

ORDINANCE RECORD

VILLAGE OF NEWBURGH HEIGHTS, OHIO

ORDINANCE NO. 2022-31

INTRODUCED BY: All of Council

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A LETTER AGREEMENT WITH OHM ADVISORS FOR ENGINEERING SERVICES IN CONNECTION WITH THE 20'S SEWER SEPARATION PROJECT IN AN AMOUNT NOT TO EXCEED \$174,100.00, AND DECLARING AN EMERGENCY

WHEREAS, the Village wishes to contract directly with OHM Advisors for the performance of various engineering services in connection with the 20's sewer separation project (the "Project");

WHEREAS, the Village has utilized the service of OHM Advisors for many projects in the past and the selection of OHM Advisors is a quality-based selection; and

WHEREAS, the timing and circumstances require that the Village immediately enter into a contract for engineering services, on an emergency basis, so as not to unduly delay the Project or cause the Project to become more expensive;

WHEREAS, this Council finds the existence of emergency conditions pursuant to Ohio Revised Code Section 153.71, allowing for direct contracting with OHM for the necessary engineering services;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE VILLAGE OF NEWBURGH HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. Council hereby authorizes and directs the Mayor to enter into a Letter Agreement with OHM Advisors for performance of engineering services for the Project at a cost not to exceed \$174,100.00, which Letter Agreement shall be in the form attached hereto as Exhibit A, and which exhibit is incorporated herein by reference as if fully rewritten.


Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in such formal action occurred in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health and safety of the inhabitants of the Village of Newburgh Heights, such emergency being the need to procure engineering services in a timeframe so as not to delay the Project or cause increases on cost of the Project; wherefore,


provided it receives the affirmative vote of four (4) or more of the members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

PASSED: April 19, 2022

Approved as to Form



Solicitor



Mayor

Village of Newburgh Heights, Ohio



Cathleen Nagorski, Fiscal Officer

Village of Newburgh Heights, Ohio

1st Reading: 4-19-22

2nd Reading: 4-19-22

3rd Reading: 4-19-22



ARCHITECTS. ENGINEERS. PLANNERS.

March 16, 2022

Village of Newburgh Heights
Mayor Trevor Elkins
3801 Harvard Avenue
Newburgh Heights, OH 44105

RE: East 20's Sewer Separation
Location: Newburgh Heights, Ohio
Proposal # 21169

Dear Mayor Elkins:

The following scope of services, price proposal, and project schedule which represent our understanding of the project, based upon prior discussions, meetings, and/or additional project information made available at the time of this proposal. Should you have any questions, please let us know.

Proposal Outline

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Sincerely,
OHM Advisors

Chad M. Lewis, PE, Project Manager
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David G. Krock, PE
Vice President of Ohio
David.krock@ohm-advisors.com

Authorization to Proceed

4/19/22

Signature

Date

Gigi Traore Mayor

Printed Name

Title

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Project Understanding

The East 20's project is comprised of East 27th Street from Harvard Avenue to its terminus, Hermit Avenue, Ross Avenue, Bert Avenue and East 29th Street from Hermit Avenue to its terminus, approximately 2,175 lineal feet. The project will perform cast-in-place lining of existing sanitary sewers and install new storm sewers and sewer laterals to aide in future resolution of cross-connection issues. The existing watermain and water service connections will be replaced along the entirety of Bert Avenue. Pavement, curb, and sidewalk will be replaced fully within the project limits.

Scope of Services - Information Gathering Tasks

Task #2 **Topographic and Right-of-Way Survey**

- The following services are included in the fee shown:
 - Limits of Survey:
 - East 27th Street (Harvard Avenue to terminus)
 - Hermit Avenue (East 27th Street to East 29th Street)
 - Ross Avenue (East 27th Street to East 29th Street)
 - Bert Avenue (East 29th Street to terminus)
 - East 29th Street (Hermit Avenue to terminus)
 - Data Collected:
 - All existing utilities (overhead and underground), as marked by OUPS
 - All street pavement and curbs
 - Driveways, hard surfaces, landscape areas, trees, bushes, etc.
 - Contour elevations
 - Other important topographic features that might impact construction
 - Determine right-of-way and easement boundaries, in relation to proposed work
 - This information will be collected and provided in an AutoCAD format for use in design

Scope of Services - Engineering Tasks

Task #56 **Pre-Design and Field Analysis**

- The following services are included in the fee shown:
 - Analysis
 - The engineer shall utilize the field review to verify conditions for construction, maintaining traffic, repair/replacement effort, and to make notations of specific areas of concern and caution for the contractor.
 - Recommendation
 - The engineer will provide limits and type of work to be performed on designated streets along with associated construction estimates to aid in project decision making.

Task #58 **Schematic Design**

- The following services are included in the fee shown:
 - Schematic design of existing sewer modifications/repair, water line relocation (if applicable), storm sewer pavement repair, and roadway reconstruction.
 - Initial plan view layout
 - Initial analysis of vehicular and pedestrian traffic issues
 - Initial analysis of site impacts, including driveways, side streets, and adjacent property
 - Preparation of schematic level construction cost estimate

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- Coordination of initial design concepts with public agencies, including:
 - Village of Newburgh Heights Administration
 - Cuyahoga County Public Works
 - Cleveland Water Department
 - NEORS
- Submittal of Schematic Design Plans to Private Utility Companies for initial coordination of impacts/conflicts with their facilities for purposes of relocation.

