

METROPARK PROGRAM

GUIDANCE for ODOT DISTRICTS

JANUARY, 2008



Ohio Department of Transportation

The Metropark Program Guidance for ODOT Districts

Introduction

Section 5511.06 of the Ohio Revised Code allows the director of transportation to “cooperate in the construction, reconstruction, improvement, repair, and maintenance of park drives or park roads within the boundaries of parks created under sections 511.18 to 511.34 and 1545.01 to 1545.22 of the Revised Code, together with roads leading from state highways to and into any such park.” The Ohio Parks and Recreation Association (OPRA) assists in determining whether a county or township park qualifies for program funds. Primarily, a park district must own land or have a 15-year lease on land to qualify.

This guidance is provided to assist ODOT District staff with Metropark Program project proposals and requirements. Text boxes located within the document identify action required of park districts; they are included to provide a complete description of the process.

The Office of Local Projects is responsible for all content and corrections. Requests for clarification should be directed to the Administrator. Questions regarding eligibility and funds available can be directed to Sharon Todd, Program Manager, ODOT Office of Local Projects, or Don Osborn, Project Coordinator, OPRA. Sharon can be reached at 614-752-4685, Sharon.todd@dot.state.oh.us. Don can be reached at 614-839-6225 on Mondays, or dosborn@opraonline.org, or contact Michelle Park at 614-895-2222, or mpark@opraonline.org

ODOT District Contact

Each ODOT District will assign one point person as the contact for the park program dollars used in that District, hereafter referred to as the “ODOT District Contact” (Attachment A).

Funding

Funds are provided to the park districts through the Biennial Transportation Appropriations Act (O.R.C. 5511.06). Biennial funding (100% State) is currently \$4.456M, and is allocated evenly over a 2 year period, e.g., 2008-2009. OPRA’s Park Board determines an individual allocation for each park district by using the percentage of total vehicle registrations by county, as provided by the Ohio Department of Public Safety. Upon receipt of the breakdown by Metropark, the ODOT Program Manager updates the allocation list (called the FUND SHEET) and forwards it to the ODOT District Contacts

Carried-Over Funds

Any uncommitted funds, as of June 30th each fiscal year, assigned to a park district shall carry over to the following fiscal year, and to the next biennium. The carryover timeline from one fiscal year to the next is controlled by OBM, but typically, the funds are not available for use until August to November of the following fiscal year. No agreements or contracts utilizing carried-over funds should be entered into until such funds are officially available. OPRA is informed in advance of availability of the funds, and performs the carryover breakdown per park district and notifies the ODOT Program Manager and each of the individual park districts. The FUND SHEET is modified according to OPRA’s figures and held until such time as the funds are released by OBM, apparent by an allocation increase in Appropriation Accounting. The ODOT Program Manager will announce the availability of the funds and provide the District Contacts with a revised FUND SHEET via e-mail.

Eligible Fund Activities

Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair, and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs are ineligible. Ineligible projects include bikeways and items such as shelter houses, wells, pumps, restroom facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e. testing and inspection) of let projects. The park district is responsible for all construction costs incurred over the appropriated allocation and also for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or design costs requires written approval from OPRA.

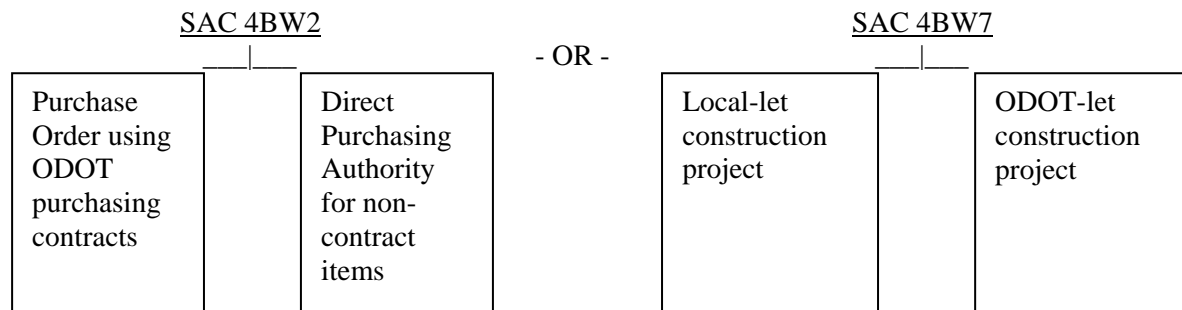
Project Initiation

Park district staff initiate park district projects by submitting the one-page form, "Park Project Request Form" (Attachment B) and a copy of a park map to the appropriate ODOT District Contact (Attachment A). The Park Project Request Form provides documentation of the work intended by the park. If underground utilities within the park boundaries have never been identified, park staff shall arrange to have the Ohio Utilities Protection Service (OUPS, 1-800-362-2764) identify them prior to the site visit described below, if possible.

