

Montgomery County Engineers Office Scope of Services

Project Designation:

MOT Route CR0062 Section 2.50 (Astoria Road)

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1. General Information

Agency: Montgomery County Engineers Office (MCEO)
MCEO Project: #2024-20

Design Data	Astoria Road
Functional Classification	Local Road
On NHS	No
Posted Speed (mph)	55
Design Speed (mph)	55

2. PDP Phases included in Agreement: PE, EE, FE/ROW Agreement between Consultant and: Montgomery County

The agreement will be implemented in parts appropriate to the PDP phases and review submissions. The price proposal for this authorization will include:

Phases PE, EE and FE/ROW thru construction contract award

This document contains the scope of services through award of the construction contract. The scope of services and cost proposal for the construction phase will be developed at a later date.

3. Project Description:

The project involves remediation of the severely eroded streambank abutting Astoria Road approximately 0.3 miles North of Harris Road (Lat./Long.: 39.615506°N, 84.391143°W). The erosion extends approximately 300 feet along the existing unnamed tributary to Twin Creek and has resulted in a 20 foot high vertical soil face as close as 10 feet from the edge of pavement on Astoria Road. The purpose of the project is to restabilize the streambank and install countermeasures to prevent future erosion at this location. Astoria Road will be closed to traffic during construction. Minor guardrail and/or roadway repairs may be required depending on the extent of the erosion at the time of construction.

4. Project Location/Project Limits:

The work length is estimated to be approximately 500 feet along the stream. The limits of work will extend as necessary to restore the proper channel alignment and prevent future erosion, as determined by design.

5. Communication/Contacts:

The respective project managers (MCEO and Consultant) will be the primary points of contact for the project. Requirements for communication between other project staff will be discussed at the Scope of Services meeting. Technical issues may be discussed directly between project staff below the project management level, but the respective project managers must be informed of such discussions and any decisions resulting therefrom. Contractual, scope, and fee issues must always be resolved at the project manager level.

	Name	Phone #	E-Mail Address
MCEO			
County Engineer	Andy Shahan	(937) 225-5007	shahana@mcoho.org
Project Manager	Henry Brierton	(937) 496-7734	hbrierton@mcoho.org

Consultant			
Project Manager			

6. Project Schedule:

MCEO seeks to construct the project in 2026. To achieve this schedule, the following timeframes for the critical design milestones are necessary:

MILESTONE / SUBMISSION	DATE
Authorization to Proceed	February 2025
Stage 1/2 Review & R/W Plans	June 2025
Stage 3 Review	October 2025
Advertise	December 2026
Award	February 2026
Construction	March 2026 – June 2026

The consultant shall submit a detailed master schedule Gantt Chart from initial authorization through construction contract award. The master schedule is to be included with the price proposal. The schedule is to include milestones and activities on the critical path to construction contract award. The overall project schedule beyond the phases initially authorized may be general in nature, but shall meet the overall dates established in this scope. The consultant shall update the schedule as needed throughout the project or as requested by MCEO, and provide the updated schedule as mutually agreed upon (typically with consultant invoices).

7. Project Cost Estimate

	Total Federal Funds/Percent Split		Total Local Funds/Percent	
		Split		
PE	\$0	0%	\$100,000	100%
RIGHT OF WAY	\$0	0%	\$10,000	100%
UTILITIES				
CONSTRUCTION	\$0	0%	\$700,000	100%
CONST ENGINEERING				
TOTAL	\$0	0%	\$810,000	100%

8. Design Standards and Policies

Development of this project shall be performed in accordance with ODOT design and project development manuals, policies, and procedures. The consultant shall perform all work required by the design manuals unless specific exceptions are included herein. Absence of specific references to required elements of work in the Scope of Services or in the consultant’s price proposal shall not relieve the consultant of the responsibility to complete the work or justify

requests for additional compensation. The consultant's price proposal shall be based on the version of each manual in effect on the date of the consultant's price proposal.

