	SLM	TBD	TBD
Project Length:	Miles +/-	TBD	TBD
Work Length:	Miles +/-	TBD	TBD
Lateral Limits:	Feet +/-	125' total	125' total

5. Communication/Contacts:

The respective project managers (DCEO and Consultant) will be the primary points of communication. Rules for communication between project staff listed below will be discussed at the Scope of Services Meeting and further described herein. Technical issues may be discussed directly (between project staff) below the project manager level, but the respective project managers must be informed of such discussions and any decisions resulting there from. Contractual issues should always be communicated at the project manager level.

	Name	Phone #	E-Mail Address
DCEO Project Manager	Robert M. Riley, P.E.	740-833-2400	rriley@co.delaware.oh.us

Consultant:			
Consultant Project Manager			
Consultant Contract Officer			

6. Price Proposal Due Date: 2 weeks after Scope of Services Meeting

Price proposals shall comply with format and procedures as posted on ODOT's website.

	#	Address to:
Number to send to DCEO (Printed):	1	Project Manager
(Send electronic file to DCEO)		
Other:		

For modification(s) see section 13. Subsequent Steps to the Agreement

7. Schedule & Review by the Department:

Completion Time For Steps	1	to	2	:		6	Months
Completion Time for all Steps:						24	Months

The following commitment dates are to be updated regularly throughout project development:

Consultant Notice to Proceed:	11/1/2011
Conceptual Alternatives Report (Step 2 deliverable)	5/1/2012
Public Meeting (If Authorized)	7/1/2012
PE Report (Step 3 deliverable)	11/1/2012
Stage 1 Submittal	2/1/2013
Environmental Cleared	4/1/2013
Stage 2 plan & Preliminary R/W submittal	5/1/2013
Final Right of Way plan submittal	7/1/2013
Stage 3 plan submittal	9/1/2013
Final tracings submittal	11/1/2013

This project will follow the Department’s standard submittal and review procedures in accordance with the PDP Manual and Section 1400 of the Location and Design Manual except for the additional requirements as defined in the project scope.

The Consultant will prepare a detailed Master Schedule Gantt Chart (from initial authorization of the agreement thru completion (sale)) utilizing Microsoft Project. This schedule is to be included with the price proposal. The Schedule will include beginning and ending dates as well as key milestones on the critical path (Ellis milestones) for the project. Based on the type of Consultant Agreement, the Schedule shall also accommodate appropriate time frames for scoping, negotiation and authorization for the additional Steps. If applicable to the project, the schedule will also include, at a minimum, all milestones as per the Department’s approved Enhanced Tracking Milestone Listings. The overall schedule past those steps contracted for may be general in nature meeting the dates as established within this scope. The Consultant will be responsible for timelines of Steps as authorized within this agreement. The Consultant is responsible for updating the schedule as needed throughout the PDP (or as requested by DCEO) and providing these schedules monthly or as mutually agreed at the time of scope meeting (typically with Consultant Invoices). Monthly project updates are required to be submitted to the Department’s Project Manger at a minimum indicating or identifying work completed this month, expected work next month and identifying any critical items needing action from both the Consultant and Departments personnel. These updates are typically provided with monthly invoicing and should be coordinated with the Department’s Project Manager for an approved format and schedule.

8. Electronic Distribution of Design Information

The project shall be developed in accordance with the Department’s most current Project Development Process Manual

The development of this project shall be performed in accordance with the Department’s design manuals and documents as listed below. The consultant shall perform all work required by the design manuals unless a specific exception is included herein. Absence of a specific reference to required elements of the work either in this Scope of Services or the consultant’s price proposal shall not relieve the consultant of responsibility to perform the work or justify additional compensation. The consultant’s price proposal shall be based on the most current revision of each manual at the date of the Scope of Services Meeting.

