

RESOLUTION NO. 118-2022
Introduced by Sam Artino

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO A SUPPLEMENTAL AGREEMENT WITH OHM ADVISORS FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES PROVIDED TO THE CITY OF HURON AT A COST NOT TO EXCEED NINETY THOUSAND AND 00/100 DOLLARS (\$90,000.00) FOR THE CONTRACT TERM JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

WHEREAS, Huron City Council adopted Resolution No. 5-2021 on January 26, 2021 approving a Continuing Services Agreement between the City of Huron, Ohio and OHM Advisors for professional engineering services, a copy of which is attached hereto as Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, the City desires to enter into a supplemental agreement extending OHM Advisors' contract for a one-year term beginning on January 1, 2023 and expiring on December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

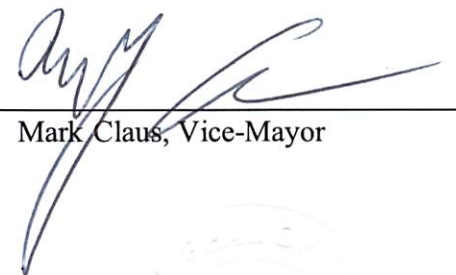
SECTION 1. That the City Manager is authorized and directed to accept the proposal and enter into Project Supplement No. 2 with OHM Advisors for the provision of general engineering services and storm water management services to the City of Huron for the period of January 1, 2023 through December 31, 2023 in an amount not to exceed Ninety Thousand and 00/100 Dollars (\$90,000.00), which agreement shall be substantially in the form of Exhibit "B" attached hereto and made a part hereof.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

SECTION 3. That this Resolution shall be in full force and effect from and immediately after its adoption.

ATTEST: 
Clerk of Council

ADOPTED: 27 DEC 2022


Mark Claus, Vice-Mayor

**CONTINUING SERVICES AGREEMENT
BETWEEN
CITY OF HURON, OHIO
AND
OHM ADVISORS
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT made as of 2/1/2021, between the City of Huron, Ohio with its office located at 417 Main Street, Huron, OH 44839 (CLIENT) and Orchard, Hiltz & McClement, Inc., dba OHM Advisors, a Michigan corporation with its main office located at 34000 Plymouth Road, Livonia, MI 48150 (CONSULTANT). CLIENT intends to engage CONSULTANT to provide professional services for Municipal Engineering Services, General Engineering Services, Professional Services (Public Projects) and Private Sector Development Services. This Agreement sets forth the terms and conditions which shall govern the relationship and performance of CLIENT and CONSULTANT for professional services. Engagements for General Engineering Services and Professional Services (Public Projects) will be documented by an individual Project Supplement.

CLIENT and CONSULTANT in consideration of their mutual covenants as set forth herein agree as follows:

ARTICLE 1 – SERVICES OF CONSULTANT

1.01 Scope

A. The services to be provided by CONSULTANT are set forth in Exhibit A, "Schedule of Consultant Services," and as provided herein.

B. Municipal Engineering Services shall be provided by Consultant, inclusive of the services of a Professional Engineer registered in the State of Ohio and an Engineering Representative for the purpose of handling the Engineer duties per CLIENT's ordinance and details in Exhibit A.

C. General Engineering Services and Professional Services (Public Projects) for specific tasks or a Specific Project will be detailed in a duly executed individual Project Supplement. Each Project Supplement will indicate the specific tasks and functions to be performed and deliverables to be provided.

1. The general format of a Project Supplement is shown in Attachment 1 to Exhibit A.

2. This Agreement is not a commitment by CLIENT to CONSULTANT to issue any Project Supplements.

3. CONSULTANT shall not be obligated to perform any prospective Project Supplement unless and until CLIENT and CONSULTANT agree as to the particulars of the Specific Project, CONSULTANT'S services, CONSULTANT'S compensation, and all other appropriate matters.

D. Private Sector Development Services involve CONSULTANT providing plan review and construction inspection for private developments within the CLIENT boundaries.

E. CONSULTANT personnel assigned to work with CLIENT on engineering-related services shall maintain

familiarity and competence relating to the Charter, relevant Ordinances, and procedures established by CLIENT.

1.02 Project Supplement Procedure

A. CLIENT and CONSULTANT shall agree on the scope, time for performance, and basis of compensation for each Project Supplement.

B. CLIENT approval of a Project Supplement will follow its authorized purchasing guidelines.

C. CONSULTANT will commence performance as set forth in the Project Supplement.

ARTICLE 2 – CLIENT'S RESPONSIBILITIES

2.01 General

CLIENT shall have the responsibilities set forth herein, in Exhibit B, "Schedule of Client's Responsibilities," and in each Project Supplement.

ARTICLE 3 – TERM; TIMES FOR RENDERING SERVICES; SUSPENSION

3.01 Term

A. This Agreement shall be effective and applicable to Project Supplements issued hereunder until the close of business (Eastern Standard Time) on December 31, 2022.

B. This Agreement may be extended or renewed, with or without changes, by written amendment establishing a new term.

3.02 Times for Rendering Services

A. The times for performing services or providing deliverables will be stated in each Project Supplement. If no

times are so stated, CONSULTANT will perform services and provide deliverables within a reasonable time.

B. For purposes of this Agreement, the term "day" means a calendar day of 24 hours.

C. The time for a party's performance will be extended to the extent performance was delayed by causes beyond the control and without the fault of the party seeking the extension. That party shall promptly notify the other party in writing and, when practicable, in advance of when it is being delayed.

3.03 Suspension

A. If CLIENT fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase under a Project Supplement, or if CONSULTANT'S services are delayed through no fault of CONSULTANT, CONSULTANT may, after giving seven days written notice to CLIENT, suspend services under the individual Project Supplement.

B. If CONSULTANT'S services under a Project Supplement are delayed or suspended in whole or in part by CLIENT, or if CONSULTANT'S services under an individual Project Supplement are extended by a Contractor's actions or inactions for more than 90 days through no fault of CONSULTANT, CONSULTANT shall be entitled to equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect incremental costs incurred by CONSULTANT in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under the individual Project Supplement has been revised.

ARTICLE 4 – PAYMENTS TO CONSULTANT

4.01 Payment for Services and Reimbursable Expenses of CONSULTANT

CLIENT shall pay CONSULTANT as set forth in Exhibit A, Exhibit C, or in each individual Project Supplement.

4.02 Other Payment Provisions

A. *Preparation of Invoices.* Invoices for monthly services and for each individual Project Supplement will be prepared in accordance with CONSULTANT'S standard invoicing practices and will be submitted to CLIENT by CONSULTANT monthly, unless otherwise agreed. The amount billed in each invoice will be calculated as set forth in Exhibit A, Exhibit C, "Payments to Consultant for Services and Reimbursable Expenses," or each individual Project Supplement.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If CLIENT fails to make any payments due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT'S invoice, the amounts due CONSULTANT will be increased at the rate of 1.0 percent per month (or the maximum rate of interest permitted by law, if less) from said 30th day.

C. *Disputed Invoices.* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

D. Payments Upon Termination.

1. In the event of any termination under paragraph 6.06, CONSULTANT will be entitled to invoice CLIENT and will be paid in accordance with each monthly task or individual Project Supplement for all services performed or furnished and all reimbursable expenses incurred through the effective date of termination.

2. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, CONSULTANT, in addition to invoicing for those items identified in subparagraph 4.02.D.1, shall be entitled to invoice CLIENT for the reasonable value of work performed up to and including the date of termination of the Agreement, regardless of cause.

E. *Records of CONSULTANT'S Costs.* Records of CONSULTANT'S costs pertinent to CONSULTANT'S compensation under this Agreement shall be kept in accordance with generally accepted accounting practices. To the extent necessary to verify CONSULTANT'S charges and upon CLIENT'S timely request, copies of such records will be made available to CLIENT at cost.

F. *Legislative Actions.* In the event of legislative actions after the Effective Date of the Agreement (or an individual Project Supplement) by any level of government that impose taxes, fees, or costs on CONSULTANT'S services or other costs in connection with this Project or compensation thereof, such new taxes, fees, or costs shall be invoiced to and paid by CLIENT as a Reimbursable Expense to which a Factor of 1.0 shall be applied. Should such taxes, fees or costs be imposed, they shall be in addition to CONSULTANT'S estimated total compensation.

ARTICLE 5 – OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

CONSULTANT'S opinions of probable Construction Cost (if any) are to be made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S best judgment as an experienced and qualified professional generally familiar with the industry. However, since the CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor's methods of determining prices, or over competitive bidding or market conditions, CONSULTANT cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by CONSULTANT. If CLIENT wishes greater assurance as to probable Construction Cost, CLIENT shall employ an independent cost estimator as provided in Exhibit B.

