

Delaware County Engineer's Office (DCEO) Scope of Services

C-R-S: DEL CR 9-8.11

1. General Information

County: Delaware
PID#: 2118 (DCEO)

	No.	Scope of Services Meeting Date	Approved Final Scope of Services
Prime Agreement	1	TBD	TBD

Refer to scope narrative for design designation and project limits.

2. PDP Phases Included in this Agreement: Phase PE through Phase FE Agreement between Consultant and: Delaware County Board of Commissioners

This scope approval includes development through Phase FE final tracings submittal.

3. Funding:

100% county funds will be used for all phases of this project.

4. Project Location:

Intersection of Liberty Road (CR 9) and Bunty Station Road (TR 141)

5. Project Description:

New single-lane roundabout with minimal approach work.

6. 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	Email
DCEO Project Manager	Ryan Mraz	740-833-2400	rmraz@co.delaware.oh.us
Consultant	TBD		
Consultant Project Manager	TBD		
Consultant Staff	TBD		

7. Schedule

Completion Time for Phases	Completion of FE Final Tracings: 15 months
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The following commitment dates are to be used by the Consultant in developing the project schedule. 30-day DCEO review period for stage submittals is anticipated.

Milestone	Date
Consultant NTP	1/1/2026
Stage 1 Submittal	6/1/2026
Preliminary R/W Submittal	9/1/2026
Stage 2 Submittal	9/1/2026
Final R/W Submittal	2/1/2027
Stage 3 Submittal	2/1/2027
Final Tracings Submittal	4/1/2027
R/W Acquired	3/1/2028
Sale Date	2/1/2029
Award	3/1/2029
Estimated Begin Construction	8/1/2029
Estimated End Construction	10/1/2029

The Consultant will prepare a detailed Master Schedule Gantt Chart (from initial authorization of the agreement thru completion (final plan package) 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 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 Phases. The overall schedule past those phases contracted for may be general in nature meeting the dates as established within this scope. The Consultant will be responsible for timelines of Phases 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 DCEOs Project Manager 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 DCEO's personnel. These updates are typically provided with monthly invoicing and should be coordinated with the DCEO's Project Manager for an approved format and schedule.

8. Electronic Distribution of Design Information

The development of this project shall be performed in accordance with the ODOT and DCEO design manuals and documents. 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.

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/drrc/>) (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 DCEO 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 DCEO will respond in writing concerning the disposition of any such changes. The DCEO agrees that a substantial change in design policy or plan preparation requirements may constitute a valid request for additional compensation.

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

9. Variations from the Scope of Service

This Scope of Services document is based on the DCEO'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 or DCEO. As the project develops, it is the Consultant's responsibility to advise the DCEO of significant changes in the work that may require modification of the agreement, and to maintain separate cost accounting for each specific issue. The DCEO'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 DCEO 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. PDP Process

The Ohio Department of Transportation (ODOT) has developed and implemented a Project Development Process (PDP) that includes regular communication among technical disciplines, results in quality plans and minimizes cost overruns during right-of-way acquisition and project construction. Depending on their size, complexity, and/or potential impact to the environment, ODOT transportation projects are categorized as one of five paths (Path 1– 5). The PDP consists of five phases that projects must advance through prior to construction. These phases include Planning, Preliminary Engineering, Environmental Engineering, Final Engineering and Construction. While all projects advance through these phases, project managers have the flexibility to adjust scope activities within the phases to better support decision-making.

The PDP is a project management and transportation decision-making procedure that outlines project development from concept through completion. Each PDP activity is timed to facilitate informed decision making based on an appropriate level of project development and risk management. The PDP encourages communication among disciplines, requires documentation of the reasoning behind project related decisions, eliminates duplicated effort among disciplines and provides for early identification of potential issues. Involvement of all disciplines during the early stages of project development ensures that issues affecting project type, scope, development schedule and costs can be correctly evaluated and anticipated.

The manual and associated tools provide guidelines to identify activities required during each phase of project development. The project scope determines the amount of work performed within the phases. Although the manual and web-based tool identifies work tasks, deliverables and potential stakeholders for each phase in the process, the process requires coordination of people and tasks between phases to ensure continued review and study of the best possible options.

DCEO utilizes the framework of the ODOT PDP as the basis for developing projects; however, DCEO is not required to complete every step and may omit certain tasks when not required.

Communication and transition among disciplines are critical to a project's success. By establishing communication opportunities and responsibilities throughout the PDP, the project manager ensures that those involved in the project fulfill their project commitments. The project manager for each step is responsible for ensuring appropriate coordination and involvement of other disciplines throughout the process.

11. On-Going Consultant Involvement during the Construction Phase

The Consultant shall provide construction phase services as requested by the DCEO, for the purpose of advising the DCEO concerning interpretations of the plans and specifications prepared by the consultant, advising the DCEO 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 DCEO:

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 DCEO 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 DCEO in evaluation of change orders or claims.
6. If directed by the DCEO, 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 ODOT R/W and bearing the surveyor's Ohio Registration Number and name, and/or company name. In order to support the DCEO'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 DCEO. 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 DCEO:

1. The DCEO Project Manager for the design agreement will remain as the point of contact for the consultant during the construction phase
2. DCEO construction personnel may contact the consultant directly regarding any plan questions or interpretations, but the DCEO Project Manager for the design agreement will be notified of all such communications.
3. The DCEO 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 County.
4. The DCEO will direct the consultant to set the iron pin and cap in the Adjustable Monument Assembly Boxes at an appropriate stage of construction.

12. Exceptions/Clarification from Manuals

Delaware County Supplement to the ODOT Location and Design Manual, Bridge Design Manual, CADD Standards Manual, and Traffic Engineering Manual incorporated by reference URL: <https://engineer.co.delaware.oh.us/drpf/>

13. Existing Documents (Provided to Selected Consultant After Selection Only)

Preliminary Plan developed by DCEO

14. Attachments (Attached to the Scope of Services)

Scope Narrative

15. Task List

To be developed by Consultant as part of fee proposal