

**PARK DISTRICT  
GUIDANCE  
To ODOT's  
METROPARK PROGRAM**



September 2021



## Ohio Department of Transportation

### ODOT Metropark Program Guidance

#### **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.

The Office of Planning is responsible for all guidance content and corrections. Requests for eligibility and funds available or clarification should be directed to OPRA ODOT Project Coordinator. Other inquiries can be directed to District Contacts (Attachment A) or the Administrator.

#### **ODOT District Contact**

Each ODOT District has appointed a person to be the contact for the park program dollars used in that District, hereafter referred to as the “ODOT District Contact” (Attachment A). Park Districts are to contact the ODOT District Contact when initiating projects or making inquiries.

#### **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., 2012-2013. OPRA’s Project Coordinator 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 funding breakdown by park, 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 30<sup>th</sup> 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 (Office of Budget and Management), but typically, the funds are not available for use until August to October 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, 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 staff initiates park district projects by submitting the one-page form, "Park Project Request Form" (see attachment B) and a copy of a park map to the appropriate ODOT District Contact (see map and list in attachment A). The Park Project Request Form provides documentation of the work intended by the park. The ODOT District Coordinator then enters the information into the online form for Central Office to review against future purchase orders. If underground utilities within the park boundaries have never been identified, park staff should arrange to have OUPS (Ohio Utilities Protection Service, 1-800-362-2764) identify them, prior to the site visit, 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.

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.

Purchase Orders for Projects Small in Scope  
(ODOT SAC 4BW2)

Purchase Order using ODOT purchasing contracts	Direct Purchasing Authority for non-contract items
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- OR -

Let Construction Projects  
(ODOT SAC 4BW7)

Local-let construction project	ODOT-let construction project
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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 for non-contract items - 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 it may not qualify for a PO; a threshold of \$50,000.00 is strongly recommended mindful that ODOT’s single purchase limit for **non-contract** items is currently \$50,000.00.

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.

## **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 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.

### **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 [Current Contract Lists](#).

### **ODOT Purchase Order Processing**

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

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

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**

After the appropriate ODOT District staff verify and document that the goods or services have been received the invoice can be paid. Invoices for materials, equipment, or labor are paid by ODOT District staff using established Park District Fund Purchase Orders (SAC 4BW2). Park Districts shall supply the ODOT District Contact with a letter of acceptance, or signed invoice for material deliveries so that invoices can be paid.

### **Canceled and Closed out Purchase Orders**

After work is completed, inspected, approved, and all invoices have been paid the ODOT person who created the requisition should close-out the purchase order.

Park Districts are informed of 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.

Purchase orders are valid during the State Fiscal Year. The State Fiscal Year is from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. OBM states that goods/services payments must be performed and paid for in the same fiscal year. Exception to this rule is work in progress in a prior fiscal year and payment made in new fiscal year using a previous year’s Purchase order.

Any balance of funds remaining at the time a current fiscal year purchase order is closed-out is immediately available for other projects. However, when a purchase order from a previous fiscal year is closed- out, the balance of funds is not available for other projects 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 all park districts with a balance on their purchase orders. 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.

**DIRECT PURCHASING AUTHORITY FOR NON-CONTRACT ITEMS**

Park Districts, in cooperation with ODOT, will identify the materials needed and follow direct purchasing authority guidelines to obtain quotes from vendors for materials via ODOT’s online quote system IonWave. Quotes are solicited via IonWave and vendors are invited to bid via commodities. ODOT will notify vendors if awarded the bid. A Purchase Order will be issued to winning vendors. Quote information is housed in IonWave.

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

<b>Quote Threshold</b>	<b>Required Quotes</b>
\$0 to \$2,499	3
\$2,500 to \$24,999	3
\$25,000 or Greater	Potential DAS Request to Purchase (RTP)
STS Contracts	3 quotes are required

- All source documentation including quotes, **regardless of amount**, shall be reviewed and approved by the District Fiscal Officer prior to the purchase. The

source documents for all quotes must be kept in the District Fiscal Office for the retention cycle and be available for review at any time.

- Any quotes, requisition type codes 03 (regular quotes) and 13 (lands and buildings), must have Central Office approval.
- At \$24,999 and above, the information pertaining to the purchase, including all specifications must be sent to the Department of Administrative Services (DAS) for review. The Department of Administrative Services will evaluate the need to create an RTO (Request to Purchase) DAS will review any non-exempted goods and or services for a period of no more than 5 business days to determine there is no contract available to utilize. If approved, there will be a DAS Release & Permit number assigned to the purchase that will be tied to the purchase. The R&P must be entered on the ODOT PO and will validate against that R&P in OAKS to create a PO.
  - Do not split projects or purchases to circumvent these processes as it may lead to disciplinary action.

## **CONSTRUCTION PROJECTS**

### **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.

### **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 may forego prequalification. 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 needs to be performed to determine that work was performed in accordance with the scope. At a minimum, the inspection team should include the Construction Engineer, the ODOT District Contact, and a Park District representative.

The ODOT Central Office Program Manager is Jeff Shaner, Office of Systems Planning and Program Management, (614) 644-6394, [Jeffrey.Shaner@dot.ohio.gov](mailto:Jeffrey.Shaner@dot.ohio.gov). Please contact Jeff with any questions or concerns regarding this guidance.