5.02 Opinions of Total Project Costs

CONSULTANT will use its best efforts to provide reasonable opinions of Total Project Costs. However, since the CONSULTANT has no control over the cost of land, rights-of-way, compensation for damages to properties, CLIENT'S costs for legal, accounting, insurance, counseling or auditing services, interest or finance charges incurred, and costs of services provided by others to CLIENT, and CONSULTANT is limited on Opinions of Probable Construction Costs per 5.01, CONSULTANT cannot and does not guarantee that actual Total Project Costs will not vary from opinions of Total Project Costs prepared by CONSULTANT.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 Standards and Parameters of Performance

A. The standard of care for all professional consulting and related services performed or furnished by CONSULTANT in this Agreement will be the standard of care and skill ordinarily used by members of CONSULTANT'S profession practicing under similar circumstances at the same time and in the same locality.

B. CONSULTANT shall be responsible for the technical accuracy of its services and documents resulting there from in conformance with the standards set forth in this Section 6.01, and CLIENT shall not be responsible for discovering deficiencies therein. CONSULTANT shall promptly correct such deficiencies at CONSULTANT's cost and without additional compensation except to the extent such action is directly attributable to deficiencies in CLIENT-furnished information.

C. CONSULTANT shall serve as CLIENT'S prime professional under each individual Project Supplement. CONSULTANT may employ such subconsultants as CONSULTANT deems necessary to assist in the performance or furnishing of the services upon prior written notice and written approval of CLIENT, whose approval shall not be unreasonably withheld. CONSULTANT shall not be required to employ any subconsultant unacceptable to CONSULTANT.

D. CONSULTANT and CLIENT shall comply with applicable laws or regulations and CLIENT-mandated standards. This Agreement is based on these requirements as of the effective date of each task or individual Project Supplement. Changes to these requirements after the effective date of each task or individual Project Supplement may be the basis for modifications to CLIENT'S responsibilities or to CONSULTANT'S scope of services, times of performance, or compensation.

E. CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

F. CLIENT shall make decisions and carry out its other responsibilities in a timely manner and in accordance with requirements of CLIENT's Charter and related Ordinances, and CLIENT shall bear all costs incident thereto so as not to delay the services of the CONSULTANT.

G. Prior to the commencement of the Construction Phase on a Specific Project, CLIENT shall notify CONSULTANT of any variations or any other notice or certification that CONSULTANT will be requested to provide to CLIENT or third parties in connection with a Specific Project. CLIENT and CONSULTANT shall reach agreement on the terms of any such requested notice or certification, and CLIENT shall authorize such Additional Services as are necessary to enable CONSULTANT to provide notices or certifications requested.

H. If a Construction Cost limit for a Specific Project is established between CLIENT and CONSULTANT, such Construction Cost limit and a statement of CONSULTANT'S rights and responsibilities with respect thereto will be specifically as set forth in this Agreement and the individual Project Supplement.

I. CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot ascertain within its services for that specific project. CLIENT agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to the CONSULTANT in any way contingent upon CONSULTANT signing any such certification.

J. If CONSULTANT provides services during the construction phase of a specific project, CONSULTANT shall not supervise, direct, or have control over a Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by a Contractor, for safety precautions and programs incident to a Contractor's work in progress, nor for any failure of a Contractor to comply with laws and regulations applicable to a Contractor's furnishing and performing the work. To the extent Consultant is hired for construction management or construction supervision purposes, (a) CLIENT acknowledges and agrees that CONSULTANT shall have no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by a Contractor, for safety precautions and programs incident to a Contractor's work in progress, nor for any failure of a Contractor to comply with laws and regulations applicable to a Contractor's furnishing and performing the work; and (b) a separate Project and scope of services shall be entered into by and between the parties, which scope of services shall govern in the event of any conflict between said scope of services and this Agreement.

K. CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with the contract documents. Notwithstanding

the foregoing, to the extent Consultant is hired for construction management or construction supervision purposes CONSULTANT shall use its best efforts to bring matters to the attention of the CLIENT in the event CONSULTANT observes Construction activity that may be in contravention of the construction drawings, specifications and/or duties assigned to Contractor.

L. CONSULTANT shall not be responsible for the acts or omissions of any Contractor(s), subcontractor or supplier, or of any of a Contractor's agents or employees or any other persons (except CONSULTANT'S own employees) at a site or otherwise furnishing or performing any of a Contractor's work; or for any decision made on interpretations or clarifications of the contract documents given by CLIENT without consultation and advice of CONSULTANT. Notwithstanding the foregoing, to the extent Consultant is hired for construction management or construction supervision purposes CONSULTANT shall use its best efforts to bring matters to the attention of the CLIENT in the event CONSULTANT observes Construction activity that may be in contravention of the construction drawings, specifications and/or duties assigned to Contractor,

M. The General Conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (Document No. C700, 2002) or ODOT General Provisions (Section 100), unless both parties mutually agree to use other General Conditions.

N. Notwithstanding any contrary provision of this Agreement, CLIENT shall be reasonably permitted to object to, and request replacement of, CONSULTANT's assigned staff in the event circumstances warrant and provided CLIENT notifies CONSULTANT in writing of specified facts or outcomes that are not consistent with CLIENT's expectations prior to requesting further action by CONSULTANT.

6.02 Authorized Project Representatives

Contemporaneous with the execution of this Agreement for monthly services and then each individual Project Supplement, CONSULTANT and CLIENT shall designate specific individuals to act as CONSULTANT'S and CLIENT'S representatives with respect to the services to be performed or furnished by CONSULTANT and responsibilities of CLIENT for monthly services and under the individual Project Supplement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to a specific project on behalf of each respective party.

6.03 Design without Construction Phase Services

It is understood and agreed that if CONSULTANT'S basic services under an individual Project Supplement do not include project observation, or a review of a Contractor's performance, or any other Construction Phase services, and that such services will be provided by CLIENT or others,

then CLIENT assumes all responsibility for interpretation of the contract documents and for construction observation or review and waives any claims against CONSULTANT that may be in any way connected thereto. In such a case, CONSULTANT'S basic services under the applicable individual Project Supplement will be considered completed upon completion of the Final Design Phase or Bidding Phase as outlined in Exhibit A and the individual Project Supplement.

6.04 Use of Documents

A. Upon completion or termination of this Agreement, all documents prepared by the CONSULTANT, including tracings, drawings, estimates, specification, field notes, investigations, copies of computer files and drawings, studies and reports shall become the property of and be delivered to the CLIENT. Copies of CLIENT-furnished data that may be relied upon by CONSULTANT are limited to the printed copies (also known as hard copies) that are delivered to CONSULTANT pursuant to Exhibit B. Files in electronic media format of text, data, graphics, or of other types that are furnished by CLIENT to CONSULTANT are only for convenience of CONSULTANT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CONSULTANT to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30-day acceptance period will be corrected by the party delivering the electronic files. CONSULTANT shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

C. When transferring documents in electronic media format, CONSULTANT makes no representations as to compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by CONSULTANT at the beginning of a Specific Project.

D. CLIENT may make and retain copies of Documents for information and reference in connection with use on a Specific Project by CLIENT. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Specific Project for which they were prepared or on any other project. Any such reuse or modification without written verification or adaptation by CONSULTANT, as appropriate for the specific purpose

intended, will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT'S subconsultants. CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT'S subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting there from.

E. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

F. Any verification of adaptation of the Documents for extensions of the Specific Project for which they were prepared or for any other project will entitle the CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

6.05 Insurance

A. CONSULTANT shall procure and maintain insurance as set forth in Exhibit D, "Insurance."

B. CLIENT shall require Contractors to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause CONSULTANT and CONSULTANT'S subconsultants to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for a Specific Project.

C. All policies of property insurance shall contain provisions to the effect that CONSULTANT and CONSULTANT'S subconsultants interests are covered and that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or additional insureds thereunder.

D. At any time, CLIENT may request that CONSULTANT, at CLIENT'S sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit D. If so requested by CLIENT, with the concurrence of CONSULTANT, and if commercially available, CONSULTANT shall obtain and shall require CONSULTANT'S subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by CLIENT, and Exhibit D will be amended to incorporate these requirements.

E. CONSULTANT and CLIENT shall each procure an appropriate clause in, or endorsement on, any fire or extended coverage insurance covering any and all projects, as well as personal property, fixtures and equipment located thereon or therein, pursuant to which the parties' respective insurance companies waive subrogation or consent to a waiver of right of recovery against the other party, and each party hereby agrees that it will not make any claim against or seek to recover from the other Party for any loss or damage to its property or the property of others resulting from fire or other hazards covered by such fire and extended coverage insurance.

6.06 Termination

The obligation to provide further services under this Agreement or any individual Project Supplement may be terminated:

A. For cause,

1. By either party upon 90 days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement or any individual Project Supplement here under through no fault of the terminating party.

