



**TOWNSHIP REQUEST FOR  
ENGINEERING/SURVEYING ASSISTANCE**

**Scott A. Miller, P.E., P.S.**  
**Wayne County Engineer**  
Revised November 2019

Office Use Only  
Request #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Twp. Contacted: \_\_\_\_\_

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
- Safety study (intersection/road section)
- Sight distance study
- Traffic safety grant assistance
- Signs, posts & hardware purchase

CULVERTS:

- Culvert condition inspection (48" or larger)
- Culvert hydraulic analysis (pipe sizing)
- Construction estimate (force account & ODOT)
- Construction plans, specifications, construction administration and inspection
- Township Large Culvert Policy (48" or Larger)

ROADWAY PLANNING:

- Pavement (Inspection and Recommendation)
- Roadway widening or other improvement (attach location sketch)
- Intersection improvements
- Construction plans, specifications, construction administration and inspection
- Assistance - OPWC funding application

ROADWAY SURVEYING:

- Right-of-way (width/location/staking)
- Establish roadway centerline
- Minor construction staking
- Ditch grade staking
- Road/alley vacation

OTHER \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name	Title	
Address	City	Zip
Phone	Fax	Email

A minimum of two Trustee signatures is required.\*

Township Trustee	Date
Township Trustee	Date
Township Trustee	Date
Township Clerk 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:**

Wayne County Engineer's Office  
Attn: Andy Jones, Assistant County Engineer  
3151 West Old Lincoln Way  
Wooster, Ohio 44691  
Office: 330-287-5500  
Cell: 330-763-3752  
Fax: 330-287-5520  
Email: adj@wayne-county-engineer.com

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

## Instructions for filling out the Wayne County Engineer's Request for Engineering/Surveying 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(I)(1): 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.

**Safety study:** WCEO 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, Wayne County must approve the change.

**Sight distance study:** WCEO 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.

**Traffic safety grant assistance:** WCEO will research available sources of funding and assist the Township in applying for state and federal grants and loans. If awarded, the Engineer will provide assistance in filing the proper documentation to receive funds.

**ROADWAY PLANNING: Pavement (Inspection and Recommendations):** WCEO will inspect and make recommendations for pavement repairs or surface treatments. 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. 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, WCEO will evaluate existing conditions and report on possible alternatives. Estimated costs will be provided.

**CULVERTS: Culvert Condition Inspection:** WCEO 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 along with needed repairs or size and type of replacement.

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

#### Construction estimate:

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 estimate: If the Board is sure that they will let a contract by competitive bidding, an ODOT 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 estimate can be generated quicker and easier than a force account estimate.

**Construction plans, specifications, construction administration and inspection:** WCEO 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 road 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.

**Township Large Culvert Policy (48" or Larger):** WCEO will assist the township in replacing large culverts (48" or larger). Please see Township Large Culvert Policy on the WCEO website: [www.wayne-county-engineer.com](http://www.wayne-county-engineer.com)

**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.