Bridge Design Manual
Location and Design Manual - Volume 1 - Roadway Design

Location and Design Manual - Volume 2 - Drainage Design
Location and Design Manual - Volume 3 - Highway Plans
CADD Engineering Standards Manual
Sample Plan Sheets
Mapping Specifications
Survey Manual
Ohio Manual of Uniform Traffic Control Devices
Construction and Material Specifications (including Supplemental Specifications, Supplements to the Specifications and Proposal Notes)
Item Master
Policies
Standard Drawings
 Construction
 Bridges
 Traffic
Real Estate Policies and Procedures Manual
 Right of Way Plan Manual
 Utilities
Specifications for Geotechnical Exploration
Manual for Abandoned Underground Mines - Inventory and Risk Assessment
Pavement Design and Rehabilitation Manual
State Highway Access Management Manual
Traffic Engineering Manual
Geotechnical Bulletins
Geotechnical Engineering Design Checklists
Sign Design Manual
Permitted Lane Closure Information
Cost Estimation Support
Plan Insert Sheets
Project Development Process Manual

Structure Design Data Sheets
National Pollutant Discharge Elimination System (NPDES)
Environmental Services Manuals, Handbooks and Guidelines
Innovative Contracting Manual
Sampling and Testing Manual
Aesthetic Design Guidelines
County Conveyance Standards
Design Guidance for Independent Bicycle Facilities
Design Guidance for Roadway – Based Bicycle Facilities

The consultant shall also be responsible to revise the plans to conform to the most recent revision of the design manuals and documents. The Department maintains current documents and a summary of the latest revisions through the Design Reference Resource Center (DRRC) (<http://www.dot.state.oh.us/drcc/>, the DRRC page of the Department's Website). This site will release all new and revised design information quarterly, on four specific dates. The most

significant recent changes made to this page are reflected under the heading "Latest Revision/Revision History."

Minor changes should be routinely incorporated in the work. The consultant shall notify the Department (District Office or other office charged with administration of the agreement) in writing of any subsequent changes in design manuals or other documents that would substantially impact work already performed or change the overall impacts of the project including construction costs, right of way impacts or environmental impacts. The Department will respond in writing concerning the disposition of any such changes. The Department agrees that a substantial change in design policy or plan preparation requirements may constitute a valid request for additional compensation.

The letter transmitting final tracings shall note the last revision date of the Design Reference Resource Center upon which the plans were based.

9. Variations from the Scope of Services

This Scope of Services document is based on the Department's knowledge of project requirements at the time when the document was prepared, and serves as the basis for the price proposal and agreed fee. However, changes in the work may be required as the project develops and more complete information becomes available. Such changes also may be dictated by written procedures included in manuals or decisions made by the Department. As the project develops, it is the Consultant's responsibility to advise the Department of significant changes in the work that may require modification of the agreement, and to maintain separate cost accounting for each specific issue. The Department's written comments and other technical decisions concerning development of the project shall not be construed as authorization for extra work for which additional compensation may be claimed. Modification of the agreement or written authorization to proceed is required prior to the performance of additional work. In short, at all times the Consultant remains responsible to advise the Department of work that exceeds the scope of services.

Requests for modification will be evaluated from the standpoint of the scope of services in its entirety and not in terms of a single issue. Additions to the scope of services may be offset by reductions in other areas of the work.

10. Existing Documents

Orange Road Turn Lane Feasibility Study (Feb 2011)
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11. PDP Step Process

The PDP Step Process is outlined in the enclosed table.

PDP Minor Process Step Comment

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	If Authorized	Modification No	Comment
1	Task 1.1	Initial Activities "Kick-off"						
		1.1.1 Consultant to meet with DCEO	X	X				Meeting to include Township
	Task 1.2	Define Study Area						
		1.2.1 Aerial Photos - base mapping coordination with DCEO	X					
		1.2.2 Define Study Area		X				
	Task 1.3	Stakeholder Involvement and PIP						
		1.3.1 Identify stakeholders/Prepare Contact Database		X				By township
		1.3.2 Prepare & send Informational Letter to Stakeholders		X				By township
		1.3.3 Assist DCEO in development of PIP			X			
	Task 1.4	Site Visit						
		1.4.1 Visit Site (if not done under task 1.6.1)	X					
	Task 1.5	Technical Studies						
		1.5.1 Obtain existing data from DCEO and local government agencies	X					
		1.5.2 Develop technical studies per PDP 301.5	X					Obtain ODOT certified traffic data
	Task 1.6	Red Flags						
		1.6.1 Conduct Field Review			X			
		1.6.2 Identify environmental issues/secondary source documentation	X					
		1.6.3 Identify design red flags			X			
		1.6.4 Identify geotechnical red flags			X			
		1.6.5 Finalize Red Flag Summary			X			