2. - By CONSULTANT:

a) upon seven (7) days written notice if CONSULTANT believes that CONSULTANT is being requested by CLIENT to furnish or perform services contrary to CONSULTANT'S responsibilities as a licensed professional; or

b) upon seven (7) days written notice if CONSULTANT'S services under an individual Project Supplement are delayed or suspended for more than 90 days for reasons beyond CONSULTANT'S control.

c) CONSULTANT shall have no liability to CLIENT on account of such termination under Section 6.06 A.. 2. a) and b).

3. By CLIENT:

a) upon seven (7) days written notice if CLIENT believes that CONSULTANT is furnishing or performing services not authorized or that are contrary to CONSULTANT'S responsibilities as a licensed professional; or

b) upon seven (7) days written if CONSULTANT'S services under an individual Project Supplement are delayed for more than 90 days for reasons within CONSULTANT'S control.

c) CLIENT shall have no liability to CONSULTANT, beyond payment as outlined in Article 4, on account of such termination under Section 6.06 A. 3.a) and b)

4. Notwithstanding the foregoing, neither this Agreement nor any individual Project Supplement will terminate as a result of such substantial failure if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after date of receipt of the notice.

B. For convenience,

1. By CLIENT effective upon CONSULTANT'S receipt of written notice by CLIENT.

C. The terminating party under paragraphs 6.06. A. or 6.06..B. may set the effective date of termination of this Agreement or any individual Project Supplement at a time up to 90 days later than otherwise provided to allow CONSULTANT to demobilize personnel and equipment, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble materials in orderly files.

6.07 Controlling Law

This Agreement is to be governed by the law of the State of Ohio. Subject to the provisions of Section 6.10, below, any and all disputes arising from the enforcement or interpretation of this Agreement shall be exclusively venued in the State Courts of Erie County, Ohio.

6.08 Nondiscrimination and Affirmative Action

The CONSULTANT agrees to take affirmative action to assure that applicants are employed, and the employees are treated during employment in a manner, which provides equal employment opportunity and eliminates any inequality based upon race, national origin, gender, sexual orientation, religion, disability, height, weight, marital status, or veteran status.

6.09 Successors, Assigns, and Beneficiaries

A. CLIENT and CONSULTANT each is hereby bound and the partners, successors, executors, administrators and legal representatives of CLIENT and CONSULTANT (and to the extent permitted by paragraph 6.09.B the assigns of CLIENT and CONSULTANT) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.

B. Neither CLIENT nor CONSULTANT may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

- 1) Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by CLIENT or CONSULTANT to any Contractor, Contractor's subcontractor, supplier, other individual entity, or to any surety for or employee of any of them.
- 2) All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and CONSULTANT and not for the benefit of any other party. The CLIENT agrees that the substance of the provisions of this paragraph, 6.09.C, shall appear in

any Contract Documents prepared for any Specific Project under this Agreement.

6.10 Dispute Resolution

CLIENT and CONSULTANT agree that if a dispute between the Parties arises out of or relates to this agreement, the Parties will attempt to settle the dispute through good faith negotiations. The Parties shall meet within five (5) business days after such dispute arises to commence resolution of the dispute. If within twenty (20) business days of commencement of negotiations the direct negotiations do not resolve the dispute, the Parties agree to settle the dispute utilizing the following procedures:

A. Mediation

1. CONSULTANT and CLIENT shall jointly consult with Attorney David Schaefer, of the firm McCarthy, Lebit, Crystal & Liffman (or any other neutral mediator mutually agreeable to the Parties) whom shall serve as informal mediator of the dispute. The Parties agree to provide Mediation Position Statements to the mediator and each other at least 48 hours prior to the scheduled mediation. The mediation meeting and an agreement of the parties shall be arrived at as expeditiously as possible under the circumstances.
2. The costs of the mediation service shall be borne equally by the Parties.

B. Arbitration

1. If the dispute is not resolved by mutual agreement of the Parties within twenty (20) business days after the first mediation meeting, the Parties agree to settle via arbitration.
2. The Parties shall each select a neutral, unbiased arbitrator within five (5) business days thereafter to hear the dispute. The two (2) selected arbitrators shall then have an additional five (5) business days to agree upon, and select, a neutral and unbiased third arbitrator. Within twenty-five (25) business days of selection of the third arbitrator, the Parties shall submit the then-pending dispute to the established three (3) arbitrator panel, which arbitration shall occur at the time and place designated by the arbitration panel.
3. The decision of the arbitration panel shall be arrived at as expeditiously as possible under the circumstances, and the decision shall not be delayed by the failure or refusal of either Party to present their argument on the then-existing dispute at the place and time designated by the arbitration panel.
4. The decision of the arbitration panel shall be final and binding, and the only remedies available to the Parties shall be limited to those remedies identified in this Agreement.
5. The costs of the arbitration panel's service shall be borne equally by the Parties.

- C. The mediation and arbitration procedure set out in this Article 6.10 shall survive the termination of this Agreement. But for the inclusion of this Article 6.10, neither Party would have entered into this Agreement.

6.11 Hazardous Environmental Condition

A. CLIENT represents to CONSULTANT that to the best of its knowledge a Hazardous Environmental Condition does not exist on a Site for a Specific Project, unless set forth in the individual Project Supplement.

B. CLIENT shall disclose to the best of its knowledge to CONSULTANT the existence of all Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Material located at or near the site of any specific project, including type, quantity and location.

C. If a Hazardous Environmental Condition is encountered or alleged, CONSULTANT shall have the obligation to notify CLIENT and, to the extent of applicable Laws and Regulations, appropriate governmental officials.

D. It is acknowledged by both parties that CONSULTANT'S scope of services in any individual Project Supplement shall not include any services related to Hazardous Environmental Condition unless specifically agreed to in an individual Project Supplement. In the event CONSULTANT or any other party encounters a Hazardous Environmental Condition not specifically identified in the individual Project Supplement, CONSULTANT may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the specific project affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site of a specific project is in full compliance with applicable laws and regulations.

E. CLIENT acknowledges that CONSULTANT is performing professional services for CLIENT and that CONSULTANT is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site of a specific project in connection with CONSULTANT'S activities under this Agreement.

F. If CONSULTANT'S services under any individual Project Supplement cannot be performed because of a Hazardous Environmental Condition not specifically identified in the individual Project Supplement, the existence of the condition shall justify CONSULTANT'S terminating that individual Project Supplement for cause on 30 days' notice.

6.12 Allocation of Risks

A. Indemnification

1. To the fullest extent permitted by law, CONSULTANT shall defend, indemnify and hold harmless CLIENT, CLIENT'S officers, directors, partners and employees from and against any and all costs, losses and damages (including, but not limited to reasonable fees and charges of consultants, attorneys and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT'S officers, directors, partners, employees, and CONSULTANT'S consultants in the performance and furnishing of CONSULTANT'S services under this Agreement.

2. To the fullest extent permitted by law, CLIENT shall defend, indemnify and hold harmless CONSULTANT, consultants officers, directors, partners, employees, and CONSULTANT'S consultants from and against any and all costs, losses, and damages (including, but not limited to reasonable fees and charges of consultants, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CLIENT or CLIENT'S officers, directors, partners, employees and CLIENT'S other consultants with respect to this Agreement.

3. To the fullest extent permitted by law, CONSULTANT'S total liability to CLIENT and anyone claiming by, through, or under CLIENT for any cost, loss or damages caused in part by the negligence of CONSULTANT and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that CONSULTANT'S negligence bears to the total negligence of CLIENT, CONSULTANT, and all other negligent entities and individuals.

4. In addition to the indemnity provided under paragraph 6.12.A.2. of this Agreement, and to the fullest extent permitted by law, CLIENT shall indemnify and hold harmless CONSULTANT and its officers, directors, partners, employees, and CONSULTANT'S subconsultants from and against all costs, losses and damages (including, but not limited to all fees and charges of CONSULTANT'S attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) cause by, arising out of or resulting from a hazardous environmental condition created as a direct result of the acts or omissions of CLIENT, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than completed work), including the loss of use resulting there from, and (ii) nothing in this paragraph 6.12.A.4. shall obligate CLIENT to indemnify any individual or entity from and against the consequences of that individual or entity's own negligence or willful misconduct.

B. Limitation of Consultant's Liability

1. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CONSULTANT and CONSULTANT'S officers, directors, partners, employees, agents, and consultants, and any of them to CLIENT and

anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to specific project from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of CONSULTANT or CONSULTANT'S officers, directors, partners, employees, agents or consultants, or any of them, shall not exceed the total compensation received by CONSULTANT for the individual Project Supplement or insurance proceeds actually received to cover said loss(es) up to \$2,000,000.00, whichever is greater..

