

OPWC Major Project Schedule
Township Projects - Delaware County, Ohio



Major Projects include right-of-way acquisition and/or utility relocation. Examples are as follows:

Long Projects

- Road reconstruction or widening
- Ditch reconstruction
- Storm sewer construction or reconstruction

Short Project

- Culvert reconstruction

Step 1 - Notify County Engineer of Project

Townships that wish to participate in the OPWC funding programs should contact the County Engineer via a Request for Engineering Assistance form. Trustees should also designate a representative from the board to act as project manager and liaison with the County. REA's must be signed by a majority of township trustees.

Step 2 - Establish Project Scope, Schedule and Budget

Once the County Engineer receives the "REA" form, the Township will be notified by a representative of the office to discuss the project in detail. The County Engineer can help to establish a scope and budget for the project, based on experience from previous projects and currently cost estimating methods. Once the County and Township determine a scope, schedule and budget for the project, the County can begin preparing the funding application.

Step 3 - County Engineer Programs and Budgets Project

The County Engineer will program the project into the Capital Improvement Plan and will allocate funds to perform engineering for the project.

Step 4 - Preliminary Engineering

The County Engineer will begin engineering with Design Department staff or will hire a consulting engineer to assist with preparation of construction and right-of-way plans. Long projects, such as roadway reconstruction and/or widening can take up to 18 months to complete construction and right-of-way plans.

Step 5 – Prepare and Submit OPWC Application

There are several portions of the application that the Township must complete. Standard forms are required by OPWC and are available through the County Engineer or can be downloaded from OPWC's website: <http://www.pwc.state.oh.us/formspage.htm>

A. Capital Improvements Report:

These reports must be made on the standard forms provided by OPWC. The County Engineer has these forms in electronic versions (MS Excel or MS Word) that can be provided to the Township.

- *Capital Improvement Plan and Maintenance of Effort* - this is a written 5 year plan of improvements to the Township's infrastructure (roads and culverts), as well as a report of projects that the township has performed in the past 2 years.
- *Inventory* - this is a written summary of the Township's road and culvert inventory. It includes the number of miles of Township maintained roads and number of culverts maintained by the Township. Townships must maintain any structure under 10 foot in total span length on a Township road. By statute, all bridges (10 foot span or greater) are maintained by the County.

B. Authorizing Legislation:

This must be in the form of a resolution by the board of trustees at regular session and must contain the standard language that declares the need for the project and appoints a member of the board to serve as "Chief Executive Officer" for the project. The project CEO is given authority by this resolution to sign the application and all necessary forms.

C. Cooperation Agreement:

This is a written agreement created in the form of a resolution by the board of trustees at regular session to cooperate with Delaware County, where Delaware County contributes to the project financially. The Delaware County Engineer generally contributes to the project through providing design and construction engineering services. This must contain standard language that sets forth the responsibility of each agency.

D. Certification of Local Funds:

This is a written statement by the Township's Chief Financial Officer (CFO), which is the Township Clerk, certifying that the Township has funds available to pay the local share of the project when it is required. This statement must contain standard language.

The County Engineer can submit the application on behalf of the Township. The County usually submits 1 or 2 applications each year for funding its own capital improvement projects, so these can be submitted at the same time. Or the Township may deliver the application itself. Applications are due the first Friday of October.

Step 6 - Right-of-Way Acquisition and Utility Relocation

Upon completion of right-of-way plans, the County Engineer will acquire, on behalf of the Township, all necessary right-of-way to complete the project.

Step 7 - Approve of OPWC Project Agreement

If funding is approved for the project, both the Project Manager and CEO will receive funding agreements. This agreement must be signed and returned by the CEO to the OPWC project liaison.

