

Township Contract Project Protocol

1. Road Tours

- This is the first step to setting a project in motion
- Trustees and/or their designees will meet with the County Engineer and view/discuss possible projects for upcoming years
- Tours will be scheduled during February and conducted during the month of March
- Projects discussed and/or viewed will be considered for the following construction season, not the current year

2. Township Request Form (TRQ)

- After the road tour has been conducted, the townships MUST submit a completed request form (TRQ) to the Engineer's Office
- The TRQ must contain a complete narrative fully describing the work requested, desired result, contact information, amount of township funding available for the project, and desired grant funding (OPWC)
- All TRQs are to be submitted to the Engineer's Office by April 30th

3. Project Estimates

- After receiving the TRQ, the County Engineer will prepare an estimate for the work, including any requested alternates
- Estimates will be provided to the township by July 31st

4. Letter of Intent

- The township trustees will have over one month to review the estimates, consider their options, and make a decision regarding participation the following construction season.
- If the trustees wish to proceed with the project they shall send a Letter of Intent to the Engineer's Office by August 31st
- This letter shall include a detailed list of projects (roads) to be constructed, method if options are provided, and the estimated cost for each.
- This letter will NOT bind the township to participation the following year. However, if the township wishes to fully commit to a project at this time they may pass a resolution accordingly and submit that in lieu of a letter of intent.

5. Resolution

- If, after the township has prepared their new year budget, determine they still wish to proceed with the project as outlined in their letter of intent, they must prepare a resolution committing to the project
- The resolution must contain a detailed list of projects (roads) to be included, the estimate cost for each, and authorization for the County Engineer to advertise, bid and contract on behalf of the Township.
- Resolutions are due to the Engineer's Office by January 31st
- If a township has submitted a letter of intent, but later decide they cannot participate, they shall notify the County Engineer, in writing, of their change in position by January 31st.

6. Bids are let

- The County Engineer intends to open bids during the months of February and/or March
- Townships can obtain bid amounts and their individual estimated contract cost from the Engineer's Web page, after contracts have been awarded

Road Striping Project Protocol

Resolution

- Participation notification by resolution only. TRQ's will not be accepted for inclusion in the striping program.
- Resolution must contain the following detailed information
 - Roads
 - Road name and number (include sections if applicable)
 - Method of application for each road (i.e.: edge line, center line, both)
 - Railroad Crossings
 - Road name and additional location information as necessary
 - indicate if one or both sides are to be painted
 - Stop Bar locations
 - School zones
 - Cross Walks
- Due at the County Engineer's Office by January 31st

Notes

- If you share a road with a neighboring township, discuss your intentions with them. Both entities must provide a resolution requesting participation for the road to be included in the county program. Provide information on cost splits so we may ensure invoices are prepared properly.
- New roads may require striping logs. Contact the Engineer's Office for additional information on these requirements.