6.13 Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

6.14 Applicability of Continuing Services Agreement to individual Project Supplement

The terms and conditions set forth in this Agreement apply to each individual Project Supplement as if set forth in the individual Project Supplement, unless specifically modified. In the event of conflicts between this Agreement and an individual Project Supplement, the conflicting provisions of the individual Project Supplement shall take precedence for the individual Project Supplement. The provisions of this Agreement shall be modified only by a written amendment. Such amendments shall be applicable to all individual Project Supplements issued after the effective date of the amendment if not otherwise set forth in the amendment.

6.15 Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

6.16 Severability

Any provision or part of this Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6.17 Waiver

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

6.18 Headings

The headings used in this Agreement are for general reference only and do not have special significance.

6.19 Non-Exclusive and Non-Limiting Agreement

A. Nothing herein shall establish an exclusive relationship between CLIENT and CONSULTANT. CLIENT may enter into similar agreements with other professionals for the same or different types of services contemplated hereunder, and CONSULTANT may enter into similar or different agreements with other Clients for the same or different services as contemplated hereunder.

B. The cumulative scope of CONSULTANT'S services and CONSULTANT'S compensation as agreed to in Individual Project Supplements hereunder shall not be limited by this Agreement.

ARTICLE 7 – DEFINITIONS

7.01 Defined Terms

Wherever used in this Agreement (including the Exhibits hereto and any Individual Project Supplement) and printed with initial or all capital letters, the terms listed below have the meanings indicated, which are applicable to both the singular and plural thereof:

1. *Addenda*--Written or graphic instruments issued prior to the opening of Bids, which clarify, correct, or change the Bidding Documents.
2. *Additional Services*-- Services to be performed for or furnished to CLIENT by CONSULTANT in accordance with an Individual Project Supplement which are not included in Basic Services for that Individual Project Supplement.
3. *Agreement*--This "Master Agreement between CLIENT and CONSULTANT for Professional Services," including those Exhibits listed in Article 8 hereof.
4. *Application for Payment*--the form acceptable to CONSULTANT and CLIENT which is to be used by a contractor in requesting progress or final payments for the completion of its Work and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
5. *Asbestos*-- Any material that contains more than one percent asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.
6. *Basic Services*--Specified services to be performed for or furnished to CLIENT by CONSULTANT in accordance with an Individual Project Supplement.
7. *Bid*--The offer or proposal of a bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

8. *Bidding Documents*--The advertisement or invitation to Bid, instructions to bidders, the Bid form and attachments, the Bid bond, if any, the proposed Contract Documents, and all Addenda, if any.

9. *Change Order*--document recommended by CONSULTANT, which is signed by a Contractor and CLIENT to authorize an addition, deletion or revision in the Work, or an adjustment in the Contract Price or the Contract Times.

10. *Construction Agreement*--The written instrument, which is evidence of the agreement, contained in the Contract Documents, between CLIENT and a Contractor covering the Work.

11. *Construction Contract*--The entire and integrated written agreement between CLIENT and a Contractor concerning the Work.

12. *Construction Cost*--The cost to CLIENT of those portions of an entire Specific Project designed or specified by CONSULTANT. Construction Cost does not include costs of services of CONSULTANT or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, or CLIENT'S costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with a Specific Project, or the cost of other services to be provided by others to CLIENT pursuant to Exhibit B of this Agreement. Construction Cost is one of the items comprising Total Project Costs.

13. *Contract Documents*--Documents that establish the rights and obligations of the parties engaged in construction and include the Construction Agreement between CLIENT and a Contractor, Addenda (which pertain to the Contract Documents), a contractor's Bid (including documentation accompanying the Bid and any post-Bid documentation submitted prior to the notice of award) when attached as an exhibit to the Construction Agreement, the notice to proceed, the bonds, appropriate certifications, the General Conditions, the Supplementary Conditions, the Specifications and the Drawings as the same are more specifically identified in the Construction Agreement, together with all Written Amendments, Change Orders, Work Change Directives, Field Orders, and CONSULTANT'S written interpretations and clarifications issued on or after the Effective Date of the Construction Agreement. Approved Shop Drawings and the reports and drawings of subsurface and physical conditions are not Contract Documents.

14. *Contract Price*--The moneys payable by CLIENT to a Contractor for completion of the Work in accordance with the Contract Documents and as stated in the Construction Agreement.

15. *Contract Times*--The numbers of days or the dates stated in a Construction Agreement to: (i) achieve Substantial Completion, and (ii) complete the Work so that it is ready for final payment as evidenced by CONSULTANT'S written recommendation of final payment.

16. *Contractor*--An individual or entity with whom CLIENT enters into a Construction Agreement for a Specific Project.

17. *Correction Period*--The time after Substantial Completion during which a Contractor must correct, at no cost to CLIENT, any Defective Work, normally one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee or specific provision of the Contract Documents.

18. *Defective*--An adjective which, when modifying the word Work, refers to Work that is unsatisfactory, faulty, or deficient, in that it does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, test, or approval referred to in the Contract documents, or has been damaged prior to CONSULTANT'S recommendation of final payment.

19. *Documents*--Data, reports, Drawings, Specifications, Record Drawings, and other deliverables, whether in printed or electronic media format, provided or furnished in appropriate phases by CONSULTANT to CLIENT pursuant to this Agreement.

20. *Drawings*--That part of the Contract Documents prepared or approved by CONSULTANT, which graphically shows the scope, extent, and character of the Work to be performed by a Contractor. Shop Drawings are not Drawings as so defined.

21. *Effective Date of the Construction Agreement*--The date indicated in a Construction Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Construction Agreement is signed and delivered by the last of the two parties to sign and deliver.

22. *Effective Date of the Agreement*--The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.

23. *Effective Date of the Individual Project Supplement*--The date indicated in the Individual Project Supplement on which it becomes effective, but if no such date is indicated, it means the date on which the Individual Project Supplement is signed and delivered by the last of the two parties to sign and deliver.

24. *CONSULTANT'S Consultants*--Individuals or entities having a contract with CONSULTANT to furnish services with respect to a Specific Project as CONSULTANT'S independent professional associates, Consultants, subcontractors, or vendors. The term CONSULTANT includes CONSULTANT'S Consultants.

25. *Field Order*--A written order issued by CONSULTANT, which directs minor changes in the Work, but which does not involve a change in the Contract Price or the Contract Times.

26. *General Conditions*--That part of the Contract Documents, which sets forth terms, conditions, and procedures that govern the Work to be performed or furnished by a Contractor with respect to a Specific Project.

27. *Hazardous Environmental Condition*--The presence at the Site of Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with a Specific Project.

28. *Hazardous Waste*--The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.

29. *Individual Project Supplement*--A document executed by CLIENT and CONSULTANT, including amendments if any, stating the scope of services, CONSULTANT'S compensation, times for performance of services and other relevant information for a Specific Project.

30. *Laws and Regulations; Laws or Regulations*--Any and all applicable laws, rules, regulations, ordinances, codes, standards, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

31. *PCB's*--Polychlorinated biphenyls.

32. *Petroleum*--Petroleum, including crude oil or any fraction thereof which is liquid at 32 degrees Fahrenheit and 14.7 pounds per square inch absolute, such as fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.

33. *Radioactive Materials*--Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2001 et seq.) as amended from time to time.

34. *Record Drawings*--The Drawings as issued for construction on which CONSULTANT, upon completion of the Work, has shown changes due to Addenda or Change Orders and other information which CONSULTANT considers significant based on record documents furnished by Contractor to CONSULTANT and which were annotated by Contractor to show changes made during construction.

35. *Reimbursable Expenses*--The expenses incurred directly by CONSULTANT in connection with the performing or furnishing of Basic and Additional Services for a Specific Project for which CLIENT shall pay CONSULTANT as indicated in Exhibit C or an Individual Project Supplement.

36. *Resident Project Representative*--The authorized representative, if any, of CONSULTANT assigned to assist CONSULTANT at the Site of a Specific Project during the Construction Phase. The Resident Project Representative will be CONSULTANT'S agent or employee and under CONSULTANT'S supervision. As used herein, the term Resident Project Representative includes any assistant of Resident Project Representative agreed to by CLIENT. The duties and responsibilities of the Resident Project

Representative will be as set forth in each Individual Project Supplement.

37. *Samples*--Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.

38. *Shop Drawings*--All drawings, diagrams, illustrations, schedules, and other data or information, which are specifically prepared or assembled by or for a Contractor and submitted by a Contractor to CONSULTANT to illustrate some portion of the Work.

39. *Site*--Lands or areas indicated in the Contract Documents for a Specific Project as being furnished by CLIENT upon which the Work is to be performed, rights-of-way and easements for access thereto, and such other lands furnished by CLIENT, which are designated for use of a Contractor.

40. *Specifications*--That part of the Contract Documents prepared by CONSULTANT consisting of written technical descriptions of materials, equipment, systems, standards, and workmanship as applied to the Work to be performed by a Contractor and certain administrative details applicable thereto.