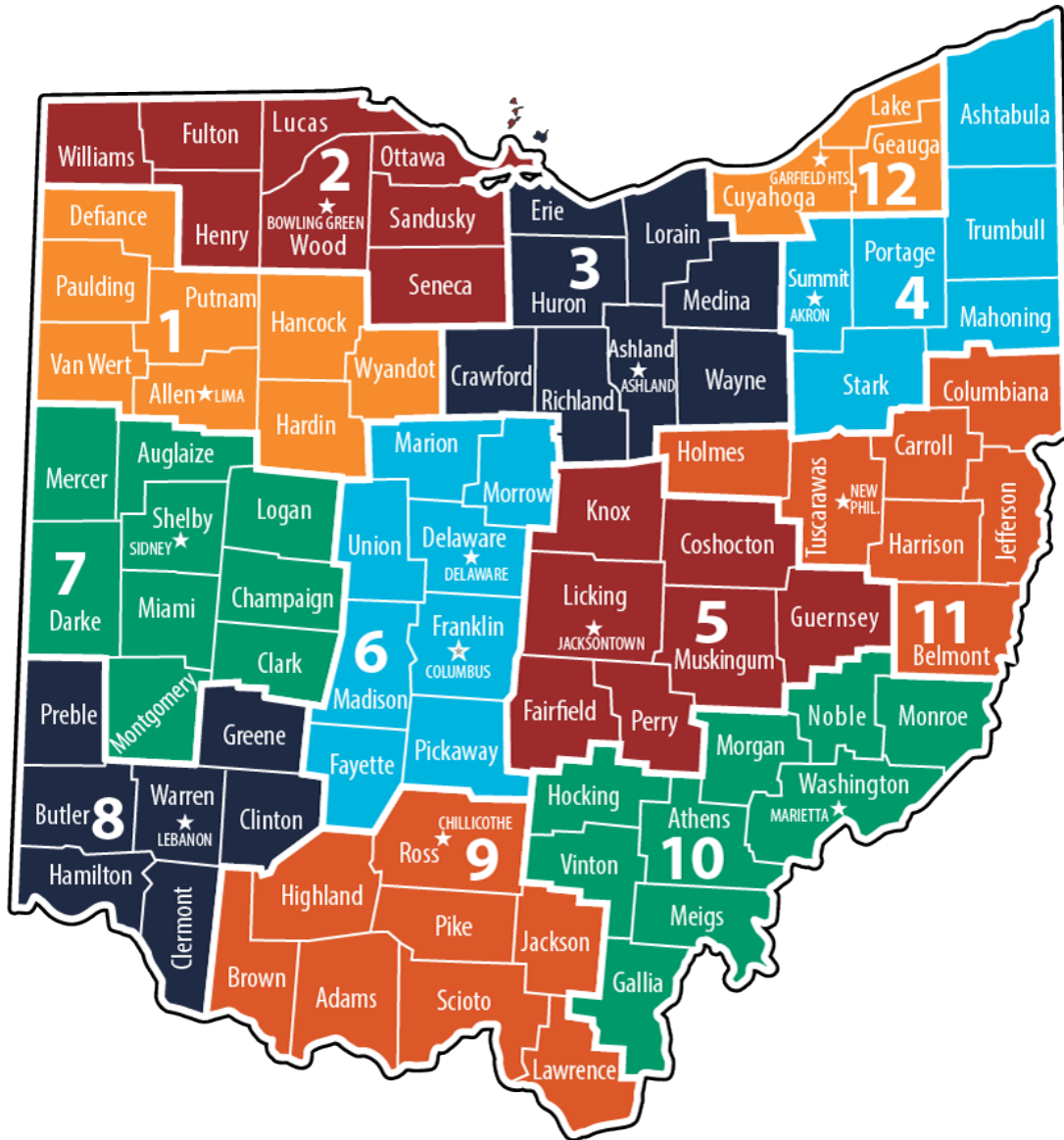


Attachment A

**ODOT Metropark Contacts**

<b>District Metropark Contacts</b>		
D-1	Brian Dennis	419-999-6867
D-2	Dan Murphy	419-373-7023
D-3	Jerry Schlett	419-207-7066
D-4	Christine Surma	330-786-4923
D-5	Ben Boyer	740-323-5111
D-6	Brian Davidson	740-833-8397
D-7	Ben Wilthesis	937-497-6784
D-8	Scott Brown	513-933-6706
D-9	Patricia Wetzel (Acting)	740-774-8983
D-10	Tony Durm	740-568-4307
D-11	Dan Lorenz	330-308-7875
D-12	Gary Benesh	216-584-2108

<b>District LPA Manager Contacts</b>		
D-1	Beth Clark	419-999-6865
D-2	Chris Hibbett	419-373-4438
D-3	Steve Shepherd	419-207-7176
D-4	Jeff Cutler	330-786-4807
D-5	Ben Boyer	740-323-5111
D-6	Brian Davidson	740-833-8397
D-7	Blake Simpson	937-497-6807
D-8	Scott Brown	513-933-6706
D-9	Patricia Wetzel (Acting)	740-774-8983
D-10	Alan Craig	740-568-3954
D-11	Dan Lorenz	330-308-7875
D-12	Natalie Conley	216-584-2103



**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.** \_\_\_\_\_