

## REQUEST FOR ENGINEERING ASSISTANCE



Delaware County Engineer's Office  
50 Channing Street  
Delaware, Ohio 43015

Date: \_\_\_\_\_ Township: \_\_\_\_\_

The Board of Township Trustees hereby requests the County Engineer's engineering assistance as follows:

Road Name: \_\_\_\_\_ Road #: \_\_\_\_\_,

Location: \_\_\_\_\_ miles \_\_\_\_\_ (direction) of \_\_\_\_\_ (nearest intersection)

or address # \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_ (roads).

(Check all that apply):

**ROADWAY/TRAFFIC SAFETY:**

- Speed limit study
- Intersection study (stop sign or traffic signal warrant)
- Sight distance study

**CULVERTS:**

- Culvert safety inspection
- Culvert hydraulic analysis (pipe sizing)
- Construction estimate (force-account)
- Construction estimate (ODOT format)
- Cost sharing eligibility determination
- Construction plans and specifications

**ROADWAY PLANNING AND MAINTENANCE:**

- Pavement resurfacing or maintenance (attach road list)
- Roadway widening or other improvement study
- Intersection improvements study

**DITCH/DRAINAGE:**

- Ditch maintenance or cleanout

OTHER (provide details below):

\_\_\_\_\_

Include a brief description of what the board is requesting. If there are multiple locations, list them below:

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Township requests that the County Engineer send a response to the following:

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Phone Fax

A minimum of two Trustee signatures is required.

\_\_\_\_\_  
Township Trustee Date

\_\_\_\_\_  
Township Trustee Date

\_\_\_\_\_  
Township Trustee Date

\_\_\_\_\_  
Township Clerk or Administrator\* Date

\* A copy of resolution requesting engineering assistance by the Board along with this form signed by Township Clerk or Administrator is acceptable.

**Mail or Fax the signed and completed form with any additional information to:**

Delaware County Engineer's Office  
Attn: Ryan Mraz, Chief Deputy Design Engineer  
50 Channing Street  
Delaware, OH 43015  
Fax: 740-833-2399

**See instructions on the following page for more information**

**Instructions for filling out the Delaware County Engineer's Request for Engineering Assistance form:**

**DATE:** Fill out the date that the request was signed by the township board of trustees (or the last date if signed on more than one date by different trustees).

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**ROADWAY/TRAFFIC SAFETY:**

**Speed limit study:**

1. Gravel, dirt or unimproved roads in accordance with ORC 4511.21(K)(1)

The Board may establish speed limits by resolution, based on an engineering and traffic investigation, for all unimproved roads (gravel or dirt). A speed limit between 25mph to 55mph may be enacted.

2. Subdivision streets within platted commercial or residential subdivisions in accordance with ORC 4511.21(K)(5)

Except for "through highways", the Board may establish speed limits by resolution, based on an engineering and traffic investigation. Speed limits may be established from 25mph to 55mph on these streets.

3. All other highways and roads in accordance with ORC 4511.21(B)(5): Speed limit established by ODOT based on engineering investigation done by the County Engineer. The Engineer will advise the township what, if any, change in speed limit is feasible, but ODOT has sole authority to alter speed limits on these roads. See County Engineer's website for more information.

**Intersection study:** The Engineer will investigate the current traffic pattern at the intersection using traffic counts or other methods. If a change in the current stop condition is warranted, the Engineer will recommend a change and/or a course of action. If one of the roads is a county road, Delaware County must approve the change.

**Sight distance study:** The County Engineer's Office will collect field data on sight distance and report whether the existing conditions are satisfactory or whether changes are needed with a recommended course of action.

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**ROADWAY/TRAFFIC PLANNING:**

**Pavement resurfacing or maintenance:** If pavement resurfacing such as asphalt paving, chip sealing or micro-surfacing is desired, the limits of the work should be specified. If multiple roads are being requested, list the roads and limits in the space provided for description of the request. If additional space is needed, attach a separate list. If the township wishes to program the road for the County's annual resurfacing program, indicate all township roads that the Board wishes to enter into the program. The Engineer can also provide estimates as requested.

**Roadway/intersection improvement:** The Township should specify the type and limits of improvements desired. Be specific. If only pavement work is desired, please refer to the section above. For road widening or more extensive improvement projects, the County Engineer's Office will evaluate existing conditions and report on possible alternatives. Estimated costs will be provided.

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**CULVERTS:**

**Culvert safety inspection:** The Engineer will inspect and evaluate the existing culvert according to ODOT culvert inspection procedures and report the condition of the structure. This will include evaluation of functional capacity.

**Culvert hydraulic analysis:** The Engineer will perform drainage calculations to determine the waterway adequacy of the existing culvert and, if necessary, the proper size for a replacement culvert.

**Construction cost estimates:**

1. Force account estimate: A force-account assessment form will be completed by the Engineer in conformance with ORC 5575.01. This is an estimate of the actual labor, materials and equipment cost required to perform the work. If the estimated cost of the construction is less than \$45,000, the township may perform the work using its own crews, may hire a contractor, or may request the County Engineer's crews to perform the work. If it is over \$45,000, the township must advertise for competitive bids.

2. ODOT format estimate: If the board is sure that they will let a contract by competitive bidding, an ODOT format estimate is recommended. ODOT pay items are the industry standard for roadway and drainage construction and most contractors are familiar with these specifications. This estimate is not acceptable as a force-account estimate and does not satisfy ORC 5575.01. An ODOT format estimate can be generated quicker and easier than a force-account estimate.

**Cost sharing eligibility determination:** The Engineer will determine the eligibility for funding by Delaware County based on the functional capacity of the culvert. Culvert cost sharing will be done according to the County Engineer's Culvert Cost Sharing Policy.

**Construction plans and specifications:** The Engineer will first advise the township how long it will take to complete plans and specifications to allow the township to bid and award the work. If a consulting engineer will be needed to prepare the plans, the township will be responsible for this cost. The Engineer will provide an estimated engineering cost and require a resolution from the township committing to pay engineering costs.

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**DITCHES/DRAINAGE:** If the Township is requesting ditch work for any county maintained ditch, please indicate which ditch it is and the limits of the requested work.

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**LOCATION:** Specify the location as a point referenced from the nearest intersection (for culverts). For road segments, such as for a speed limit study or for resurfacing, please specify the beginning and end points.

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**DESCRIPTION OF REQUEST:** Include any supplemental information that would be helpful in responding to the request, including the specific issues that brought forth the need for the request. This is especially important when requesting a recommendation and estimate for road improvements, since there are a variety of improvements that can be performed.