41. *Specific Project*--An undertaking of CLIENT as set forth in an Individual Project Supplement.

42. *Substantial Completion*--The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of CONSULTANT, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Work refer to Substantial Completion thereof.

43. *Supplementary Conditions*--That part of the Contract documents which amends or supplements the General Conditions.

44. *Total Project Costs*--The sum of the Construction Cost, allowances for contingencies, the total costs of services of CONSULTANT or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, or CLIENT'S costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with a Specific Project, or the cost of other services to be provided by others to CLIENT pursuant to Exhibit B of this Agreement.

45. *Work*--The entire completed construction or the various separately identifiable parts thereof required to be provided by a Contractor under Contract Documents for a Specific Project. Work includes and is the result of a Contractor performing or furnishing labor, services, and documentation necessary to produce such construction and furnishing, installing, and incorporating all materials and all equipment

into such construction, all as required by the applicable Contract Documents.

46. *Work Change Directive*--A written directive to a Contractor signed by CLIENT upon recommendation of the CONSULTANT, ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or to emergencies. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the change directed or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or Contract Times.

47. *Written Amendment*--A written amendment of the Contract Documents signed by CLIENT and a Contractor on or after the Effective Date of a Construction Agreement and normally dealing with the non-consulting or non-technical rather than strictly construction-related aspects of the Contract Documents.

ARTICLE 8 - EXHIBITS AND SPECIAL PROVISIONS

8.01 Exhibits

- A. Schedule of CONSULTANT'S Services
- B. Schedule of CLIENT'S Responsibilities
- C. Payments to CONSULTANT
- D. Insurance

Attachments

Attachment 1 to Exhibit A

Attachment 2 to Exhibit A

8.02 Total Agreement

A. This Agreement (consisting of pages 1 to 33 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between CLIENT and CONSULTANT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

City of Huron
CLIENT

OHM Advisors
CONSULTANT

Name:
Title:

Russ Critelli, PE, PMP
Principal

Date

Date

This is EXHIBIT A, consisting of ____ pages, referred to in and part of the Continuing Services Agreement between CLIENT and CONSULTANT FOR Professional Services dated _____, 2021.

Schedule of CONSULTANT'S Services

Scope of Services and Fee Schedule is included with Attachment 2 of Exhibit A.

Part 1 – Scope of Services for Project Supplements, as applicable.

A1.01 Study and Report Phase

A. Upon written authorization from CLIENT, CONSULTANT shall:

1. Consult with CLIENT to define and clarify CLIENT'S requirements for a Specific Project and available data.
2. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility companies.
3. Advise CLIENT as to the necessity of CLIENT'S providing data or services of the types described in Exhibit B, which are not part of CONSULTANT'S basic services, and, if requested, assist CLIENT in obtaining such data and services.
4. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of a Specific Project designed or specified by CONSULTANT, including but not limited to mitigating measures identified in the environmental assessment.
5. Identify and evaluate the number of alternate solutions available to CLIENT listed in the individual Project Supplement for a Specific Project, and, after consultation with CLIENT, recommend to CLIENT those solutions, which in CONSULTANT'S judgment meet CLIENT'S requirements for a Specific Project.
6. Prepare a report (the "Report/Base Plans") which will, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and

those alternate solutions available to CLIENT which CONSULTANT recommends.

7. Furnish the number of review copies of the Report/Base Plans to CLIENT within the time period set forth in the individual Project Supplement and review it with CLIENT.
 8. Revise the Report/Base Plans in response to CLIENT'S and other parties' comments, as appropriate, and furnish the number of final copies of the revised Report/Base Plans to the CLIENT within the time period set forth in the individual Project Supplement.
- B. CONSULTANT'S services under the Study and Report Phase will be considered complete on the date when the final copies of the revised Report/Base Plans have been delivered to CLIENT.

A1.02 Preliminary Design Phase

- A. After determination by CLIENT of the scope, extent, character or design requirements of a Specific Project, including the acceptance with any specific modifications by CLIENT of CONSULTANT'S Report/Base Plans, if any, from a preceding phase or Specific Project, and upon written authorization from CLIENT to provide Preliminary Design Phase Services, CONSULTANT shall:
1. On the basis of the above acceptance, selection and authorization, prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of a Specific Project.
 2. Advise CLIENT if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist CLIENT in obtaining such reports, data, information, or services.
 3. Based on the information contained in the Preliminary Design Phase documents, submit a current opinion of probable Construction Costs.
 4. Furnish the Preliminary Design Phase documents to and review them with CLIENT.
 5. Submit to CLIENT the number of final copies of the Preliminary Design Phase documents and revised opinion of probable Construction Costs within the time period set forth in the individual Project Supplement.
 6. CONSULTANT'S services under the Preliminary Design Phase will be considered complete on the

date when final copies of the Preliminary Design Phase documents have been delivered to CLIENT.

A1.03 Final Design Phase

A. After determination by CLIENT of the scope, extent, character, or design requirements of a Specific Project, including the acceptance of any specific modifications by CLIENT of a preceding phase or Specific Project, and upon written authorization from CLIENT to provide Final Design Phase Services, CONSULTANT shall:

1. On the basis of the above acceptance, direction, and authorization, prepare final drawings indicating the scope, extent, and character of work to be performed and furnished by Contractor. Specifications and special provisions will be prepared, where appropriate, in general conformance with the [Ohio Department of Transportation Construction Materials and Specifications].
2. Provide technical criteria, written descriptions, and design data for CLIENT'S use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of a Specific Project and assist CLIENT in consultations with appropriate authorities.
3. Provide CLIENT a current opinion of probable Construction Costs.
4. Prepare and furnish Bidding Documents for review and approval by CLIENT, its legal counsel, and other advisors, as appropriate, and assist CLIENT in the preparation of other related documents.
5. Submit the number of final copies of the Bidding Documents and a current opinion of probable Construction Cost to CLIENT with the time period set forth in the individual Project Supplement.

B. CONSULTANT'S services under the Final Design Phase will be considered complete on the date when the submittals required by paragraph A1.03.A.5. have been delivered to CLIENT.

A1.04 Bidding Phase

A. Upon written authorization from CLIENT to provide Bidding Phase Services, CONSULTANT shall:

1. Assist CLIENT in advertising for and obtaining bids or negotiating proposals for the work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conferences, if any, and receive and process Contractor deposits or charges for the Bidding Documents.

2. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents.

B. The Bidding Phase will be considered complete upon commencement of the construction phase or upon cessation of negotiations with prospective Contractors (except as may be required) if Exhibit E (Notice of Acceptability of Work) is a part of the individual Project Supplement.

A1.05 Construction Phase

A. Upon written authorization from CLIENT to provide Construction Phase Services, CONSULTANT shall:

1. *General Administration of Construction Contract.* Consult with CLIENT and act as CLIENT'S representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities and authority of CONSULTANT as assigned in said General Conditions shall not be modified, except as CONSULTANT may otherwise agree in writing. All of CLIENT'S instructions to Contractor will be issued through CONSULTANT, who shall have authority to act on behalf of CLIENT in dealings with Contractor to the extent provided in this Agreement and said General Conditions except as otherwise provided in writing.
2. *Resident Project Representative (RPR).* Provide the services of an RPR at the site of the Specific Project to assist the CONSULTANT and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the individual Project Supplement. Exhibit D "Duties, Responsibilities and Limitations of Authority of Resident Project Representative," shall be modified for the individual Project Supplement. The furnishing of such RPR's services will not extend CONSULTANT'S responsibilities or authority beyond the specific limits set forth elsewhere in this Agreement.
3. *Selecting Independent Testing Laboratory.* Assist CLIENT in the selection of an independent testing laboratory perform the services identified in paragraph B2.01.0.
4. *Pre-Construction Conference.* Participate in a pre-construction conference prior to commencement of work at the site.
5. *Baselines and Benchmarks.* As appropriate, establish baselines and benchmarks for locating the work, which in CONSULTANT'S judgment are necessary to enable Contractor to proceed, unless Contractor staking is included in Contractor's contract.