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
	Task 1.7	Purpose and Need						
		1.7.1 Prepare Draft Purpose and Need	X					
	Task 1.8	Prepare Cost Estimate and Revise Milestone Dates						
		1.8.1 Update Construction, Right-of-Way Acquisition and Utility Costs		X				
	Task 1.9	Project Management Step 1						
		1.9.1 General Oversight	X					
		1.9.2 Project Meetings	X					One meeting
		Other						
2	Task 2.1	Alternative Identification and Evaluation						
		2.1.1 Develop conceptual alternatives and matrix	X					
		2.1.2 Stakeholder meeting and documentation	X					
	Task 2.2	Project Schedule and Budget						
		2.2.1 Develop Project Budget for each conceptual alternative	X					
	Task 2.3	Coordination Point #1						
		2.3.1 Stakeholder concurrence / Public Involvement				X		Public meeting if authorized
	Task 2.4	Update Cost Estimate and Milestone Dates						
		2.4.1 Update Construction, Right-of-Way Acquisition and Utility Costs		X				
		2.4.2 Gantt Chart schedule of further design development			X			

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	If Authorized	Modification No	Comment
	Task 2.5	Project Management for Step 2						
		2.5.1 General Oversight	X					
		2.5.2 Project Meetings	X					Two project meetings or to PI meeting
		Other						
3	Task 3.1	Property Owner Notification						
		3.1.1 Notify Property Owners					1	
	Task 3.2	Preliminary Engineering						
		3.2.1 Field Survey					1	
		a. Ref Points & Benchmarks & GPS Control					1	
		b. Monumentation Recovery					1	
		c. Base Mapping (incl. Field Verify.)					1	
		d. Stake Centerline					1	
		e. Drainage Survey (x stream crossings)					1	
		3.2.2 Title Sheet					1	
		3.2.3 Develop Typical Sections					1	
		3.2.4 Determine Proposed Horizontal Alignment + super @ critical locations					1	
		3.2.5 Determine Proposed Vertical Profile					1	
		3.2.6 Perform Capacity Analyses					1	
	3.2.7 Analyze Drive locations - potential concerns					1		
	3.2.8 Access Point Request Document (IJS)					1		
	3.2.9 Preliminary evaluation of Service Road Justification					1		
	3.2.10 Determine Pavement Build up and subsurface drainage requirements					1		
	3.2.11 Drainage Design Criteria Forms (LD-35)					1		
	3.2.12 LD-33 Form Criteria (Contact County Engineer)					1		

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
		3.2.13 Conceptual Storm Sewer Locations					1	
		3.2.14 Determine Channel Relocations & Sections					1	
		3.2.15 Perform preliminary hydraulic analysis for culverts					1	
		3.2.16 Prepare cross sections with preliminary flow line info					1	
		3.2.17 Structure Type Study for all proposed structures(itemize per structure)					1	
		3.2.18 Conceptual BMP					1	
		3.2.19 Estimate impact to Wetlands, streams and other regulated waters of US and potential Wetland Mitigation					1	
		3.2.20 Analyze impacts on FEMA flood zones					1	
		3.2.21 Determine potential locations for retaining walls & retaining wall justification					1	
		3.2.22 MOTAA, including queue and lane closure exception request (for interstate or interstate look-alikes)					1	
		3.2.23 MOT investigations (for non-interstate or non-interstate look-alikes)					1	
		3.2.24 Preliminary Pavement markings					1	
		3.2.25 Determine Lighting needs - investigate warrants					1	
		3.2.26 Signal Warrant analysis					1	
		3.2.27 Obtain tax map and overlay property lines, tax id and ownerships on base map					1	
		3.2.28 Identify construction limits					1	
		3.2.29 Utility Coordination					1	
		3.2.30 SUE (Level ?)					1	
		3.2.31 Prepare a Noise Wall Justification					1	
		3.2.32 Value Engineering / Constructability Review					1	
		3.2.33 Identify Design Exceptions					1	
		3.2.34 PE Report					1	
							1	

