

LPA SCOPE OF SERVICES FORM – REVISED 4/27/23

A. Project Identification

County	Hamilton	Route	School & Solzman	Section	Sidewalk
Project sponsor / Maintenance responsibility:		Sycamore Township			
Local Let		X	ODOT Let		
Scope field review:		4/27/23	Scope meeting:		4/27/23
Highway Functional Classification			Local		
PID	119074				
Fiscal Year	2026 (Construction)		Proposed Sale Date		Q2 FY 2026

B. Design Standard

AASHTO, ODOT (Multimodal Design Guide), HAMILTON COUNTY ENGINEERS OFFICE
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C. Project Description

Description of Proposed Improvements:	
<p>Sidewalk will extend along the south side of School Road from the corporation limit of Sharonville at Stewart Elementary School to Solzman Road, allowing residents of the Highpoint area to safely cross to get to this sidewalk. Then the sidewalk will continue along the west side of Solzman Road to East Kemper Road.</p> <p>Walk will be a combination of 7.0' wide (face of curb to back of walk), connected to type 6 curb along Solzman Road or 5' wide with a 3'-5' curb lawn. New storm sewer will be installed along all areas where proposed curb is being placed. A rapid flashing beacon will be installed crossing School Road at the 4th street intersection. Sidewalk will connect to the existing park path.</p>	

Prior studies / plan (identify):	Sycamore Township 2030 Land Use Plan
Estimated Project Length: (limits of physical work)	
	5470'

Work Length: (including project length & approach work)	5570'
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Alignment:	Existing	X (Solzman & School)	New	X (Sidewalk)
Profile:	Existing	X (Solzman & School)	New	X (Sidewalk)
Logical Termini: (w/explanation)	Beginning at the Sharonville Corporation limit, south side of School Road, to the Solzman Road intersection; thence continuing with sidewalk on west side of Solzman Road, thence continuing with sidewalk to tie into future sidewalk (PID117220) at the East Kemper Road intersection (approximately 5470').			

D. Typical Sections

Existing:

Width:	Pavement	Varies	Graded Shoulder	Varies	Treated Shoulder	Varies
R/W	School Road (Varies between 50', 55', 60') Solzman Road (Varies between 70', 75')					
Bridge:	face to face of rails	n/a		or toe to toe of parapets	n/a	
Curbs	Yes	X (A portion of Solzman Road, Type 6)		No	X (School Road)	
Curb ramps	Yes			No	X	
Sidewalks	Yes		No	X	Comment	Walk to be installed at Solzman/Kemper intersection as part of PID 117220 project in 2025
Guardrail	Yes		No	X	Type	

Proposed:

Width:	Pavement	Varies	Graded Shoulder		Treated Shoulder	
Bridge	n/a					
Median:	Yes		No	X	Type	
Curbs:	Yes	X	No		Type	6
Curb ramps:	Yes	X	No		Comment	ADA compliant
Sidewalks	Yes	X	No		Comment	See project description
Guardrail	Yes		No	X	Type	

Supplemental Information

ADT	Varies by route	Design ADT	Varies by route
DHV	Varies by route	Certified Traffic	Not required
T24	Varies by route		
Design Speed	35 MPH	Legal Speed	35 MPH
Comments:	No traffic count data available on ODOT TIMS; Township will need to develop design designation traffic for both routes and list on Title Sheet		

E. Right-of-Way

Right-of-Way Plan:	Yes	<input checked="" type="checkbox"/>	No	
Approximate Number of Parcels:	7 (TBD)			
Known relocations:	Yes		No	<input checked="" type="checkbox"/>

Railroad Involvement:	Yes	<input checked="" type="checkbox"/>	No	
Railroad Name:	Southwest Ohio Regional Transit Authority (SORTA) / I&O			
Encroachments:	TBD during design			
Airway Highway Clearance:	Yes	TBD	No	Remarks
Airport Name	Helipad at Bethesda North possible			
Comments:	Verify and submit airway highway clearance analysis with Stage 1 submittal			