6. Visits to Site and Observation of Construction. In connection with observations of work in progress:
- a. Make visits to the site at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the work. Such visits and observations by CONSULTANT, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the work in progress or to involve detailed inspections of the work in progress beyond the responsibilities specifically assigned to CONSULTANT in the individual Project Supplement and the contract documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on CONSULTANT'S exercise of professional judgment as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and such observations, CONSULTANT will determine in general if Contractor's work is proceeding in accordance with the contract documents, and CONSULTANT shall keep the CLIENT informed of the progress of the work.
 - b. The purpose of CONSULTANT'S visits to, and representation by the Resident Project Representative, if any, at the site of the Specific Project, will be to enable CONSULTANT to better carry out the duties and responsibilities assigned to and undertaken by CONSULTANT during the construction phase, and, in addition, by the exercise of CONSULTANT'S efforts as an experienced and qualified design professional, to provide for CLIENT a greater degree of confidence that the completed work will conform in general to the contract documents and that the integrity of the design concept of the completed project as a functioning whole as indicated in the contract documents has been implemented and preserved by Contractor. CONSULTANT shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over the work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to the work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the work. Accordingly, CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the contract documents.
7. Defective Work. Have authority to disapprove or reject Contractor's work while it is in progress if, on the basis of such observations, CONSULTANT believes that such work will not produce a completed project that conforms generally to the contract document or that it will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the contract documents.
8. Clarifications and Interpretations; Field Orders. Issue necessary clarifications and interpretations of the contract documents as appropriate to the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents. CONSULTANT may issue field orders authorizing minor variations from the requirements of the contract documents.
9. Change Orders and Work Change Directives. Recommend change orders and work change directives to CLIENT, as appropriate, and prepare change orders and work change directives as required.
10. Shop Drawings and Samples. Review and approve or take other appropriate action in respect to shop drawings and samples and other data which Contractor is required to submit, but only for conformance with the information given in the contract documents and compatibility with the design concept of the completed project as a functioning whole as indicated in the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto. CONSULTANT has an obligation to meet any Contractor's submittal schedule that has earlier been acceptable to CONSULTANT.
11. Inspections and Tests. Require such special inspections or tests of the work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the contract documents. CONSULTANT'S review of such certificates will be for the purpose of determining that the results certified indicate compliance with the contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the contract documents. CONSULTANT shall be entitled to rely on the results of such tests.

12. Disagreements between CLIENT and Contractor. Render formal written decisions on all claims of CLIENT and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor's work. In rendering such decisions, CONSULTANT shall be fair and not show partiality to CLIENT or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

13. Applications for Payment. Based on CONSULTANT'S observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

- a. Determine the amounts that CONSULTANT recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute CONSULTANT'S representation to CLIENT, based on such observations and review, that, to the best of CONSULTANT'S knowledge, information and belief, the work has progressed to the point indicated, the quality of such is generally in accordance with the contract documents (subject to an evaluation of the work as a functioning whole prior to or upon substantial completion, to the results of any subsequent tests called for in the contract documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is CONSULTANT'S responsibility to observe the work. In the case of unit price work, CONSULTANT'S recommendations of payment will include final determinations of quantities and classifications of the work (subject to any subsequent adjustments allowed by the contract documents). The responsibilities of CONSULTANT contained in paragraph A1.05.A.6.a. are expressly subject to the limitations set forth in paragraph A1.05.A.6.b and other express or general limitations in this Agreement and elsewhere.
- b. By recommending any payment, CONSULTANT shall not thereby be deemed to have represented that observations made by CONSULTANT to check the quality or quantity of the work as it is performed and furnished have been exhaustive, extended to every aspect of the work in progress, or involved detailed inspections of the work beyond the responsibilities specifically assigned to CONSULTANT in this Agreement and the contract documents. Neither CONSULTANT'S review of the work for the

purposes of recommending payments nor CONSULTANT'S recommendations of any payment including final payment will impose on CONSULTANT responsibility to supervise, direct, or control the work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with laws and regulations applicable to the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the contract price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to CLIENT free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between CLIENT and Contractor that might affect the amount that should be paid.

14. Contractor's Completion Documents.

- a. Receive and review maintenance and operating instructions, schedules, and guarantees.
- b. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the contract documents, certificates of inspection, tests and approvals, shop drawings, samples and other data approved as provided under paragraph A1.05.A.10, and the annotated record documents which are to be assembled by Contractor in accordance with the contract documents to obtain final payment. The extent of such CONSULTANT'S review will be limited as provided in paragraph A1.05.A.10.
- c. CONSULTANT shall transmit these documents to CLIENT.

15. Substantial Completion. Promptly after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with CLIENT and Contractor, conduct an inspection to determine if the work is substantially complete. If after considering any objectives of CLIENT, CONSULTANT considers the work substantially complete, CONSULTANT shall deliver a certificate of Substantial Completion to CLIENT and Contractor.

16. Final Notice of Acceptability of the Work. Conduct a final payment inspection to determine if the completed work of contract is acceptable so that CONSULTANT may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, CONSULTANT shall also provide a notice in the form attached hereto as Exhibit E ("Notice of Acceptability of

Work”) that the work is acceptable (subject to the provisions of paragraph A1.05.A.14.b.) to the best of CONSULTANT’S knowledge, information, and belief and based on the extent of the services provided by CONSULTANT under this Agreement.

- B. **Duration of Construction Phase.** The construction phase will commence with the execution of the first Construction Agreement for a Specific Project or any part thereof and will terminate upon written recommendation by CONSULTANT for final payment to Contractors. If a Specific Project involves more than one prime contract as indicated in the individual Project Supplement. Construction Phase services may be rendered at different times in respect to the separate contracts.
- C. **Limitation of Responsibilities.** CONSULTANT shall not be responsible for the acts of omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing any of the work. CONSULTANT shall not be responsible for failure of any Contractor to perform or furnish the work in accordance with the contract documents.

A1.06 *Post-Construction Phase*

- A. Upon written authorization from CLIENT to begin post-construction phase services, CONSULTANT shall:
 - 1. Together with CLIENT, visit the Specific Project to observe any apparent defects in the Work, assist CLIENT in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if present.
 - 2. In company with CLIENT or CLIENT’S representative, provide an inspection of the Specific Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
- B. The Post-Construction Phase services may commence during the Construction Phase and, if not otherwise modified in the individual Project Supplement, will terminate at the end of the Correction Period.

Part 2 – Additional Services

A2.01 *Additional Services Requiring CLIENT’S Authorization in Advance*

- A. If authorized in writing and in advance by CLIENT, CONSULTANT shall furnish or obtain from others Additional Services of the types listed below. These

services will be paid for by CLIENT as indicated in an individual Project Supplement.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans or advances in connection with a Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for a Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of a Specific Project.
2. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by CLIENT.
3. Services resulting from significant changes in the scope, extent, or character of the portions of a Specific Project designed or specified by CONSULTANT or its design requirements including, but not limited to, changes in size, complexity, CLIENT’S schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of the individual Project Supplement or are due to any other causes beyond CONSULTANT’S control.
4. Services resulting from CLIENT’S request to evaluate additional Study and Report Phase alternative solutions beyond those identified in paragraph A1.01.A.4.
5. Services required as a result of CLIENT’S providing incomplete or incorrect project information with respect to Exhibit B.
6. Providing renderings or models for CLIENT’S use.
7. Providing construction surveys and staking to enable a Contractor to perform its work other than as required under paragraph A1.05.A.5, and any type of property surveys or related Consulting services needed for the transfer of interests in real property; and providing other special field surveys.
8. Providing Construction Phase services beyond the Contract Times set forth in the individual Project Supplement.

9. Providing assistance in resolving any Hazardous Environmental Condition in compliance with current Laws and Regulations.
10. Preparing and furnishing to CLIENT, in the format agreed to, Record Drawings showing appropriate record information based on project annotated record documents received from Contractor.
11. Preparing to serve or serving as a CONSULTANT or witness for CLIENT in any litigation, arbitration or other dispute resolution process related to a Specific Project.
12. Services in connection with Work Change Directives and Change Orders to reflect changes requested by CLIENT so as to make the compensation commensurate with the extent of the Additional Services rendered.
13. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
14. Additional or extended services during construction made necessary by (a) a significant amount of defective, neglected or delayed Work by a Contractor, or (b) default by a Contractor.
15. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of any part of the Work on a Specific Project by CLIENT prior to its Substantial Completion.
16. Evaluating an unreasonable claim or an excessive number of claims or requests for information submitted by a Contractor or others in connection with the Work on a Specific Project.

17. Other services performed or furnished by CONSULTANT not otherwise provided for in this Agreement or an individual Project Supplement.

A2.02 Additional Services Not Requiring CLIENT'S Authorization in Advance

- A. CONSULTANT shall perform or furnish, without requesting or receiving specific advance authorization from CLIENT, the Additional Services of the types listed below. CONSULTANT shall advise CLIENT in writing within seven days after beginning any such Additional Services. If CLIENT does not want CONSULTANT to continue to perform or furnish the services, CLIENT shall notify CONSULTANT in writing to cease, and CONSULTANT shall comply.
 1. Additional or extended services during construction made necessary by (a) emergencies endangering the Work, (b) an occurrence of a Hazardous Environmental Condition, (c) Work damaged by fire or other cause during construction, or (d) acceleration of the progress schedule involving services beyond normal working hours.

ATTACHMENT 1

This is an individual **PROJECT SUPPLEMENT** consisting of ____ pages,
referred to in and part of the **Continuing Services Agreement** between
CLIENT and **CONSULTANT** for Professional Services dated
_____, 202__.