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	If Authorized	Modification No	Comment
	Task 3.3	Geotechnical						
		3.3.1 Perform Geotechnical Investigation and Prepare Report					1	
	Task 3.4	Environmental Field Studies						
		3.4.1 Property Owner Notification					1	
		3.4.2 Ecological					1	
		3.4.3 Phase I Cultural					1	
		3.4.4 ESA Screening (incl. Asbestos)					1	
		3.4.5 Phase I Environmental Site Assessment					1	
		3.4.6 Social and Economic Resources					1	
		3.4.7 Phase 1 History/Architecture Survey					1	
		3.4.8 4(f) determinations					1	
		3.4.9 Preliminary Noise Analysis Report					1	
		3.4.10 Air Quality Analysis					1	
		3.4.11 Waterway Permit Determination/Draft Permits					1	
		3.4.12 Conceptual RAP Survey					1	
		3.4.13 Stakeholder Public Involvement					1	
		3.4.14 Prepare Draft CE document					1	
	Task 3.5	Preferred Alternative						
		3.5.1 Combine Design and Environmental factors indicating advantages or disadvantages					1	
	Task 3.6	Coordination Point #2 and Scope of Detail Design						
		3.6.1 Determination of further Public Involvement					1	
		3.6.2 Develop Scope of Services for Detailed Design					1	
	Task 3.7	Update of Cost Estimate and Milestone Dates						
		3.7.1 Gantt Chart schedule of further design development					1	
		3.7.2 Update Construction, Right-of-Way Acquisition and Utility Costs					1	

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	If Authorized	Modification No	Comment	
	Task 3.8	Project Management for Step 3							
		3.8.1 General Oversight					1		
		3.8.2 Project Meetings					1		
		Other							
4	Task 4.1	Environmental Field Studies							
		4.1.1 Documentation for Consultation					1		
		4.1.2 Memorandum of Agreement					1		
		4.1.3 Final Noise Analysis Report					1		
		4.1.4 Fieldwork for Ecological Resources					1		
		4.1.5 Phase II History Architecture Study					1		
		4.1.6 Prepare Section 4f and 6f Evaluations					1		
		4.1.7 Phase II Environmental Site Assessments					1		
		4.1.8 Phase I and II Archeology					1		
		Task 4.2	Stage I Detailed Design						
		Task 4.2.1	Roadway						
			4.2.1.1 Update Title Sheet					1	
			4.2.1.2 Schematic					1	
			4.2.1.3 General Notes					1	
			4.2.1.4 Update Typical Sections					1	
			4.2.1.5 Update Plan and Profile - Mainline					1	
			4.2.1.6 Update Plan and Profile - Crossroads					1	
			4.2.1.7 Update Plan and Profile - Ramps					1	
			4.2.1.8 Update Plan - Mainline					1	
		4.2.1.9 Update Plan - Crossroads					1		
		4.2.1.10 Update Plan - Ramps					1		
		4.2.1.11 Update Cross Sections					1		
		4.2.1.12 Super elevation Table					1		

