



# TOWNSHIP REQUEST FOR ENGINEERING ASSISTANCE

Office Use Only

Alan Brubaker, P.E., P.S.  
Summit County Engineer  
538 E. South St  
Akron, Ohio 44311

Request #: \_\_\_\_\_  
Received: \_\_\_\_\_  
Approved by: \_\_\_\_\_\*\*  
Date: \_\_\_\_\_

Date: \_\_\_\_\_ Township: \_\_\_\_\_ The

Board of Township Trustees hereby requests the County Engineer's services as follows:

Road or Project Name: \_\_\_\_\_ Road #: \_\_\_\_\_,

Location: \_\_\_\_\_ miles \_\_\_\_\_ (direction) of \_\_\_\_\_ (nearest intersection) or address # \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_ (roads).

(Check all that apply):

**ROADWAY/TRAFFIC SAFETY:**

- Speed limit study
- Intersection study (stop sign or traffic signal warrant)
- Sight distance study

**CULVERTS:**

- Culvert safety inspection
- Culvert hydraulic analysis (pipe sizing)
- Construction estimate (force-account)
- Construction estimate (ODOT format)
- Construction plans, specifications, construction administration and inspection

**ROADWAY PLANNING AND MAINTENANCE:**

- Pavement resurfacing or maintenance (attach road list)
- Roadway widening or other improvement study (attach location sketch)
- Intersection improvements study
- Cost sharing eligibility determination
- County maintenance services
- Project concept plan & budget estimate for funding request
- Assessed subdivision maintenance (provide details)
- OTHER (provide details below):

**DITCH/DRAINAGE:**

- Ditch maintenance or cleanout
- Stormwater pond maintenance
- Petition for stormwater improvement

Include a brief description of what the board is requesting. If there are multiple locations, list them below:

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Township requests that the County Engineer send a response to the following:

Name	Title
Address	City <span style="float: right;">Zip</span>
Phone	Fax <span style="float: right;">Email</span>

A minimum of two Trustee signatures is required.\*

Township Trustee	Date
Township Trustee	Date
Township Trustee	Date
Township Fiscal Officer or Administrator*	Date

\*A copy of resolution requesting engineering assistance by the Board along with this form signed by Township Clerk or Administrator is acceptable

**Mail, E-Mail or Fax the signed and completed form with any additional information to:**

Summit County Engineer's Office  
Attn: Larry Fulton, Chief Deputy Engineer  
538 E. South Street  
Akron, OH 44311  
Fax: 330-762-7829  
email: LFulton@summitengineer.net

**\*\*Note:** Requested Services require approval of the County Engineer or Deputy.

**See instructions on the following page for more information**

## Instructions for filling out the Summit County Engineer's Request for Engineering Assistance form:

**DATE:** Fill out the date that the request was signed by the township board of trustees (or the last date if signed on more than one date by different trustees).

### Roadway/Traffic Safety:

#### Speed limit study:

1. Gravel, dirt or unimproved roads in accordance with ORC 4511.21(K)(1). The Board may establish speed limits by resolution, based on an engineering and traffic investigation, for all unimproved roads (gravel or dirt). A speed limit between 25mph to 55mph may be enacted.
2. Subdivision streets within platted commercial or residential subdivisions in accordance with ORC 4511.21(K)(5) Except for "through highways", the Board may establish speed limits by resolution, based on an engineering and traffic investigation. Speed limits may be established from 25mph to 55mph on these streets. (Note: Copies of engineering and traffic investigations should be maintained in township files).
3. All other highways and roads in accordance with ORC 4511.21(B)(5): Speed limit established by ODOT based on engineering investigation done by the County Engineer. The Engineer will advise the township what, if any, change in speed limit is feasible, but ODOT has sole authority to alter speed limits on these roads. See County Engineer's website for more information.

**Intersection study:** The Engineer will investigate the current traffic pattern at the intersection using traffic counts or other methods. If a change in the current stop condition is warranted, the Engineer will recommend a change and/or a course of action. If one of the roads is a county road, Summit County must approve the change.

