

# L P A S C O P E O F S E R V I C E S F O R M

## A. Project Identification

County-Route-Section: LAK Kirtland Chardon Rd. – Sperry to ECL  
*(Project Name)*

Project Sponsor / Maintenance Responsibility: The City of Kirtland

- Local Let  
 ODOT Let

PID *(ODOT assigned)*: 121589

Scope Field Review: \_\_\_\_\_ Scope Meeting: \_\_\_\_\_

Proposed Sale Date: \_\_\_\_\_ State Fiscal Year: \_\_\_\_\_

Highway Functional Classification: Arterial

Federal Aid System: \_\_\_\_\_

## B. Design Standard

ODOT Location and Design Manual

## C. Project Description

Description of Project:  
*(detail transportation issues to be improved)* Pavement planing, base pavement repairs, curb & gutter repair or Replacement, and resurfacing.

Prior studies / plans: ODOT Kirtland Chardon Road Improvements, 1985

Project Limits:  
*(identify start and end locations)* Sperry Rd. (west) to east corporation limit.

Estimate Project Length:  
*(begin pavement to end pavement including bridge)* 0.72 miles

Work Length:  
*(including project length & approach work)* 0.72 miles

Alignment:  Existing  
 Relocated *(explain)* \_\_\_\_\_

Profile:  Existing  
 New *(explain)* \_\_\_\_\_

Logical Termini:  
*(w/ explanation)* Sperry Road (west) to the Kirtland east corporation limit

### D. Typical Sections

<b>Existing</b>	Pavement Width: 28' (curbed section)	<input checked="" type="checkbox"/>	curb to curb	Graded Shoulder: 3'
	22' (uncurbed section)	<input checked="" type="checkbox"/>	edge to edge	Treated Shoulder:
	R/W Width: 60'			
Bridge Width: N/A		<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

<b>Existing</b>	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200+74 to 207+50, 230+70 to 232+75 (left),
Curb ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Width: _____
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Things To Note About **Existing** Typical Section: \_\_\_\_\_

<b>Proposed</b>	Pavement Width: Same as existing	<input checked="" type="checkbox"/>	curb to curb	Graded Shoulder: Same as existing
		<input checked="" type="checkbox"/>	edge to edge	Treated Shoulder:
	R/W Width: same			
Bridge Width: N/A		<input type="checkbox"/> f/f of rails, <input type="checkbox"/> t/t of curbs, or <input type="checkbox"/> t/t of parapets		

<b>Proposed</b>	<u>Yes</u>	<u>No</u>	<u>Comment / Type</u>
Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Curbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Curb ramps (*)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Width: _____
Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Note (\*) – Curb ramps must be updated to current ADA standards.**

Additional Things To Note About **Proposed** Typical Section: \_\_\_\_\_



**E. Environmental**

**Note: All required environmental studies must be performed by prequalified consultants (unless noted with “(\*)” below) and the document must be completed using ODOT’s EnviroNet System.**

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.

**Categorical Exclusion (CE) Environmental Document** *(select document type)*

- C1       C2       D1       D2       D3       EA       EIS

Required Yes No	<i>Note: (*) – prequalified consultant is NOT required</i>	Responsibility/Notes
<b>Cultural Resources</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Section 106 – Scoping Request Form (*)	
<input type="checkbox"/>	<input type="checkbox"/> Phase I Cultural Resources Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase I History/Architecture Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase I Archaeology Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase II Cultural Resources Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase II History/Architecture Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase II Archaeology Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Phase III Archaeology Data Recovery	
<input type="checkbox"/>	<input type="checkbox"/> Addendum reports/submissions	
<input type="checkbox"/>	<input type="checkbox"/> Documentation for Consultation/MOA	
<input type="checkbox"/>	<input type="checkbox"/> HABS/HAER/Cultural Documentation	
<b>Section 4(f) / Section 6(f)</b>		
<input type="checkbox"/>	<input type="checkbox"/> Determination Request Form	
<input type="checkbox"/>	<input type="checkbox"/> Individual Section 4(f) Evaluation	
<input type="checkbox"/>	<input type="checkbox"/> Section 6(f) Documentation	
<b>Ecological Resources</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/> Ecological Exempt Form (*) – use EnviroNet Tab	
<input type="checkbox"/>	<input type="checkbox"/> Level 1 Ecological Survey Reports – use EnviroNet Tab	
<input type="checkbox"/>	<input type="checkbox"/> Level 2 Ecological Survey Reports – use EnviroNet Tab	
<input type="checkbox"/>	<input type="checkbox"/> Level 3 Ecological Survey Reports	
<input type="checkbox"/>	<input type="checkbox"/> UNIONID Mussel Survey Report	
<input type="checkbox"/>	<input type="checkbox"/> Biological Assessment	
<input type="checkbox"/>	<input type="checkbox"/> Coastal Zone Management	
<b>Sole Source Aquifer</b>		
<input type="checkbox"/>	<input type="checkbox"/> Sole Source Aquifer Coordination	
<b>Farmland Policy Protection Act (FPPA)</b>		
<input type="checkbox"/>	<input type="checkbox"/> Farmland Conversion Impact Rating-Form	
<b>Waterway Permits</b>		
<input type="checkbox"/>	<input type="checkbox"/> Permit Determination Request Package	
<input type="checkbox"/>	<input type="checkbox"/> Conceptual Stream/Wetland Mitigation Reports	
<input type="checkbox"/>	<input type="checkbox"/> Section 404/401 Applications	
<input type="checkbox"/>	<input type="checkbox"/> USACE Pre-Construction Notification (PCN) Applications	
<input type="checkbox"/>	<input type="checkbox"/> Ohio EPA Isolated Wetland Permit Pre-Activity Notification (PAN)	
<input type="checkbox"/>	<input type="checkbox"/> Coastguard Section 9 Application	
<input type="checkbox"/>	<input type="checkbox"/> ACOE Section 10 Permit	
<input type="checkbox"/>	<input type="checkbox"/> Flood Plain Statement Form	
<input type="checkbox"/>	<input type="checkbox"/> Flood Plain Permit Application	