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	If Authorized	Modification No	Comment
		4.2.1.13 Intersection Details					1	
		4.2.1.14 Interchange Geometrics & Details					1	
		4.2.1.15 Driveway Details					1	
		4.2.1.16 Exaggerated Profiles for super elevation transition					1	
	Task 4.2.2	Drainage						
		4.2.2.1 Storm Sewer Profiles					1	
		4.2.2.2 Culvert Detail Sheets					1	
		4.2.2.3 Channel Relocation Details					1	
		4.2.2.4 Channel Section Sheets					1	
		4.2.2.5 Drainage Calculations					1	
		4.2.2.6 Post Construction BMP Design					1	
	Task 4.2.3	Traffic Control						
		4.2.3.1 Preliminary Pavement Marking Plan					1	
	Task 4.2.4	Maintenance of Traffic						
		4.2.4.1 Conceptual Maintenance of Traffic					1	
	Task 4.2.5	Field Survey						
		4.2.5.1 As required through property owner information (Misc.)					1	
	Task 4.2.6	Utilities & Right-of-Way						
		4.2.6.1 Utility Coordination and Documentation					1	
		4.2.6.2 Existing Property Lines & Title & Deed Research (if not done in PE)					1	
		4.2.6.3 SUE Level (?)						
	Task 4.2.7	Bridge Preliminary Design Report						
		4.2.7.1 Final Structure Site Plan					1	

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
		4.2.7.2 Preliminary Design Report Preparation (including Final MOT plan and Foundation Report)					1	
		4.2.7.3 Supplemental Site Plan for waterway crossing					1	
		4.2.7.4 Supplemental Site Plan for railway crossings					1	
	Task 4.2.8	Retaining Wall Plans						
		4.2.8.1 Wall Locations					1	
		4.2.8.2 Wall Elevations					1	
		4.2.8.3 Wall Type					1	
		4.2.8.4 Footing Depth and Foundation Type					1	
	Task 4.2.9	Geotechnical						
		4.2.9.1 Additional Geotechnical Investigation and Report (if needed)					1	
	Task 4.2.10	Miscellaneous						
		4.2.10.1 Service road justification					1	
		4.2.10.2 Railroad correspondence/coordination					1	
		4.2.10.3 Pedestrian Overpass Justification					1	
		4.2.10.4 Airway/Highway Clearance Analysis					1	
		4.2.10.5 Design Exception Request					1	
	Task 4.3	Property Owner Notification						
		4.3.1 Update Property owner notification letters within the preferred alternative					1	
	Task 4.4	Final Waterway Permit & Conceptual Mitigation Plan						
		4.4.1 Final Application and Approval					1	
		4.4.2 Stream or Wetland Mitigation Plan					1	
		4.4.3 Draft Recovery Plan					1	

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
	Task 4.5	Floodplain Coordination						
		4.5.1 Flood Hazard Development Permit					1	
	Task 4.6	Environmental Commitments Summary						
		4.6.1 Develop Summary					1	
	Task 4.7	Final Categorical Exclusion						
		4.7.1 Update draft CE document					1	
	Task 4.8	Update Cost Estimate						
		4.8.1 Gantt Chart schedule of further design development					1	
		4.8.2 Update Construction, Right-of-Way Acquisition and Utility Costs					1	Not required.
	Task 4.9	Project Management for Step 4						
		4.9.1 General Oversight					1	
		4.9.2 Project Meetings					1	One meeting.
		Other						
	Task 5.1	Stage 2 Detailed Plans						
	Task 5.1.1	Roadway						
		5.1.1.1 Update Title Sheet						
		5.1.1.2 Update Schematic						
		5.1.1.3 Update Typical Sections						
		5.1.1.4 Update Plan and Profile - Mainline						
		5.1.1.5 Update Plan and Profile - Crossroads						
		5.1.1.6 Update Plan and Profile - Ramps						
		5.1.1.7 Update Plan - Mainline						
		5.1.1.8 Update Plan - Crossroads						