Task #59 Design Development

- The following services are included in the fee shown:
 - Design Development of storm and sanitary sewer replacement, waterline replacement, pavement reconstruction, curb, walk, and drive apron replacement
 - Street Design
 - Pavement section, width, and profile
 - Sanitary Sewer Design
 - Design of sanitary sewer lining
 - Storm Sewer Design
 - Plan and profile design of storm sewers
 - Waterline Design
 - Plan and profile design of watermain
 - Plan and profile design of side street connections
 - Design of hydrants, valves, etc.
 - Maintenance of Traffic Design
 - Preparation of lane use details
 - Preparation of local detours and signage
 - Preparation of local access details
 - Preparation of plan sheets showing MOT plan
 - Preparation of Design Development level construction cost estimate
 - Coordination of DD level plans with public agencies, including:
 - Village of Newburgh Heights Administration
 - Cuyahoga County Public Works
 - Cleveland Water Department
 - NEORS
 - Submittal of Design Development Plans to private utility companies for further coordination of impacts/conflicts with their facilities for purposes of relocation.



Task #60 Construction Documents

- The following services are included in the fee shown:
 - Preparation of Construction Documents shall be as follows:
 - Title Sheet
 - Legend Sheet
 - Schematic Plan
 - Typical Section
 - General Notes & Specifications
 - Maintenance of Traffic Plan & Details
 - General Summary
 - Plan & Profile Sheets (Storm Sewer and Waterline)
 - Roadway Cross-Section Sheets
 - Intersection Detail Sheets
 - Drive Detail Sheets
 - Storm Sewer Crossings Profile Sheet
 - Construction Details
 - Storm Lateral Schematic Plan
 - Cuyahoga County & NEORS D Sewer Detail Sheets
 - Cleveland Water Department Detail Sheets
 - SWPPP Site Plan
 - Design will include all details and specifications required for public bidding of a unit price contract, in accordance with industry standards.
 - Coordination and approval of Final Construction plans with public agencies, including:
 - Village of Newburgh Heights Administration
 - Cuyahoga County Public Works
 - Cleveland Water Department
 - NEORS D
 - Submittal of Final Construction plans to Private Utility Companies for follow-up and final coordination of impacts/conflicts with their facilities for purposes of relocation.

Task #90 Official Engineer's Project Cost Estimate

- The following services are included in the fee shown:
 - Determination of estimated quantities for construction
 - Evaluation and estimate of construction costs for use with public bidding requirements

Scope of Services - Bidding and Award Tasks

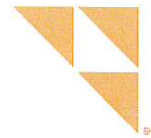
Task #151 Bidding & Contract Documents

- The following services are included in the fee shown:
 - Preparation of bid documents including legal advertisement, instructions to bidders, bid forms, contract forms and affidavits, prevailing wage forms, EEO forms, scope of work, schedule, and other Owner forms and requirements to be added to the public bidding process.
 - These documents will be 100% complete, ready for bidding of the Public Project.
 - Bid books will be made available for purchasing by bidders



Task #152 Bid Process, Review, & Award

- The following services are included in the fee shown:
 - Addendums/Clarifications
 - This activity is necessary to provide written explanation to all bidders for any questions regarding the bid documents and plans.
 - Depending upon the size and complexity of the project, multiple addendums/clarifications may be required for the project.
 - OHM will prepare addendums/clarifications and any necessary supporting documents and distribute to plan holders.
 - Post-Bid Activities
 - Evaluation of bids and contractor qualifications
 - Pre-Award Meeting to review all bid items with apparent low bidder
 - Recommendation of Award to the Owner
 - Contract Documents
 - OHM will prepare (3) three copies of contract documents for execution, bonding, insurance, etc.
 - OHM will prepare the notice of commencement for signature(s)



Price Proposal

#	Information Gathering Tasks	Fee
Task #2	Topographic Survey & Right-of-Way Survey	\$ 13,000
	Subtotal =	\$ 13,000
#	Engineering Tasks	Fee
Task #56	Pre-Design & Field Analysis	\$ 2,500
Task #58	Schematic Design	\$ 46,000
Task #59	Design Development	\$ 51,600
Task #60	Construction Documents	\$ 53,000
Task #90	Official Engineer's Project Cost Estimate	\$ 2,000
	Subtotal =	\$ 155,100
#	Bidding & Award Tasks	Fee
Task #151	Bidding & Contract Documents	\$ 3,000
Task #152	Bid Process, Review, & Award	\$ 3,000
	Subtotal =	\$ 6,000
	Grand Total =	\$ 174,100

Anticipated Project Schedule

Information Gathering Tasks: April 2022

Engineering Tasks: May through October 2022

Bidding & Award Tasks: November through December 2022



Clarifications and Assumptions

- Our Proposal was prepared based on the following assumptions:
 - If additional labor effort or change in schedule is required beyond described herein, OHM Advisors will negotiate an amendment with the Village of Newburgh Heights. OHM Advisors will not proceed with additional services without written authorization to proceed from the Village of Newburgh Heights.
 - Meetings shall be conducted in accordance with the Scope of Services as described herein. Additional meetings, not described within our Scope of Services, shall be considered additional services and will be billed on an hourly basis under the Additional As-Needed Services Allowance upon agreement with the Village of Newburgh Heights.

Client Responsibilities

- Village of Newburgh Heights will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes
- Village of Newburgh Heights will provide the following, if available, to assist us with the project: prior as-builts and existing plans, plat maps, site surveys indicating site boundaries, existing topography, access to structures, easements and utility line information, utility availability, building information, etc.

Standard Terms & Conditions

The Standard Terms and Conditions contained in the Annual Engineer contract (as approved by Council Legislation) shall also apply to this contract.