**Sight distance study:** The County Engineer's Office will collect field data on sight distance and report whether the existing conditions are satisfactory or whether changes are needed with a recommended course of action.

**ROADWAY/TRAFFIC PLANNING: Pavement resurfacing or maintenance:** If pavement resurfacing such as asphalt paving, chip sealing or micro-surfacing is desired, the limits of the work should be specified. If multiple roads are being requested, list the roads and limits in the space provided for description of the request. If additional space is needed, attach a separate list. If the township wishes to include certain roads in the County's annual resurfacing program, indicate all township roads that the Board wishes to enter into the program. The Engineer can also provide estimates as requested.

**Roadway/intersection improvement:** The Township should specify the type and limits of improvements desired. Be specific. If only pavement work is desired, please refer to the section above. For road widening or more extensive improvement projects, the County Engineer's Office will evaluate existing conditions and report on possible alternatives. Estimated costs will be provided.

**CULVERTS: Culvert safety inspection:** The Engineer will inspect and evaluate the existing culvert according to ODOT culvert inspection procedures and report the condition of the structure. This will include evaluation of functional capacity.

**Culvert hydraulic analysis:** The Engineer will perform drainage calculations to determine the waterway adequacy of the existing culvert and, if necessary, the proper size for a replacement culvert.

#### Construction cost estimates:

1. Force account estimate: A force-account estimate form will be completed by the Engineer in conformance with ORC 5575.01. This is an estimate of the actual labor, materials and equipment cost required to perform the work. If the estimated cost of the construction is less than \$45,000, the township may perform the work using its own crews, may hire a contractor, or may request the County Engineer's crews to perform the work. If it is over \$45,000, the township must advertise for competitive bids.

2. ODOT format estimate: If the board is sure that they will let a contract by competitive bidding, an ODOT format estimate is recommended. ODOT pay items are the industry standard for roadway and drainage construction and most contractors are familiar with these specifications. This estimate is not acceptable as a force-account estimate and does not satisfy ORC 5575.01. An ODOT format estimate can be generated quicker and easier than a force-account estimate.

**Cost sharing eligibility determination:** The Engineer will (budget restraints not withstanding) share in cost of township projects that include county highway components; likewise, the Engineer may be able to advance the schedule of county road improvements for which there is township participation.

**County maintenance services:** The maintenance personnel of the Engineer are available to provide the township maintenance services such as snow and ice control, mowing, pavement repair, culvert replacement, etc. Estimates are provided and written agreements are required. Costs are based upon our actual cost of labor, equipment and materials.

**Construction plans, specifications construction administration and inspection:** The Engineer will first advise the township of staff availability and how long it will take to complete plans and specifications to allow the township to bid and award the work. If a consulting engineer will be needed to prepare the plans, the township will be responsible for this cost. The consultant will take directions from the Engineer. The Engineer will provide an estimated engineering cost and require a resolution from the township committing to pay engineering costs. The Engineer is generally available to provide engineering and inspection services for the street resurfacing and culvert replacement projects. Major reconstruction and new improvements will generally require the services of a consulting engineering firm who will be employed by the Engineer on behalf of the township.

**DITCHES/DRAINAGE:** If the Township is requesting work for any off roadway ditch or pipe, please indicate which ditch it is and the limits of the requested work. The Engineer will investigate the location and advise the township of the nature of the problem and methods available for funding an improvement. Most stormwater problems on private property, including those within easements and old established ditches are the responsibility of the property owners. The only way to obtain public assistance for their improvement is through the Ditch Petition process of ORC 6131. Upon request the Engineer will draft a petition for signature and obtain the County Prosecutor's approval as to form.

**LOCATION:** Specify the location as a point referenced from the nearest intersection (for culverts). For road segments, such as for a speed limit study or for resurfacing, please specify the beginning and end points.

**DESCRIPTION OF REQUEST:** Include any supplemental information that would be helpful in responding to the request, including the specific issues that brought forth the need for the request. This is especially important when requesting a recommendation and estimate for road improvements, since there are a variety of improvements that can be performed.