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment	
5		5.1.1.9 Update Plan - Ramps							
		5.1.1.10 Update Cross Sections							
		5.1.1.11 Update Intersection/Interchange Details							
		Task 5.1.2	Drainage						
			5.1.2.1 Update Storm Sewer Profiles						
			5.1.2.2 Update Culvert Details including Headwall /Wingwall Sheets						Base fee shall assume prefabricated culvert structure.
			5.1.2.3 Update Channel Relocation Details and Section Sheets						
			5.1.2.4 Underdrain Details						
		Task 5.1.3	Traffic Control						
			5.1.3.1 Update Pavement Marking Plan						
			5.1.3.2 Signing Plan						
		Task 5.1.4	Signal Plan						
			5.1.4.1 Signal Plan Sheets						
			5.1.4.2 Interconnect Details						
		Task 5.1.5	Maintenance of Traffic						
			5.1.5.1 Final MOT Plans						
		Task 5.1.6	Lighting Plan						
			5.1.6.1 Lighting Analysis, Voltage Drop Calculations						
			5.1.6.2 Power/Circuit Layout & Details						
			5.1.6.3 Lighting Plan and Details						
		Task 5.1.7	Landscape Plan						
		5.1.7.1 Landscape Plan and Details							
		5.1.7.2 General Notes							

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
	Task 5.1.8	Mitigation Plan						
		5.1.8.1 Mitigation Plan and Details						
	Task 5.1.9	Noise Wall Details						
		5.1.9.1 Noise Wall Plan & Details						
		5.1.9.2 General Notes						
	Task 5.1.10	Bridge Plans						Provide if authorized fee for traditional bridge design for DEL-CR5 only; DEL-TR165 to be prefabricated
		5.1.10.1 Update Site Plan						
		5.1.10.2 Supplemental Site Plan						
		5.1.10.3 General Plan						
		5.1.10.4 General Notes						
		5.1.10.5 Stage Construction Detail Sheets						
		5.1.10.6 Abutments Details						
		5.1.10.7 Pier Details						
		5.1.10.8 Superelevation Details						
		5.1.10.9 Superstructure						
		5.1.10.9.1 Transverse Section						
		5.1.10.9.2 Deck Plan						
		5.1.10.9.3 Design & Analysis						
		5.1.10.9.4 Framing Plan						
		5.1.10.9.5 Bearings						
		5.1.10.9.6 Girder Details						
		5.1.10.9.7 End Dams						
		5.1.10.9.8 Camber Diagrams						
		5.1.10.10 Reinforcing Steel Tables						
		5.1.10.11 Structure Rating & Analysis						
		5.1.10.12 Deduction of 5.1.2.2 hours						Deducts hours from base fee assumption of prefabricated culvert
	Task 5.1.11	Utilities						

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
		5.1.11.1 Utility Coordination and Documentation						
		5.1.11.2 Water Work Plans						
		5.1.11.3 Sanitary Sewer Plans						
	Task 5.1.12	Retaining Wall Plans						
		5.1.12.1 Final Details						
	Task 5.1.13	Subsurface Investigation (for Retaining Walls)						
		5.1.13.1 Geotechnical Investigation and Report						
	Task 5.1.14	Miscellaneous						
		5.1.14.1 Service road justification						
	Task 5.2	Second Constructability Review						
		5.2.1 Constructability Review						
	Task 5.3	Preliminary Right – of – Way Plans						
		5.3.1 Legend Sheet						
		5.3.2 Centerline Survey Plan						
		5.3.3 Property Map						
		5.3.4 Summary of Additional Right-of-Way						
		5.3.5 Detailed R/W Plan Sheets						
		5.3.6 Special Plat(s)						
		5.3.7 Legal Descriptions for Railroad Parcels						
	Task 5.4	Update Cost Estimate						
		5.4.1 Update Construction, Right-of-Way Acquisition and Utility Costs						
	Task 5.5	Project Management for Step 5						
		5.5.1 General Oversight						
		5.5.2 Project Meetings						