Determination of Delivery Method

Upon receipt and review of the Park Project Request Form, the ODOT District Contact will share the request with the ODOT District multi-disciplinary team made up of District staff from planning, finance, environmental, right-of-way, utilities, construction, and others as appropriate. Depending on the project, it may require a site visit to review the work in order to help determine the appropriate delivery method. If convening a site review, ODOT should include the Park District representative.

At the project site, ODOT staff must first ensure that the work meets ODOT's eligibility requirements and then determine the appropriate delivery method. Delivery options are described below.



SAC 4BW2

- Purchase Order - The Park District, in cooperation with ODOT, identifies appropriate road building materials from ODOT's purchasing contracts. Purchase orders are the optimal method for the purchase of materials, labor, equipment and/or hauling.
- Direct Purchasing Authority - If the item or work task is not included in any of the specific ODOT contracts but it qualifies, parks may use direct purchasing authority to obtain quotes for those items. However, should the project involve extensive excavation, and/or a significant risk

for change orders or unexpected costs a threshold of \$25,000 is strongly recommended mindful that ODOT's single purchase limit for non-contract items is currently \$33,500.

SAC 4BW7 – CONSTRUCTION PROJECTS

- Local-let – The Park District enters into a formal agreement with ODOT (MetroPark Project Agreement) to be the responsible lead agency to design, sell and administer the construction project. Plans should be developed in accordance with the applicable provisions of ODOT's [*Locally Administered Transportation Projects Manual of Procedures*](#).
- ODOT-let – The Park District enters into legislation with ODOT so that ODOT may sell and administer the project. Plans should be developed in accordance with the applicable provisions of ODOT's [*Location & Design Manual*](#).

The ODOT district multi-disciplinary team uses their combination of experience, expertise, the park's level of experience, the level of risk, and the guidelines provided in this document to determine appropriate letting agency.

Each park project, whether by contract or purchase order, must be programmed in Ellis, ODOT's project management system, with a project identification number (PID), project description, project name, termini, funding code, estimated cost and milestone dates. It is acceptable for a project to be programmed based on expectation of next biennium funds.

The Park Districts are responsible for preparing plans for all projects.
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PROCEDURES SPECIFIC TO PURCHASE ORDERS

Section 5513.01B of the Ohio Revised Code allows the park districts included in the Metropark Program to forego the competitive bidding process and utilize the ODOT's contract pricing. As stated previously, purchase orders are the optimal method for the purchase of materials, labor, equipment and/or hauling.

The Park Project Request Form will suffice as the scope for materials and simple purchase order work. The ODOT District Contact shall provide a copy of the Park Project Request Form, a detailed project map, the final estimate and the PID to Office of Local Projects' MetroPark Program Manager, Sharon Todd.

Minority Business Enterprise (MBE) Program

ODOT is legally mandated to set aside 15% of the total goods and services purchased to DAS-certified minority vendors. Purchase order materials are subject to this 15% MBE set-aside. It is the responsibility of both ODOT and the park districts to ensure that the 15% requirement is achieved. ODOT Districts must assist in identifying potential minority vendors for purchases based on ODOT and DAS contracts in place at the time.

The 15% requirement is based on expenditures made within a given fiscal year and is regardless of the fiscal year in which the money is encumbered. ODOT's accounting system records MBE use. The Office of Local Projects prepares a monthly report showing cumulative actual and eligible MBE expenditures for OPRA's use.

ODOT Purchasing Contracts

Park Districts, in cooperation with ODOT, will identify the materials needed from ODOT's 100 (aggregate), 101G (asphalt), 101L (liquid asphalt), or 007 (equipment rental) term contracts list at <http://www.dot.state.oh.us/CONTRACT/Purchase.htm> or <http://www.dot.state.oh.us/CONTRACT/FTP/alpha.html>.