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	<input checked="" type="checkbox"/>	No	Name of Company	Altafiber (Cinci Bell)
Cablevision	Yes	<input checked="" type="checkbox"/>	No	Name of Company	Spectrum

Power	Yes	X	No		Name of Company	Duke
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Buried:

Phone	Yes	X	No		Name of Company	Altafiber (Cinci Bell)	
Cablevision	Yes	X	No		Name of Company	Spectrum	
Power	Yes	X	No		Name of Company	Duke	
Gas	Yes	X	No		Name of Company	Duke	
Pipelines:	Yes	X	No		Name of Company	Duke	
Water	Yes	X	No		Private	Public	X
Sanitary Sewer	Yes	X	No		Private	Public	X
Storm Sewer	Yes	X	No		Private	Public	X
Other	TBD						
Comments	Township responsible for utility coordination and any relocation that may be necessary for the project.						

G. Structure Requirements – N/A (no structure work planned)

H. Design Exception(s) required

Yes		No	X	Explain	
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I. Traffic Control

Signing:	Yes	X	No		Remarks	
Striping:	Yes	X	No		Remarks	
Lighting:	Yes		No	X	Remarks	Consider adding lighting at pedestrian crossing locations
Signals:	Yes		No	X	Remarks	
RPM's:	Yes		No	X	Remarks	

J. Maintenance of Traffic

Detour	Conrey, Snider, Kemper Roads, Fields Ertel if necessary	Part Width	X
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Remarks:	Partial lane closure/shift as necessary
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K. Driveways

Yes	X	No		Type	Commercial and Residential
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L. Project Funding

Project Cost Estimate	\$1,555,448				
Quantity splits needed in plans to differentiate funding participation:	Yes		No	X	
Comments:	Federal (OKI Transportation Alternative); Local				
Coordination with Concurrent Projects Required:	Yes		No	X	
Comments:	Sidewalk being installed on Kemper Road in 2025 (PID 117220), construction timelines may overlap.				

Cost Estimates:

	Total Federal Funds/Percent Split		Total Local Funds/Percent Split	
PE	_____	_____	\$210,000	100%
RIGHT OF WAY	_____	_____	\$63,000	100%
UTILITIES	_____	_____	_____	_____
CONSTRUCTION	\$598,724	50%	\$598,724	50%
CONST ENGINEERING	\$42,500	50%	\$42,500	50%
TOTAL	\$641,224	_____	\$914,224	_____

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	Yes	TBD	No	
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	Yes	TBD	No	

What Cost Recovery method does the LPA intend to utilize?

- 1. No cost recovery of LPA's project direct labor, fringe benefits, 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, plus indirect costs calculated using the Federal 10% De Minimis Indirect Cost Rate.
- 4. Direct labor, plus fringe benefits costs calculated using the LPA's ODOT approved Fringe Benefits Rate, plus indirect costs calculated using the LPA's ODOT approved Indirect Cost Rate.

Does the LPA currently have a timekeeping system in place?	Yes	X	No	
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If so, does that system track both payroll and project hours concurrently?	Yes	X	No	
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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	X	No	
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Does the LPA ensure that timecards are signed by the employee?	Yes	X	No	
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^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.

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
Tentative CE Level <u>C2</u>		X	Sycamore Township	
Purpose and Need Statement	X			
Section 106 Scoping Request Form		X	ODOT District 8	
Cultural Resource Phase 1	X			
Cultural Resource Phase II	X			
Cultural Resource Mitigation	X			
Cultural Resource Section 4(f)	X			
Data Recover Plan-Documentation for Consultation	X			
Section 4(f)/6(f)-Park/Recreation		X	Sycamore Township	Clete McDaniels Sports Complex; OWJ Letter
Recreational Boating	X			
Level 1 Ecological Survey Report		X	Sycamore Township	
Level 2 Ecological Survey Report	X			
Wetland Survey	X			
Section 9/Section 10 Stream	X			
404 NWP-Army Corps of Engineers		TBD	Sycamore Township	If any jurisdictional water resources are impacted
404 PCN-Army Corps of Engineers	X			
404 Individual Permit-Army Corps of Engineers	X			
401 OEPA Certification Application	X			
Coast Guard Coordination	X			
ODNR Coastal Zone	X			
Scenic River	X			
Farmland Screening or FCIR		X	Sycamore Township	Document that project meets ODOT's Farmland MOU
Public Involvement		X	Sycamore Township	Letters to property owners, EMS, transit, schools
Public Meeting	X			Township will likely hold a