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
		Other						
6	Task 6.1	Final Right – of – Way Plans						
		6.1.1 Legal Descriptions						
		6.1.2 Closure Calculations						
		6.1.3 Centerline Survey Plat						
		6.1.4 Property Map						
		6.1.5 Summary of Additional Right-of-Way						
		6.1.6 Detailed R/W Plan Sheets						
		6.1.7 Special Plat(s)						
		Task 6.2	Final Right – of – Way tracings					
			6.2.1 Field Review & verify property owners					
			6.2.2 Final R/W Tracings					
			6.2.3 Final Legal Descriptions and Final Closures					
			6.2.4 Set R/W Pins after Acquisition					
		Task 6.3	Update Cost Estimate					
		6.3.1 Update Construction, Right-of-Way Acquisition and Utility Costs						
	Task 6.4	Project Management for Step 6						
		6.4.1 General Oversight						
		6.4.2 Project Meetings						
		Other						

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment	
7	Task 7.1	Stage 3 Detailed Design Plans							
	Task 7.1.1	Quantities and Notes							
		7.1.1.1 Pavement Subsummaries							
		7.1.1.2 Drainage Subsummaries							
		7.1.1.3 Roadway Subsummaries							
		7.1.1.4 Earthwork and seeding Subsummaries							
		7.1.1.5 Maintenance of Traffic Subsummaries							
		7.1.1.6 Pavement Marking Subsummaries							
		7.1.1.7 Signing Subsummaries							
		7.1.1.8 Signal Subsummaries							
		7.1.1.9 Noise Wall Subsummaries							
		7.1.1.10 Retaining Wall Subsummaries							
		7.1.1.11 Lighting Subsummaries							
		7.1.1.12 Landscape Subsummaries							
		7.1.1.13 General Summary Sheet							
		7.1.1.13 Bridge estimated quantities sheet							
		7.1.1.14 Update of General Notes							
		Task 7.1.2	Traffic Signal Plans						
			7.1.2.1 Wiring diagram & Pole Orientation chart						
			7.1.2.2 Timing Chart						
		Task 7.1.3	Signing Plans						
			7.1.3.1 Elevation views of major signs						
		Task 7.1.4	Miscellaneous						
			7.1.4.1 Obtain Railroad agreement						
			7.1.4.2 Prepare FAA Form 7460-1 for Airway/Highway Clearance						
		7.1.4.3 Project Site Plan						Not required.	
	Task 7.2	Update Cost Estimate							

STEP	Project Development Process Step	Activity	Consultant	DCEO	N/A	if Authorized	Modification No	Comment
		7.2.1 Update Construction, Right-of-Way Acquisition and Utility Costs						
	Task 7.3	Project Management						
		7.3.1 General Oversight						
		7.3.2 Project Meetings						
		Other						
8	Task 8.1	Final Plan Package						
		8.1.1 Submission of Final Tracings and documentations per L&D V3 Section 1500						
	Task 8.2	Update Cost Estimate						
		8.2.1 Update Estimate						
	Task 8.3	Project Management for Step 8						
		8.3.1 General Oversight						
		Other						
9	Task 9.1	Pre-Bid Activities (DCEO to Determine Cost)						
10	Task 10.1	On-Going Services During Construction (DCEO to Determine Cost)						

12. Exceptions and or Clarification from Manuals

Exception and/or Clarification / County Preferences

Exception	Title	Comment / Revision
	Bridge Design Manual	See DCEO supplement (Attachment "A").
	Location & Design Manual - Vol. 1 - Roadway Design	See DCEO supplement (Attachment "A")
	Location & Design Manual - Vol. 2 - Drainage Design	See DCEO supplement (Attachment "A")
	Location & Design Manual - Vol. 3 – Highway Plans	See DCEO supplement (Attachment "A")
	Design Mapping Specifications	
	Survey Manual	
	Ohio Manual of Uniform Traffic Control Devices	
	Construction and Material Specifications	
	Supplemental Specifications	
	Supplements to the Specifications	
	Proposal Notes	
	Item Master	
	Policies	
	Standard Drawings	
	Real Estate Policies and Procedures Manual	
	Right of Way Plan Manual	
	Utilities	
	Specifications for Subsurface Investigations	
	Manual for Abandoned Underground Mines	

Exception	Title	Comment / Revision
	– Inventory and Risk	
	Pavement Design and Rehabilitation Manual	
	State Highway Access Management Manual	
	Traffic Engineering Manual	

13. Subsequent Steps to the Agreement

Step 3 through Step 4

These Steps will be compensated under a cost plus net fee form of agreement. The specific scope of work and cost proposal for the succeeding PDP Steps shall be developed as these current Steps are completed.