Project Supplement No. _____

In accordance with paragraph 1.01 of the Continuing Services Agreement between CONSULTANT and CLIENT for Professional Services dated _____ ("Agreement"), CONSULTANT and CLIENT agree as follows:

Specific Project Data

A. Title: _____

B. Description: _____

1. Services of CONSULTANT

- See attached proposal dated _____.

2. CLIENT'S Responsibilities

3. Subconsultants:

4. Other Modifications to Continuing Services Agreement:

5. Attachments:

6. Documents Incorporated By Reference:

Approval and Acceptance: Approval and acceptance of this individual Project Supplement No. _____, including the attachments listed above, shall incorporate this document as part of the Continuing Services Agreement. CONSULTANT is authorized to begin performance upon its receipt of a copy of this individual Project Supplement signed by CLIENT.

The effective date of this individual Project Supplement No. _____ is _____, 202__.

[_____]
CLIENT

OHM Advisors
CONSULTANT

Name
Title

Name
Title

Date

Date

CHANGE To Attachment 1 in footer

ATTACHMENT 2

This is **THE SCOPE OF SERVICES AND FEE SCHEDULE** referred to in and part of the Continuing Services Agreement between **CLIENT** and **CONSULTANT** for Professional Services dated _____, 202__.

Outline

<u>Outline</u>	20
<u>Identification</u>	20
<u>Task #1</u> <u>Municipal Engineering Services</u>	21
<u>Task #2</u> <u>General Engineering Services</u>	22
<u>Task #3</u> <u>Professional Services Contracts</u>	23
<u>Task #4</u> <u>Private Sector Development</u>	26
<u>Fee Schedule</u>	27
<u>Table for Task 1 and Task 2</u>	28

Identification

The parties of the Agreement shall be referred to within this document as follows:

- “Municipality” shall refer to the City of Huron, Erie County, Ohio
- “OHM” shall refer to Orchard, Hiltz & McClimment, Inc., dba OHM Advisors

Task #1 Municipal Engineering Services

- **Overview:**

- OHM will provide a Professional Engineer, registered in the State of Ohio, as well as an Engineering Rep. to the Municipality for the purposes of handling the City Engineer duties (per City Ordinance, Chapter 147), and also in accordance with the Scope of Services and Fee for Services listed below.
 - OHM shall perform these services as a private Consultant.
 - OHM is not a "Public Official" or "Public Employee", nor does OHM have any supervisory control over any Municipality staff.
 - OHM is not a public official or public employee however, it acknowledges those serving the municipality are subject to various laws regulating conduct of public officials, including but not limited to, Ohio Sunshine Laws, Ohio Ethics Laws, etc. A representative of OHM will serve in the official capacity of City Engineer and the City will require that person to take an Oath of Office.
 - OHM shall report directly to the City Manager, or his/her designee.

- **Scope of Services:**

- This includes all City Engineer duties as detailed in the Ordinance referenced above.
- This also includes all hours, duties, services, funding applications and/or reports listed in the Table on Page 24, which are marked with an "X", denoting that those services are included in the price listed for Task #1 on the Fee Schedule.
- 24 hours per week (average) @ (50 weeks/year) is anticipated to provide these services.

- **Fee for Services:**

- OHM shall invoice monthly, in accordance with the Fee Schedule, for Task #1 services.
 - Fee shall be set for each entire calendar year of the contract as noted in the Table.

Task #2 General Engineering Services (GES) (As Authorized)

- **Overview:**

- This Task allows the Municipality flexibility in determining what services are included in Task #1 versus what services are included as optional services under Task #2.
 - As described under Task #1 those services marked with an “X” (see Table on Page 24) are included in the fee for services under Task #1 Municipal Engineering Services.
- Task #2, General Engineering Services (GES) allows the Municipality to contract with OHM for specific additional services, upon request of the Municipality and subject to approval by Municipality, following its authorized purchasing procedures.
- The Table on Page 24 is intended to provide a list of typical services that the Municipality may need from OHM. This is not intended to be an all-inclusive list, but rather a guide as to the type of services that OHM can provide, upon request, along with the approximate fee for that service.

- **Scope of Services:**

- At the request of the Municipality, OHM shall provide specific Task #2 services.
- OHM shall prepare a scope of services and fee for the specific work requested by Municipality.
- Upon authorization by the Municipality, OHM shall perform services in accordance with the scope, schedule, and budget proposed.

- **Fee for Services:**

- OHM shall invoice monthly for work completed on GES Tasks.
- Fee shall be based on final authorized proposal subject to approval by the Municipality following its purchasing procedures.

Task #3 Professional Services (Public Projects)

- **Overview:**
 - This task allows the Municipality to hire OHM under a separate contract to provide Professional Services on public projects within the Municipality.
 - The Municipality shall follow its own selection process to contract with OHM for these services, or, in the alternative, may follow the QBS process to determine if OHM is the most qualified, to perform professional services for the specified contract.
- **Scope of Services:**
 - This Task covers Professional Services, such as:
 - Pre-Design Services (Survey, Environmental, Traffic, Geotechnical, Planning, etc.)
 - Reports & Studies (Flood Studies, Traffic Studies, Environmental Studies, etc.)
 - Architectural, Engineering, and Planning Design Services (Plans & Specifications)
 - Public Bidding & Award Services
 - Construction Administration, Management, Inspection & Testing (CA/CM/CI)
 - Criteria Engineer/Architect Services (per ORC 153.692)
 - GIS Services
 - Typical Architectural, Engineering, and Planning Design Projects requiring Professional Services:
 - Streets, Waterlines, Sanitary Sewers, Storm Sewers, Bridges and Culverts
 - Downtown redevelopment, trails, parks, and recreation
 - Police, fire, and administrative/municipal buildings, and facilities
 - Other publicly owned infrastructure projects
 - Professional Services Contracts shall have the following:
 - Detailed Scope of Services, Itemized Pricing, and Project Schedule
 - No work shall commence without written authorization to proceed by Municipality
- **Fee for Services:**
 - For Design Services Contracts, see attached Design Engineering & Bidding Services Fee Structure.
 - For Construction Engineering Contract, see attached Construction Engineering Services Fee Structure.
 - OHM shall invoice monthly for work completed on Professional Services Contracts.
 - If changes in the Scope of Services for a project are made necessary, a revised price proposal and schedule shall be provided to Municipality for approval, prior to proceeding with the work.

Design Engineering & Bidding Services Fee Structure

Construction Cost	Maximum Fee	Scope of Services
	PART "A"	Public Infrastructure Design & Bidding
\$0 to \$100,000	15% Max	Public Infrastructure Design, Including: <ol style="list-style-type: none"> 1) Streets, Bike Paths, Sidewalks, Parking Lots 2) Storm Sewers & Stormwater Management 3) Waterlines (Distribution & Transmission) 4) Sanitary Sewers (Collection & Interceptors) 5) Specifications, Details, Calculations, etc. 6) Utility Coordination, Permits, etc.
\$100,000 to \$500,000	12% of \$100,000 + 10% Over \$100,000	Public Bidding, Including: <ol style="list-style-type: none"> 1) Official Engineer's Cost Estimate 2) Preparation of Contract Bid Documents 3) Pre-Bid Meetings 4) Addendums & Clarifications 5) Public Bid Opening 6) Recommend Award of Contract
Over \$500,000	10% of \$500,000 + 8% Over \$500,000	
	PART "B"	Specialty Design Services
	TBD (Project Area)	Surveying (Topographic, Boundary, & R/W)
	TBD (# Parcels)	Surveying (R/W Plans, Easements, Plats)
	TBD (Study Area)	Traffic (Counts, Reports, Studies)
	TBD (Subconsultant)	Geotechnical (Reports & Boring Logs)
	TBD (Subconsultant)	Environmental (Reports, Studies, Permits)
	TBD (Subconsultant)	Property Appraisal & Acquisition
	PART "C"	Complexity Adjustment
	Deduct 3%	Pavement Resurfacing Projects Only
	Add 3%	ODOT LPA Projects
	Add 5%	Structural (Bridges, Culverts, Retaining Walls)
	Add 5%	Wastewater Treatment Plant Projects
	Add 5%	Water Treatment Plant Projects
	NOTE	**Part C adjustment applied to Part "A" Fee Only
Total Project Fee = Part "A" + Part "B" + Part "C"		

