

ORDINANCE RECORD

VILLAGE OF NEWBURGH HEIGHTS, OHIO

ORDINANCE NO. 2022-35

INTRODUCED BY: Mayor Traore

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A LETTER AGREEMENT FOR ENGINEERING SERVICES RELATED TO THE MULTI-STREET IMPROVEMENTS PROJECT PHASE I (E. 43RD STREET & ALPHA AVENUE), AND DECLARING AN EMERGENCY

WHEREAS, the Village wishes to enter into an agreement for pre-construction, construction, and post-construction engineering services in connection with the Multi-Street Improvements Project Phase I (E. 43rd Street and Alpha Avenue);

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 the Mayor to enter into a Letter Agreement for pre-construction, construction, and post-construction engineering services in connection with the Multi-Street Improvements Project Phase I (E. 43rd Street and Alpha Avenue), in the amount and in the terms and conditions as set forth in the Letter Agreement, a copy of which is attached hereto as Exhibit A and incorporated herein by reference as if fully rewritten.

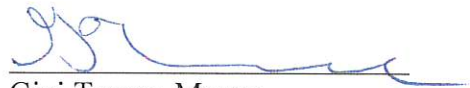
Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in such formal action occurred in meetings open to the 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 have engineering services provided at the time the work commences on the proposed 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: May 12, 2022

Approved as to Form

Solicitor



Gigi Traore, Mayor
Village of Newburgh Heights, Ohio



Cathleen Nagorski, Fiscal Officer
Village of Newburgh Heights, Ohio

1ST Reading: 5.3.2022
2ND Reading: 5/12/22
3RD Reading: 5/12/22

ARCHITECTS. ENGINEERS. PLANNERS.

April 18, 2022

Village of Newburgh Heights
 Mayor Gigi Traore
 3801 Harvard Avenue
 Newburgh Heights, OH 44105

RE: Multi-Street Improvements, Phase I
 Location: Newburgh Heights, OH
 Proposal #22166

Dear Mayor Traore:

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



Thomas Tucker, PE, PS
 Manager of Akron
 Thomas.tucker@ohm-advisors.com
 D: 330.913.1063



David G. Krock, PE
 Vice President
 David.krock@ohm-advisors.com

Authorization to Proceed



18 May 2022

Signature

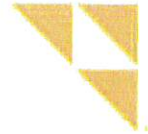
Date

Gigi Traore

Printed Name

Mayor

Title



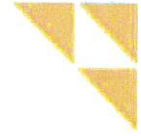
Scope of Services – Construction Tasks

Task #175 Pre-Construction Services

- The following services are included in the fee shown:
 - Obtain signatures on work agreements
 - Pre-construction meeting
 - Coordination with Contractor, Utilities, Safety Forces, Residents, and Businesses
 - Personnel coordination and project schedule
 - Perform materials, suppliers, and shop drawing reviews and communicate revisions/approvals with contractor
 - Review contractual items
 - Distribution of documents/information (mtg records)

Task #176 Construction Services

- The following services are included in the fee shown:
 - Coordination with Contractor, Utilities, Safety Forces, Residents, and Businesses
 - Prepare daily inspection reports
 - Regular progress meetings with contractor
 - Inspection and testing services
 - Response to RFIs (request for information) from contractor
 - Review of pay requests and recommendations for payment
 - Negotiation of Change Orders
 - Prevailing Wage Verification
 - Coordination of Funding Reimbursements
 - Staffing will include the following:
 - Construction Inspector: On-Site during all working hours of construction
 - Field Client Representative: On-site weekly reviews with construction inspector, and Off-Site Coordination via phone with Inspector, Contractors, Owner and Construction Manager
 - Construction Manager: On-site Reviews as needed/Off-Site Coordination with Inspector, Contractors, and Owner where possible via phone to control costs
 - Construction Engineer: Involved on an as-needed basis to facilitate field decisions and design-related issues.
 - Construction Administrative Assistant: Coordination of all documentation from pre-construction, contracts, pay requests, and close-out documents.
 - Typical Weekly Staffing for a 40-hour/week construction project is approx.:
 - Construction Inspector: 40 Hours
 - Field Client Representative 8 Hours
 - Construction Manager: 4 Hours
 - Construction Engineer: 1 Hour
 - Construction Admin: 2 Hours
 - **Total Budget Cost per 40-hour week Project = \$ 5,200**
 - Total Cost is therefore directly related to the time duration of the construction project.



Task #177 Post-Construction Services

- The following services are included in the fee shown:
 - Review of final construction with contractor and Owner
 - Preparation, distribution, and approval of final punch list
 - Review of As-Built Drawings
 - Maintenance Bond Coordination
 - Lien releases, payments, and final acceptance

Task #178 Additional Construction Services *If Authorized*

- This task has been included as an “If Authorized” fee in the event that one or more of the following conditions occur:
 - The Contractor’s work schedule exceeds the number of weeks shown above in the Project Schedule.
 - The Contractor’s work schedule includes work weeks exceeding 40 hours.
 - The Contractor’s work process requires multiple work crews and therefore multiple inspectors on-site simultaneously.
 - The Contractor is granted extra time (time extension) to complete the project.
 - The Contractor is awarded a change order for additional work or changed work conditions.
- If any of the above conditions apply, the Engineer shall document and estimate the total cost to complete the additional inspection services and request authorization/approval from the Owner to cover these costs.

Price Proposal

#	Construction Tasks	Fee
Task #175	Pre-Construction Services	\$ 3,400
Task #176	Construction Services	\$ 72,800
Task #177	Post-Construction Services	\$ 3,000
Task #178	Additional Construction Services (If Authorized)	\$ TBD
	Grand Total =	\$ 79,200

Notes:

Task #175 & Task #177 shall be billed as Fixed Fee.

Task #176 & Task #178 (If Authorized) shall be billed at the Standard Hourly Rates.

Anticipated Project Schedule

Construction Tasks: June through August 2022

OHM Advisors

388 SOUTH MAIN STREET, SUITE 301
 AKRON, OHIO 44311

T 330.913.1080
 F 330.319.8691

OHM-Advisors.com



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.

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