				public meeting
RMR Screening		X	Sycamore Township	
RMR Assessment/Investigation		TBD	Sycamore Township	Pending results of the RMR Screening
Drinking Water Resources		X	Sycamore Township	Prepare mapping and develop plan notes if applicable
Flood Plain/Flood Way		X	Sycamore Township	Follow OES Floodplain Management Guidelines
Environmental Justice		X	Sycamore Township	Follow OES EJ Guidance
Noise Study	X			Document no noise analysis required using OES flow charts
Air Quality Analysis	X			Document no air quality analyses required using OES flow charts

Asbestos Inspection Required:	Yes		No	X
Comment:	None			

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

Bat tree clearing restrictions will likely apply to this project.

O. Roles / Responsibilities

Construction plan development:	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT Prequalified Consultant & Sycamore Township
LPA Agreement:	ODOT / Sycamore Township
Form and preliminary legislation:	Sycamore Township

Advertising and award of contract:	Sycamore Township
Construction inspection:	Sycamore Township
R/W plan development:	ODOT Prequalified Consultant
R/W acquisition / appraisals:	ODOT Prequalified Consultants
Utility Coordination / Relocation:	LPA

P. Field Review

Date:	4/27/23
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REPRESENTATIVES PRESENT: See attached sign-in sheet

Other Comments from Field Review:

- If project earth disturbed area exceeds 1 acre, post construction BMPs will be required. Design for these early as they can impact R/W needs (narrow filter strips anticipated)
- Inlet, storm sewer cales required.
- Check ditch capacity (if ditches are impacted)
- No retaining walls over 4' in height are anticipated.

Q. COMMITMENT DATES	ODOT-let	Local-let	X	Reservoir
Milestone	SFY (Qtr)	Complete		Date
Assigned Milestones				
i Initial Project Scope Complete	2023 (Q4)	—		04/27/2023
i LPA Scope of Services Document	2023 (Q4)	—		04/27/2023
i Authorized Design Consultant	2023 (Q4)	—		06/27/2023
i NEPA Start Date	2024 (Q1)	—		07/03/2023
i Stage 1 Plans - Submitted	2024 (Q1)	—		09/04/2023
i Stage 1 Plans - Complete	2024 (Q2)	—		10/04/2023
i Preliminary R/W Plans - Submitted	2024 (Q2)	—		11/10/2023
i Preliminary R/W Plans - Approved	2024 (Q2)	—		12/08/2023
i Stage 2 Plans - Submitted	2024 (Q3)	—		02/12/2024
i Stage 2 Plans - Complete	2024 (Q3)	—		03/12/2024
i Final R/W Plans Submitted	2024 (Q4)	—		06/03/2024
i Final R/W Plans - Approved	2025 (Q1)	—		07/03/2024
i Environmental Document Approved	2025 (Q1)	—		07/15/2024
i R/W Authorized	2025 (Q1)	—		08/01/2024
i Stage 3 Plans - Submitted	2025 (Q4)	—		04/02/2025
i Stage 3 Plans - Complete	2025 (Q4)	—		05/02/2025
i R/W Acquisition Complete	2026 (Q1)	—		07/17/2025
i Local Let PS&E Package to District	2026 (Q1)	—		07/18/2025
i Final Tracings - Approved	2026 (Q1)	—		08/13/2025
i District R/W Certification	2026 (Q1)	—		08/14/2025
i Plan Package Received in C.O.	2026 (Q1)	—		08/18/2025
i Sale	2026 (Q2)	—		10/16/2025
i Award	2026 (Q2)	—		12/16/2025