

Exhibit Three Detailed Description Continued

SCOPE OF WORK – By Tebbe Civil Engineering, LLC



General Description:

SCOPE OF WORK

Tebbe Civil Engineering, LLC will provide the following civil engineering services as necessary to prepare final design plans, cost estimates and construction coordination for the proposed roadway improvements:

- 1) Perform detailed site visits to assist in the design of the required improvements to the curbs, sidewalks, storm sewers, roadway, handicap ramps and other utilities based on the surveyed information.
- 2) Prepare exhibits which show the location and extents of the proposed improvements throughout the entire project area.
- 3) We will meet with the Village and various other project stakeholders and attend a public meeting, if necessary, for this project.
- 4) We will coordinate with the Village regarding design element options.
- 5) Control Survey – Control points will be set outside of the work area and be available for construction staking.
- 6) Field Data Collection – Topographic survey will be performed according to National Society of Professional Surveyors Model Standards for Topographic Surveys.
- 7) Right of Way & Property Line Mapping – The right of way and property lines will be depicted according to available records, iron pins, rebar and other survey markers.
- 8) Utility Survey – Utilities will be surveyed based on Ohio Utilities Protection Service marking and all observed surface utility features.
- 9) CAD Terrain Model and Survey Drawing – The survey will be prepared at a scale of 1"=20' with 1 foot contours in AutoCAD Civil 3d format and will include right of way lines, property lines, ownerships and addresses and other pertinent survey information.

Private Utility Coordination:

For this task, this proposal shall involve preparing the following items:

- 1) Private Utility Company Coordination
 - a. There may be existing electric, telephone and natural gas utilities that will be affected by this project.
 - b. We will provide services to submit preliminary and final construction plans to the utility companies to verify their utility locations and to coordinate relocation of any of their facilities.

Task D – Construction Plans:

For this task, this proposal shall involve preparing the following items:

- 1) Final design plans will be prepared using Village format and specifications. We anticipate the preparation of the following design plans:

1 Title Sheet	1 Maintenance of Traffic Plan
1 Typical Sections/Details	1 General Summary
2 General Notes	3 Plan and Profile
1 Maintenance of Traffic Notes	5 Cross Sections

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1 Intersection Details	2 Drainage Profiles
1 Drive Details	1 Erosion Control
1 Drainage Details	1 Pavement Marking Plan with Sub-summary
23 Total Estimated Sheets	

2) Prepare detailed Construction Cost Estimates.

Task E – Services During Bidding / Construction Administration

We will assist the Village during the project advertising and bidding phase of the project. These services will involve the following:

- 1) Preparation of bid documents.
- 2) Attend the pre-bid meeting.
- 3) Review contractor bids and make a recommendation for the lowest and best bidder.

We will assist the Village during the construction phase of the project. These services will involve the following:

- 1) Conduct Pre-construction meeting.
- 2) Review shop drawings
- 3) Meet with contractor to resolve any construction issues.
- 4) Meet with ODOT personnel to coordinate construction.

If there are any services required for this project that we do not currently have in this proposal, we will prepare a separate proposal for those services before we proceed.

Randolph Street pavement has been overbuilt and needs to be reconstructed to fix drainage issues in the area. The pavement condition is also poor. The proposed sidewalk will increase accessibility and safety where non-continuous sidewalk currently exists.

Based on that objective:

- The project area includes approximately 1,000' of public roadway improvements with, waterline reconstruction, storm sewer improvements, alley approaches, curbs, sidewalk, and drive approach improvements.
- All work will be completed within the right of way and no easements or right of way plans will be required.
- Exhibit A is a copy of an orthographic plan showing the project.

Prepare detailed Construction Cost Estimates.

Project is on Randolph Street between Madison Avenue and West Station Street 51 West Station Street to 118 Randolph Street, Ashville, Ohio 43103 Harrison Township, Pickaway County

Tebbe Civic Engineers, LTD. has been selected through the Ohio Statement of Qualification process as the design firm.

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Owner

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