Step 3 through Step 4 Price Proposal Due Date: TBD

Completion Time for Steps 3 through 4: 12 Months

Step 5 through Step 8

These Steps will be compensated under a cost plus net fee form of agreement. The specific scope of work and cost proposal for the succeeding PDP Steps shall be developed as these current Steps are completed.

Step 5 through Step 8 Price Proposal Due Date: TBD

Completion Time for Steps 5 through 8: 12 Months

14. On-Going Consultant Involvement during the Construction Phase

The Consultant shall provide construction phase services as requested by the Department, for the purpose of advising the Department concerning interpretations of the plans and specifications prepared by the consultant, advising the Department of any changed or unanticipated field conditions that will impact the work, and participating in a formal Partnering process if applicable. The consultant will not have any formal ongoing duties in administration of the construction contract or inspection and testing of the project. The Consultant's personnel assigned to this phase of the work shall be the same personnel that designed the project and prepared the plans (generally the personnel whose initials appear on the drawings).

The Consultant shall provide the following construction phase services as requested by the Department:

1. Attend meetings including the preconstruction meeting, job progress meetings, partnering meetings if applicable, and other meetings as requested.
2. In conjunction with job progress meetings or as requested, visit the job site at appropriate intervals to monitor critical areas of the work and advise the Department of any conditions that would affect the work.
3. If authorized, provide on-site geotechnical support for construction of geotechnical complex systems.
4. Respond to questions and visit the job site on an as needed basis.

5. Assist the Department in evaluation of change orders or claims.
6. If directed by the Department, replace right of way monumentation destroyed by the Contractor's construction operations. Monuments shall be ¾ inch diameter steel rod, 30 inches long, with an aluminum cap having a minimum diameter of 1 ½ inch, stamped Del County R/W and bearing the surveyor's Ohio Registration Number and name, and/or company name. In order to support the Department's efforts in recovering costs from the Contractor, **maintain separate cost accounting records** for this work.

Centerline Adjustable Monument Assemblies shown on the Recorded Centerline Plat shall be set by the consultant at an appropriate stage of construction, as directed by the Department. After construction of the Centerline Adjustable Monument Assemblies by the contractor, the Consultant shall set the iron pin and cap in the Centerline Adjustable Monument Assembly Box. All centerline monuments, reference monuments and right of way monuments shall conform to Standard Construction Drawing RM-1.1 (pages 1 and 2)

7. Attend the post construction meeting and prepare minutes of the meeting including a discussion of preventable change orders.

Compliance with Health and Safety Requirements

For Consultant personnel visiting the site, the Consultant shall be responsible for compliance with applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA and DCEO rules and regulations.

The Consultant shall provide, as a minimum, the same level of safety equipment as required for DCEO inspectors. Consultant personnel shall be subject to compliance inspections by DCEO personnel.

Responsibilities of the Department

1. The District Project Manager for the design agreement will remain as the point of contact for the consultant during the construction phase
2. District construction personnel may contact the consultant directly regarding any plan questions or interpretations, but the District Project Manager for the design agreement will be notified of all such communications.
3. The Department will advise the consultant in writing of any potential errors or omissions which must be corrected without undue delay and without additional costs to the State
4. The Department will direct the consultant to set the iron pin and cap in the Adjustable Monument Assembly Boxes at an appropriate stage of construction.

15. Attachments

Attachment	Attachment Letter
DCEO Supplement to ODOT L&D Manual	A
Project Location Map	B
Orange Road Turn Lane Feasibility Study (Feb 2011)	C