

LPA SCOPE OF SERVICES FORM

A. Project Identification

County	Miami	Route	MCPD Trail Phase 1	Section	
Project sponsor / Maintenance responsibility:			Miami County Park District		
Local Let			ODOT Let		
			X		
Scope field review:			Scope meeting:		
Highway Functional Classification		N/A			
PID	TBD				
Fiscal Year	2024		Proposed Sale Date	10/1/2023	

B. Design Standard

ODOT, AASHTO

C. Project Description

Transportation Issue to be Corrected:	Construction of 3.5 miles of 10' wide separated bike trail from existing bike trail at Troy-Sidney Road to Casstown-Sidney Road.

Prior studies / plan (identify):	Northern Miami County Trail System Collaborative Development/Tourism Plan.
Estimated Project Length: (begin pavement to end pavement including bridge)	18,375'
Work Length: (including project length & approach work)	18,375'

Alignment:	Existing		Relocated	New
Profile:	Existing		New	X

Logical Termini: (w/explanation)	Troy-Sidney Road and Casstown-Sidney Road. Both termini will connect with existing bike trail.

D. Typical Sections

Existing:

Width:	Pavement		Graded Shoulder		Treated Shoulder	
R/W						
Bridge:	face to face of rails			or toe to toe of parapets		
Curbs	Yes		No			
Curb ramps	Yes		No			
Sidewalks	Yes		No	Comment		
Guardrail	Yes		No	Type		

Proposed:

Width:	Pavement	10	Graded Shoulder	5'	Treated Shoulder	2'
Bridge						
Median:	Yes		No	Type		
Curbs:	Yes		No	Type		
Curb ramps:	Yes		No			
Sidewalks	Yes		No	Comment		
Guardrail	Yes		No	Type		

Supplemental Information

ADT		Design ADT	
DHV		Certified Traffic	
T24			
Design Speed		Legal Speed	
Comments:			

E. Right-of-Way

Right-of-Way Plan:	Yes	X	No	
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Approximate Number of Parcels:		4					
Known relocations:	Yes		No	X			
Railroad Involvement:	Yes		No	X			
Railroad Name:							
Encroachments:							
Airway Highway Clearance:	Yes		No	X	Remarks		
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

Aerial:

Phone	Yes	X	No		Name of Company	
Cablevision	Yes	X	No		Name of Company	
Power	Yes	X	No		Name of Company	

Buried:

Phone	Yes	X	No		Name of Company	
Cablevision	Yes	X	No		Name of Company	
Power	Yes	X	No		Name of Company	
Gas	Yes	X	No		Name of Company	
Pipelines:	Yes		No	X	Name of Company	
Water	Yes		No	X	Private	Public
Sanitary Sewer	Yes		No	X	Private	Public
Storm Sewer	Yes		No	X	Private	Public

Other	
Comments	

G. Structure Requirements

Existing Structure information:

Structure type:	Single span arch				
Sufficiency Rating:		General Appraisal		Bridge No.	
Structure File No.		Crossing	Lost Creek		
Bridge length:					
Number of Spans	1				
Eligible for the National Historical Register	Yes	possible	No		

Structure type:	Twin span arch				
Sufficiency Rating:		General Appraisal		Bridge No.	
Structure File No.		Crossing	Spring Creek		
Bridge length:					
Number of Spans	2				
Eligible for the National Historical Register	Yes	possible	No		

Proposed Structure:

New Structure:	Yes		No		
Rehabilitate Existing Bridge	By:				
Structure width:		Structure type:			
Number of spans:					
Beam Type:	Concrete Box		Steel		
Other Design Considerations / Explanation of Change in Line/Grade:					
Consultant will inventory, inspect and load rate (using engineering judgement) existing structures; include a photo log.					
Guardrail Type:					

H. Design Exception(s) required

Yes		No		Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	
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	N/A	Part Width	
Remarks:			

K. Driveways

Yes		No	X	Type	
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L. Project Funding

Project Cost Estimate	\$2,678,879				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:					
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:					

Cost Estimates:

Total Federal Funds/Percent Split

Total Local Funds/Percent Split

Revised 11/9/17

PE	0	0	\$158,340	100%
RIGHT OF WAY	0	0	\$100,000	100%
UTILITIES	0	0	0	0
CONSTRUCTION	\$1,786,980	79%	\$475,020	21%
CONST ENGINEERING	\$125,088	79%	\$33,251	21%
TOTAL	\$1,912,068	71%	\$766,611	29%

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes		No	X
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes		No	X
<p>If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?</p> <ul style="list-style-type: none"> ☐ 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs) ☐ 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate^a ☐ 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)^b ☐ 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate ☐ 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		No	
If so, does that system track both payroll and project hours concurrently?	Yes		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 different systems, how does the LPA reconcile project hours to payroll?			
How often are payroll records prepared?			
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		No
Does the LPA ensure that timecards are signed by the employee?	Yes		No

N. Environmental

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
Ecological Survey		X		

Asbestos Inspection Required:	Yes	X	No	
Comment:	Depends on the necessary work.			

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

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O. Roles / Responsibilities

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT
LPA Agreement:	ODOT
Form and preliminary legislation:	ODOT
Advertising and award of contract:	ODOT
Construction inspection:	ODOT
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultant
Utility relocation:	N/A

P. Field Review

Date:	
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REPRESENTATIVES PRESENT:

Name	Company	Phone	E-mail
J. Scott Myers	Miami County Park District	937-335-6273	smyers@miamicountyparks.com
Kevin Swanson	Miami County Park District	937-335-6273	kswanson@miamicountyparks.com

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Q. COMMITMENT DATES	ODOT-let	Local-let	Reservoir
ACTIVITY		Due DATE	
Authorization to Proceed			
Stage 1 Review			
Stage 2 Review			
Stage 3 Review			
R/W Plans Approved/Not Required			
Bid document & tracings to District			
R/W and Utility Clearance			
Environmental Clearance			
Plan Package to C. O.			
Award Date			

Other due dates of interest:

- County to submit plans, proposal, estimate (PS&E) to the District
- County certifies R/W and utility clearance to the District
- County submits bid results to District

Schedule Explanation: Authorization to Proceed Start Date is the date that the District submits the programming package to Central Office. Finish Date for said activity is when a state job number has been established. Start Date for Environmental Clearance is normally the same as the date the project has been programmed. Start Date for Stage 2 Review is the date of submission to the District of the preliminary R/W plans. Finished date for said activity is when comments are returned to the LPA. Start Date for R/W Plan Approved is when the District has received final R/W plans and associated documents. Finish Date for said activity is when the District has approved said plans and associated documents. Start Date for R/W and Utility Clearance is the date that the LPA is authorized to begin acquisition. Finish date for said activity is when the District certifies clearance to FHWA. The LPA should certify R/W and Utility Clearance to the District one month before the R/W and Utility Clearance Finish Date. Start Date for Plan Package to C. O. is the date that the PS&E package leaves the District and the finish date is the day it is logged in at Central Office. One should allow forty-five days from Plan Package to C.O. for PS&E approval and project advertising before the Sale Date. Advertising needs to be three weeks minimum and cannot start until PS&E approval is obtained. Start date for the Award Date is the Sale Date of the project. And the Finish Date for

the Award Date is the date the project was awarded. Summary of bid tabs and the identity of the awarded contractor shall be submitted to ODOT no later than one week after the award.

Project Schedule Approval:

Signature

Date

Environmental Coordinator		
Real Estate Admin.		
Program Manager		
Project Manager		