Required		Note: (*) – prequalified consultant is NOT required	Responsibility/Notes
Yes	No		
<b>Environmental Site Assessment</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regulated Materials Screening (RMR) (*)	
<input type="checkbox"/>	<input type="checkbox"/>	RMR Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	RMR Investigation	
<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Survey	
<b>Noise</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Noise Analysis Report	
<input type="checkbox"/>	<input type="checkbox"/>	Noise Barrier Public Involvement Summary	
<b>Environmental Justice</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Justice Census Mapping	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Justice Analysis Report (EJAR)	
<b>Public Involvement Activities</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Announcement	Include opportunity for public comments
<input type="checkbox"/>	<input type="checkbox"/>	Public Involvement Plan	
<input type="checkbox"/>	<input type="checkbox"/>	Public Involvement Activities	

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

## F. Right-of-Way

	Yes	No	Remarks
Right-of-Way Plan:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Approximate Number of Parcels:			_____
Known Relocations:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Railroad Involvement:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Railroad Name:			_____
Encroachments:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airway Highway Clearance:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airport Name:			_____

Comments: \_\_\_\_\_

**Note:** Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental Coordinator and District Real Estate Administrator.

**Caution:** Environmental needs to be clear prior to the beginning of right of way acquisition. A Local Public Agency, 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.

**G. Utilities**

		<u>Yes</u>	<u>No</u>	<u>Name of Company</u>		
<b>Aerial</b>	Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>AT&amp;T</i>		
	Cablevision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Spectrum</i>		
	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>First Energy</i>		
<b>Underground</b>	Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Cablevision	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
	Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Dominion</i>		
	Pipelines:	<input type="checkbox"/>	<input type="checkbox"/>	<i>Unknown</i>		
				<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Aqua Ohio</i>
Sanitary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>City of Kirtland</i>	
Other: _____						
Comments: _____						

Is Subsurface Utility Locating Service (SULS) needed?  No.  
 Yes. Utility Quality Level A  
 Yes. Utility Quality Level B  
 Yes. Utility Quality Level C  
 Yes. Utility Quality Level D

Comments: \_\_\_\_\_

**Note: if SULS is necessary, follow the Subsurface Utility Location Services Specifications.**

## H. Geotechnical

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Are Pavement Cores needed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Is Geotechnical Design (**) necessary? <i>(Identify: full depth pavement replacement/widening, bridge work, retaining walls, culverts, slide repairs, etc.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

**Note (\*\*)** – *If Geotechnical Design is necessary, fully utilize historic geotechnical information; perform subsurface exploration in accordance with the Specifications for Geotechnical Explorations; and perform geotechnical design in accordance with the Geotechnical Design Manual.*

## I. Structure Requirements

<b>Existing Structure Information:</b>	Structure type: _____	
	Bridge No.: _____	Structural File No.: _____
	Sufficiency Rating: _____	General Appraisal: _____
	Crossing: _____	
	Bridge Length: _____	Number of Spans: _____
	Eligible for the National Historical Register: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Proposed Structure Information:</b>	New Structure: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Rehabilitate Existing Bridge by: _____	
	Structure Type: _____	
	Beam Type: <input type="checkbox"/> Concrete Box; <input type="checkbox"/> Steel; <input type="checkbox"/> n/a	
	Structure Width: _____	Number of Spans: _____
	Other Design Considerations / Explanation of Change in Line/Grade: _____	
	_____	
	Guardrail Type: _____	