ODOT Purchase Order Processing

The information provided by the Park District is entered into the computer system to create a requisition form. All of the following information is required:

- Contract
- Dollar Amount
- Quantity
- Vendor
- Contact Person
- Ship To
- County and Metropark name
- Accounting Line (year, ARC, SAC, SRC, RCAT, Object, Job Number)
- Plant (materials and quantities)
- Justification
- Comment Screen

The completed requisition is posted in the Automated Purchasing System for approval. It becomes a purchase order when processing is complete. The Park District will be notified by ODOT once the purchase order is complete. No work is authorized until a purchase order is obtained.

Payments to Vendors

Invoices for materials, equipment, or labor are paid by ODOT District staff using established Park District Fund Purchase Orders (SAC 4BW2). After the appropriate ODOT District staff verify and document that the goods or services have been received (a letter of acceptance, or signed invoice from the park is adequate for material deliveries) the invoice can be paid. ODOT District paycards may be used instead of a purchase order when a vendor's total purchase amount is \$2,500 or less. Districts using paycards should identify the county of the park district in the 'how, where used' line of the paycard transaction.

Canceled and Closed-out Purchase Orders

After work is completed, inspected, approved, and all invoices have been paid the person who created the requisition should close-out the purchase order. If this is not possible, contact Jeanette Azbell in Central Office, 614-752-2180.

Purchase orders are valid during the State Fiscal Year initiated until November of the following year at which time they will be closed. The State Fiscal Year is from July 1st to June 30th of the following year.

Any balance of funds remaining at the time a current fiscal year purchase order is closed-out is immediately available for re-use. However, when a purchase order from a previous fiscal year is closed-out, the balance of funds is not available for re-use until after the carry-forward process has been completed, typically between August and October of the following fiscal year.

The Open Purchase Order Report (sent to OPRA and the ODOT District Contacts each month) identifies the parks with sizeable balances on their purchase orders. Sizeable inactive purchase orders should be cancelled before fiscal year-end as funds left on the account will be tied up until the next fiscal year.

Park Districts are informed of sizeable purchase order balances at OPRA's quarterly meetings, where they are given a copy of the Open Purchase Order Report. Parks with active projects and tight budgets are especially advised to either use or cancel unneeded purchase order balances before the end of each fiscal year. ODOT District Contacts shall also contact parks to coordinate open purchase orders and determine appropriate action.

DIRECT PURCHASING AUTHORITY FOR NON-CONTRACT ITEMS

Park Districts, in cooperation with ODOT, will identify the materials needed and follow direct purchasing authority guidelines shown at http://www.dot.state.oh.us/contract/purchase_co_op.htm to obtain quotes from vendors for materials. ODOT's standard quote form must be used to obtain quotes. This form is supplied by the District, and once completed, must be kept on file in the ODOT District office.

The number of quotes needed depends upon the dollar value of the work /materials:

- Less than \$1,000 – 1 quote (comparison costs recommended).
- \$1,000 to \$2,500, 2 quotes.
- \$2,500.01 to \$33,500 – 3 quotes (A threshold of \$25,000 is strongly recommended.)*

Send quotes to the ODOT District Contact, who will start the processing.

*Non-contract purchases over \$33,500 in cost require an Invitation to Bid and will be processed as a local-let or ODOT-let construction project.

ODOT District Follow-up to Receipt of Quotes

- One or two quotes - Either a purchase order or ODOT paycard may be used; however, a paycard may be used only if vendor is on ODOT's service vendor list, found at <http://www.dot.state.oh.us/contract/purchase.htm> - choose Registered Vendors by Contract.
- Three quotes – A purchase order is required.

Vendor Limits per Fiscal Year (for non-contract purchases)

The limit per vendor for purchases of non-contract supplies and personal services is \$49,999 per State Fiscal Year. This limit is statewide and includes any non-contract purchases ODOT has made from this vendor. Vendors at the \$49,999 limit cannot be included as a source for project quotes.

Park Districts should contact the ODOT District Contact to determine a vendor's current status. Parks must choose the second lowest quoting vendor if the lowest quoting vendor's limit is reached.

CONSTRUCTION PROJECTS

If a project is to be sold as a construction project, the agreement or legislation shall be entered into at this time.

Scope Form & Programming

An [LPA Scope of Services form](#) prepared initially by the Park District and completed by ODOT is required for each let construction project.