Step 8 - Bid and Award Construction Contract

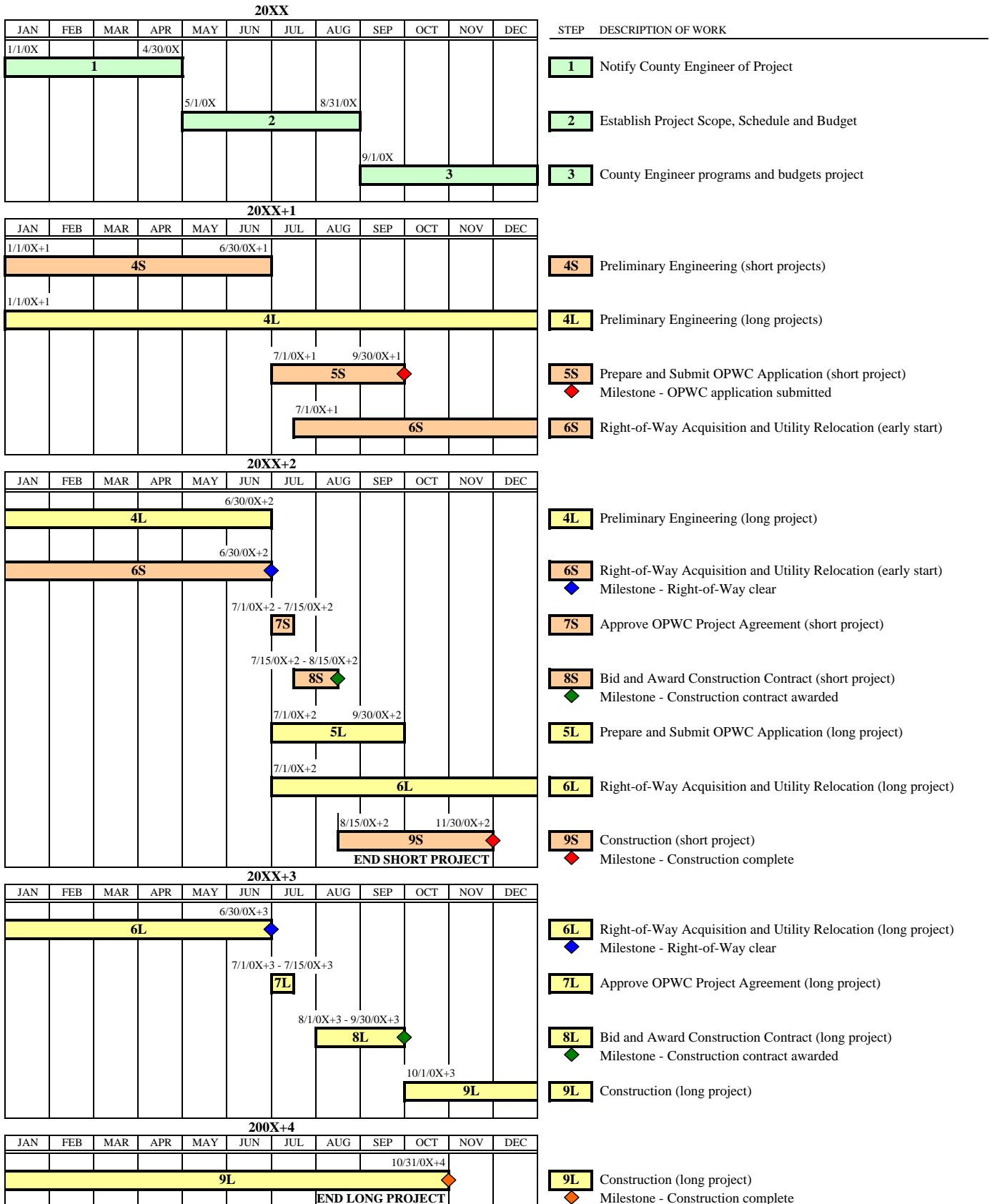
The County Engineer will administer the bidding process including advertisement and sale of bid documents. The Engineer will open and review bids and make a recommendation to award to the lowest and best bidder. The Township Board of Trustees must award the contract and is the legal owner of the project.

Step 9 - Construction

Project is physically built. Delaware County Engineer's staff can perform construction engineering and inspection on behalf of the township. Invoices will be forwarded to the Township for payment.

OPWC SCHEDULE - MAJOR PROJECTS

Delaware County, Ohio



OPWC Minor Project Schedule
Township Projects - Delaware County, Ohio



Minor Projects do not require right-of-way acquisition or utility relocation. Examples are as follows:

- Road Resurfacing
- Pavement markings (re-stripping)
- Installing raised pavement markers (reflectors)
- Guardrail installation

Step 1 - Notify County Engineer of Project

Townships that wish to participate in the OPWC funding programs should contact the County Engineer via a Request for Engineering Assistance form. Trustees should also designate a representative from the board to act as project manager and liaison with the County. REA's must be signed by a majority of township trustees.

Step 2 - Establish Project Scope, Schedule and Budget

Once the County Engineer receives the "REA" form, the Township will be notified by a representative of the office to discuss the project in detail. The County Engineer can help to establish a scope and budget for the project, based on experience from previous projects and currently cost estimating methods. Once the County and Township determine a scope, schedule and budget for the project, the County can begin preparing the funding application.

Step 3 - Prepare OPWC Application

There are several portions of the application that the Township must complete. Standard forms are required by OPWC and are available through the County Engineer or can be downloaded from OPWC's website: <http://www.pwc.state.oh.us/formspage.htm>

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B. Authorizing Legislation:

This must be in the form of a resolution by the board of trustees at regular session and must contain the standard language that declares the need for the project and appoints a member of the board to serve as "Chief Executive Officer" for the project. The project CEO is given authority by this resolution to sign the application and all necessary forms.

C. Cooperation Agreement:

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The County Engineer can submit the application on behalf of the Township. The County usually submits 1 or 2 applications each year for funding its own capital improvement projects, so these can be submitted at the same time. Or the Township may deliver the application itself. Applications are due the first Friday of October.

Step 4 - County Engineer Programs and Budgets Project

The County Engineer will program the project into the Capital Improvement Plan and will allocate funds for engineering and any portion of construction of the project.

Step 5 - Design Engineering

The County Engineer will prepare plans, specifications and estimates for the construction contract. These will be sent to the Township to approve.

Step 6 - Approval of Project Agreement

If funding is approved for the project, both the Project Manager and CEO will receive funding agreements. This agreement must be signed and returned by the CEO to the OPWC project liaison.

Step 7 - Bid Advertisement and Contract Award

The County Engineer will administer the bidding process including advertisement and sale of bid documents. The Engineer will open and review bids and make a recommendation to award to the lowest and best bidder. The Township Board of Trustees must award the contract and is the legal owner of the project.

Step 8 - Construction

Project is physically built. Delaware County Engineer's staff will perform construction engineering and inspection on behalf of the township. Invoices will be forwarded to the Township for payment.

OPWC SCHEDULE - MINOR PROJECTS

Delaware County, Ohio