### J. Design Exception(s) Required

Yes Explain: \_\_\_\_\_  
 No

### K. Traffic Control

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Signing:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Striping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Lighting:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Signals (***):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
RPMs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

*Note (\*\*\*) – complete the Traffic Signal Scope Form for major signal work.*

### L. Maintenance of Traffic

Type of MOT:  Detour,  Part Width,  Daily Flagging

Remarks/Describe: \_\_\_\_\_

Will Pedestrian Traffic need to be maintained? N/A

Remarks/Describe: \_\_\_\_\_

### M. Driveways

Yes Type: \_\_\_\_\_  
 No



### N. Project Funding

Project Cost Estimate:  
*(Sponsors are responsible for TIP/STIP coordination)* 781,630

Quantity splits needed in plans to differentiate funding participation:  Yes Comments: \_\_\_\_\_  
 No \_\_\_\_\_

Coordination with Concurrent Projects Required:  Yes Comments: \_\_\_\_\_  
 No \_\_\_\_\_

### Cost Estimates:

	<u>Total Federal or State Funds</u>	<u>Percent Split</u>	<u>Total Local Funds</u>	<u>Percent Split</u>
Preliminary Engineering (PE)	\$ 0	0 %	\$ 80,630	100 %
Right-of-Way (RW)	\$ 0	0 %	\$ 0	0 %
Utilities	\$ 0	0 %	\$ 0	0 %
Construction (CO)	\$ 480,560	71 %	\$ 195,440	29 %
Construction Engineering (CE) <i>(use 3.5%)</i>	\$	0 %	\$ 25,000	100 %
<b>Total</b>	<b>\$ 480,560</b>	<b>61 %</b>	<b>\$ 301,070</b>	<b>39 %</b>

Additional remarks about funding: \_\_\_\_\_

Project Cap

### O. Roles/Responsibilities

*Note: Consultants used for development of Construction plans, R/W plans, R/W acquisition/appraisals, and Construction inspection must be pre-qualified by ODOT.*

Construction Plan Development: City of Kirtland

Proposal/Specification Development: City of Kirtland

LPA Agreement: ODOT

Form and Preliminary Legislation: ODOT (if ODOT Let)

Advertising and Award of Contract: City of Kirtland

Construction Inspection: City of Kirtland

R/W Plan Development: N/A

R/W Acquisition / Appraisals: N/A

Utility Relocation: N/A

Other: \_\_\_\_\_

**P. Field Review**

<b>Representatives Present:</b>		<b>Date:</b>
<b>Name</b>	<b>Company</b>	<b>Phone / E-mail</b>

**Q. Commitment Dates**

ODOT-Let       Local-Let       Reservoir

<b>Activity</b>	<b>Milestone Date</b>
<b>Authorization to Proceed</b> <i>(LPA notification to consultant to begin working on project)</i>	2/28/25
<b>Stage 1 Submitted for Review</b> <i>(Allow ODOT 30 days for review)</i>	6/30/25
<b>Environmental Documentation Submitted in EnviroNet</b>	6/30/25
<b>Stage 2 Submitted for Review</b> <i>(includes Preliminary R/W Plans)</i>	
<b>Environmental Document Approved</b>	
<b>R/W Plans Approved – or – R/W Plans Not Required (“N/A”)</b>	N/A
<b>Stage 3 Submitted for Review</b> <i>(includes Bid Document and Estimate)</i> <i>(Allow ODOT 30 days for review)</i>	9/30/25
<b>Final Tracings – or – PS&amp;E Package to District</b> <i>(includes Final Plans, Bid Document and Estimate)</i>	11/28/25
<b>R/W and Utility Clearance by District</b> <i>(District certifies clearance to FHWA. LPA should certify to the District one (1) month before this date.)</i>	10/31/25
<b>Plan Package to C. O. (File Date)</b> <i>(For Local Let projects, allow 45 days to Sale Date which includes processing the request for Authorization and three (3) weeks minimum for advertising. For ODOT Let projects, the sale and award will be determined by Central Office per ODOT’s letting schedule which is typically a 12 week process.)</i>	1/16/26
<b>Sale Date (Bid Opening Date)</b>	3/4/26
<b>Award Date</b> <i>(LPA should submit a summary of bid tabs and the identity of the awarded contractor to the District no later than one (1) week after the award.)</i>	3/16/26
<b>Estimated Begin Construction</b>	4/27/26
<b>Estimated End Construction</b>	7/31/26

**Other due dates of interest:**

- LPA certifies R/W and utility clearance to the District
- LPA submits bid results (award package) to District

**Project Schedule Approval:**

\_\_\_\_\_  
**Environmental Coordinator**

\_\_\_\_\_  
**Real Estate Administrator**

\_\_\_\_\_  
**Program Manager**

\_\_\_\_\_  
**Project Manager**