The consultant shall revise the plans to remain in conformance with updated versions of the design manuals and documents. ODOT maintains current documents and a summary of the latest revisions through the Design Reference Resource Center (DRRC) (<http://www.dot.state.oh.us/drrc/>). New and revised design information is released quarterly, on four specific dates. Significant changes to the design manuals and documents are reflected under the heading "Latest Revision/Revision History."

Minor changes to design standards should be routinely incorporated into the work. The consultant shall notify MCEO in writing of any changes in design standards or policies that would substantially alter the work completed or affect the delivery of the project, including scope, schedule, budget, right of way, or environmental impacts. MCEO will respond in writing with direction concerning such design standard or policy changes. MCEO acknowledges that substantial changes in design policy or plan preparation requirements may constitute valid requests for additional compensation.

The letter transmitting the final plans shall note the latest revision date of the Design Reference Resource Center upon which the plans and specifications were based.

9. Changes to Scope of Service

This Scope of Services is based on MCEO's knowledge of the project requirements at the time the document was prepared, and serves as the basis for the consultant's price proposal and fee. Changes to the work may be required as the project develops and more complete information becomes available. Such changes may also arise from policy or procedure revisions included in design manuals or decisions made by MCEO. As the project develops, the consultant shall advise MCEO of significant changes in the work that may require modification of the agreement, and shall maintain separate cost accounting for each specific issue. MCEO's written comments and other technical decisions concerning project development shall not be construed as authorization of extra work for which additional compensation may be claimed. Modification of the agreement and written authorization to proceed are required prior to the performance of any additional work.

Requests for modification will be evaluated based on the scope of services in its entirety and not in terms of isolated issues. Additions to the scope of services may be offset by scope reductions in other areas of the work performed or needed.

10. PDP Process

The Ohio Department of Transportation (ODOT) has implemented a Project Development Process (PDP) intended to promote regular coordination among technical disciplines, timely communication with stakeholders, and maximum project delivery efficiency. This project will follow a similar process and use ODOT phasing terminology.

The ODOT PDP consists of five overall phases that include Planning, Preliminary Engineering, Environmental Engineering, Final Engineering/Right of Way, and Construction. The Astoria Road Stream Restoration project is similar to a Path 2 project and will be delivered under a competitively

bid construction contract. This scope of services includes project development from the Preliminary Engineering Phase through the Final Engineering/Right of Way Phase.

The consultant will be responsible for comprehensive utility coordination, supplemental geotechnical investigations as necessary, and right-of-way plan preparation. The consultant will not be responsible for right of way acquisition services.

11. Supplemental Scope Information

Project Status Meetings

Prepare, conduct, and record bimonthly project status meetings through Stage 3. Standard agenda and recurring meeting time and dates to be established at first meeting. Route agenda and meeting materials to MCEO PM for review prior to each meeting. At a minimum, the standard progress meeting content shall include project scope, schedule, and budget status; discipline updates; risk assessments; work completed since last meeting; work anticipated prior to next meeting; and action required.

Streams and Wetlands

Instream work is anticipated to be required. The consultant shall identify and delineate streams, wetlands, or other regulated waters through desktop-based research and site visits to collect data for completing relevant U.S. Army Corps of Engineers (USACE) Wetland Determination Data forms, Ohio Rapid Assessment Method (ORAM) forms, and/or Qualitative Habitat Evaluation Index (QHEI)/Headwater Habitat Evaluation Index (HHEI) forms, as necessary. A report containing the background information, field observations, conclusions, Geographic Information System mapping, site photographs, and data forms shall be prepared. This report shall contain all information required by USACE and the Ohio Environmental Protection Agency (EPA) for Clean Water Act Section 404/401 permitting and/or Ohio EPA Isolated Wetland Permit (IWP) processing. The report shall contain recommendations for mitigating impacts to regulated waters as appropriate.

Endangered and Protected Species

USACE NWP's require an appropriate level of Threatened and Endangered Species review. The consultant shall perform sufficient desktop research and site visit data collection to meet the requirements of the relevant USACE permits. To support the USACE Preconstruction Notice (PCN), consideration should be given to utilizing a format similar to the ODOT Ecological Survey Report for presenting assessments of the potential impacts to federal and state-protected species.

Attachments

Project Location Map and Site Photos