When the final scope is determined, the ODOT District Contact shall provide a copy of the final scope of services, a detailed project map, the final estimate and the PID to the Office of Local Projects' MetroPark Program Manager, Sharon Todd.

Plans, Specifications and Estimates (PS&E) Package

The Park Districts are responsible for preparing plans for all projects. Parks who utilize the services of consultants must do so in accordance with the qualifications-based selection procedures required by Ohio Revised Code (ORC) Sections 153.65 through 153.71.

For Local-Let Projects, plans are required to the extent the vendor/contractor understands the scope of work. Park District projects follow the appropriate project approval process as explained at the scope meeting. Park Districts may not advertise for bids until a complete Plans, Specifications & Estimate (PS&E) package has been submitted to the ODOT District Coordinator and approved by the Office of Local Projects. The awarded bidder should not begin work until funds are encumbered by ODOT, and notification has been sent to the Park District. On average, the Local-let process takes 12-18 months, or more, to complete.

When a project is to be sold by ODOT, the park must use ODOT-prequalified consultants. Follow this link to the [ODOT Prequalified Consultant](#) list. Local-let projects are not required to use ODOT-prequalified consultants. Completed plans are submitted to the ODOT District coordinator and a PS&E package is submitted to ODOT's Office of Estimating for approval. ODOT will advertise for bids, let and administer the contract.

Payment for Sold Projects (SAC 4BW7)

If work is Local-let, payment may be made by one of two methods. The park district may pay the contractor and then submit the paid invoice to the ODOT District for reimbursement, or the park district may submit unpaid invoices for ODOT to make direct payment to the contractor. In either case, the ODOT District must review and approve the invoice, and submit to Central Office for reimbursement or payment. If work is ODOT-let, once the work is completed and entered into ODOT's Construction Management System (CMS), Central Office will issue payment to the contractor.

Inspections

A final inspection should be performed to determine that work was performed in accordance with the scope. The inspection team may include the Construction Engineer, the ODOT District Contact, and a Park District representative, as appropriate.

ODOT Resources

In addition to the contract links named in the Quotes box above, ODOT District staff has access to ODOT's [Purchasing and Contract Administration Manual](#), where much of this information is located.

Monthly Reports

The Program Manager provides monthly program status reports to the ODOT District Contacts as e-mail attachments; the ODOT District Contact should forward these reports to team members.

Attachment A

ODOT Metropark Contacts

District Contacts		
D-1	Rod Nuvevan	419-999-6893
D-2	Linda Coss	419-373-4425
D-3	Steve Shepherd*	419-207-7176
D-4	Christine Surma	330-786-4923
D-5	Randy Comisford*	740-323-5184
D-6	Brenda Moore	740-833-8159
D-7	Robb Cummins	937-497-6865
D-8	Ed Moore*	513-933-6587
D-9	Chad Mitten*	740-774-8978
D-10	Bill Lambert	740-373-0212, x 414
D-11	Anna Kuzmich	330-308-3997
D-12	Gary Benesh*	216-584-2108

*Also serves as District LPA Coordinator

Central Office Contacts		
Program Manager (Internal)	Sharon Todd, Local Projects	614-752-4685
Accounting Policy (Fiscal Support, Accounts Payable)	Terese Dyer, Administrator, Accounting	614-752-6699
Object Codes, MBE Expenditures	Stephanie Wagenschein, Manager, Fiscal Support	614-752-2413
Paycard Transactions	Teria Stelzer, EDI/Paycard Administrator	614-752-6694
Funding Allocations, Transfer funds between SAC codes, carryover amounts	Steve Mains, Budget & Forecasting	614-466-7052
Debit Vouchers	Dave Busack, Accounting	614-644-7496
Task Orders	Nancy Courtney, Capital Accounts Payable	614-728-2307
Auditing, General	Jeanette Azbell, Accounting	614-752-2180

Attachment B

PARK PROJECT REQUEST FORM

**Project Request
Submitted By:**

Request Date:

Project Type:

Project Location:

Written Description of Project (include treatment type)

Purpose and Need /Project Justification and Other Comments:

Breakdown of Estimated Project Costs:

**Available Metro Park funds from
current allocation:**

**Local funding
participation:**

Yes ___ No ___

If yes, detail:

—

Contact: _____

Phone No.: _____