Construction Engineering Services Fee Structure

Construction Cost	Maximum Fee	Scope of Services
	PART "A"	Construction Engineering Services
\$0 to \$100,000	12% Max	Pre-Construction Services Pre-Construction Meeting Project Schedules, Shop Drawings, etc.
\$100,000 to \$500,000	10% of \$100,000 + 8% Over \$100,000	Construction Services Daily Inspection Reports, Quantities, Pay Requests, RFI's, Prevailing Wage, etc.
Over \$500,000	8% of \$500,000 + 7% Over \$500,000	Post-Construction Services Final Punch List & Release of Retainage Final Affidavits, As-Builts, Maintenance Bond
	PART "B"	Specialty Services
	TBD (Subconsultant)	Testing (Concrete, Asphalt, Soils, Pipe, Materials)
	PART "C"	Complexity Adjustment
	Deduct 3%	Pavement Resurfacing Projects Only
	Add 3%	ODOT LPA Projects
	Add 5%	Structural (Bridges, Culverts, Retaining Walls)
	Add 5%	Wastewater Treatment Plant Projects
	Add 5%	Water Treatment Plant Projects
	NOTE	**Part C adjustment applied to Part "A" Fee Only
Total Project Fee = Part "A" + Part "B" + Part "C"		

Task #4 Private Sector Development Services

- **Overview:**

- This task allows the Municipality to hire OHM to perform plan review and construction inspection on private sector development projects within Municipality.
 - For Conflict of Interest reasons, OHM shall not provide services to the private sector for developments within Municipality.
- OHM will not perform services on behalf of any private development project within the Municipality, exclusive of the professional engineering services being performed as directly authorized by the Municipality.
- OHM will utilize the Professional Review Account (PRA) Program to provide professional services representation on behalf of Municipality, for Private Sector Development Projects.
- **Professional Review Account (PRA) Program Overview:**
 - OHM shall work with the Municipality to setup the PRA Account.
 - On behalf of the Municipality OHM shall:
 - Request an initial deposit to the PRA Account by the Developer/Owner/Representative
 - Request additional deposits to the PRA Account, throughout the duration of the project, as necessitated by project costs.
 - Grant no approvals until all requested deposits are made.
 - The cost of the PRA services shall be tracked and itemized for invoicing to Municipality.
 - Municipality shall pay OHM for such services via the PRA Account deposits.
 - In the event that Deposits are not received in a timely manner, Municipality and OHM shall work cooperatively to seek deposits via other means, including direct communications regarding past due deposits, stopping work on the project, collections, etc.

- **Scope of Services:**

- On behalf of the Municipality OHM shall:
 - Review construction plans, plats, easements, surveys, etc., required for the construction of new developments, utilities, building additions, etc.
 - Provide construction phase administration services, including pre-construction meetings, shop drawing review, progress meetings, punch-list items, etc.
 - Provide construction inspection and testing services to verify that the public infrastructure is being constructed to Municipality standards.
 - Coordinate with the bonding companies and financial institutions for assurance that the construction will be properly completed.

- **Fee for Services:**

- OHM shall invoice monthly for work completed on Private Sector Development task(s).
- The deposit-based system (PRA) is set up so that the Developer/Owner/Representative pays in advance for all professional services reviews. Since all fees should be paid via the PRA Account, there should be no net cost to the Municipality.
- Fees to perform professional reviews, construction phase administration, and inspection will be charged at OHM's standard hourly rates.
- Authorization and implementation of this fee is subject to applicable city ordinances.

Fee Schedule Summary

<i>Task</i>	<i>Description</i>	<i>2021</i>	<i>2022</i>
<i>Task #1</i>	<i>Municipal Engineering Services</i>	<i>\$7,000/ month \$84,000/year</i>	<i>\$7,210/ month \$86,520/year</i>
<i>Task #2</i>	<i>General Engineering Services</i>	<i>Specific Contract for each Project (Separate Approval Required)</i>	
<i>Task #3</i>	<i>Professional Services Contracts</i>	<i>Specific Contract for each Project (Separate Approval Required)</i>	
<i>Task #4</i>	<i>Private Sector Developments</i>	<i>No Net Cost to Municipality (100% Developer Cost)</i>	

Executive Summary of Tasks:

Task #1: This includes the City Engineer role as outlined in City Ordinance and the scope of services outlined in this proposal.

Task #2: This includes those small tasks and small projects (under 50K) that OHM, with its intimate knowledge of the Municipality and its infrastructure, can perform more efficiently and cost effectively than others, and therefore is to the benefit of the Municipality from the standpoint of cost savings and timely response.

Task #3: This includes the ability for the Municipality to hire OHM for the purposes of Pre-design, Design, and/or Construction Engineering Services on public infrastructure projects such as Building, Parks & Recreation, Streets, Public Utilities, and other publicly owned infrastructure or publicly funded projects of any type.

Task #4: This task provides for professional plan review and construction phase services for Private Sector Developments within the Municipality.

Table for Task 1 and Task 2

Task 1 (As Noted)	Task 2 (If Auth.)	Value (Approx.)	SCOPE OF SERVICES (For Task 1 & Task 2, As Marked with an "X")
X		\$4,000 Per Month	Technical Advisor (40 Hours / Month) Provide technical support to the City Manager or his/her designee on all engineering-related issues involving Municipality. Provide a monthly report to the City Manager & Council Coordinate with County, Regional, State, and Federal Agencies on all engineering-related issues involving Municipality.
X		\$6,000 Per Month	Office Hours at Municipality (60 Hours/Month) Coordinate with Municipality's Administration and Council Members on engineering-related topics pertinent to their department, ward, residents, etc. (hours will be performed on-site or City Hall, as applicable) Attend Council, Committee, Planning, Zoning, BZA, and other Special meetings, at the request of Municipality.
X		\$1,000 Per Month	5-year Capital Improvement Plan (CIP) Maintain a 5-Year CIP for Municipality-owned Infrastructure <ul style="list-style-type: none"> Develop Priority Levels, Sketches, Cost Estimates, & Funding Sources Coordinate with Funding Agencies regularly to support the CIP
X		\$500 Per Month (Per App)	Funding Applications To support the goals of the Municipality's CIP, Apply for Grants & Low Interest loans from various County, State, Federal and Regional Agencies. <ul style="list-style-type: none"> Funding sources: CDBG, OPWC, ODNR, FEMA, EPA, OWDA, & ODOT This effort allows Municipality to leverage local funds 3 to 4 times. Includes Application, Research, Concept Plan, Cost Estimate, etc.
	X	\$250 Avg Per Month (Per App)	Some Funding Applications Detailed Architectural Plans, Engineering Plans, Reports, and/or Certified Cost Estimates. The costs for these supporting documents can be significant. (estimate provided – final TBD)
	X	\$750 Per Month	Pavement Condition Ratings (PCR) (41 Miles of Streets) Maintain Pavement Condition Ratings of all streets in Municipality. <ul style="list-style-type: none"> This supports Capital Improvement Planning, Funding Efforts, and planning of Annual Paving Programs. Results can be tailored to fit GIS, Asset Management Plans, and Cost Estimating programs. \$8,200 to perform all field analysis and update PCR maps.
	X	\$300 Per Month	Annual Reports The following annual reports are required for the Municipality: <ul style="list-style-type: none"> EPA MS4 Storm Water Annual Report (as required)
	X	\$2,000 Per Month	EPA MS4 Stormwater Management Program Assist the municipality with EPA MS4 best management practices (BMPs) to stay in compliance with the annual permit. <ul style="list-style-type: none"> Minimum Control Measures 1 thru 6 (as needed)
	X	TBD Per Request	Miscellaneous Services This allows Municipality to utilize OHM in a variety of situations: <ul style="list-style-type: none"> Mayor, Council, Department/Director Requests Emergency Infrastructure Issues, Flooding, Natural Disasters, etc. Specialty Design or Specialty Subconsultant hiring situations
N/A	N/A	TBD Per Request	Private Sector Plan & Construction Review Review plans and construction inspection for private sector developments within Municipality, in accordance with Local Ordinances. <ul style="list-style-type: none"> See Task #4 Private Sector Developments for details (Page 26).

Schedule of CLIENT'S Responsibilities

Article 2 of the Agreement is amended and supplemented to include the following responsibilities except as stated in an individual Project Supplement.

B2.01 In addition to other responsibilities of CLIENT as set forth in this Agreement, CLIENT shall:

A. Provide CONSULTANT with all criteria and full information as to CLIENT'S requirements for a Specific Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications; and furnish copies of CLIENT'S standard forms, conditions, and related documents for CONSULTANT to include in the Bidding Documents, when applicable.

B. Furnish to CONSULTANT any other available information pertinent to a Specific Project including reports and data relative to previous designs, or investigation at or adjacent to the Site of a Specific Project.

C. Following CONSULTANT'S assessment of initially available project information and data and upon CONSULTANT'S request, furnish or otherwise make available such additional project related information and data as is reasonably required to enable CONSULTANT to complete its Basic and Additional Services. Such additional information or data would generally include the following:

1. Property descriptions.
2. Zoning, deed, and other land use restrictions.
3. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
4. Explorations and tests of subsurface conditions at or contiguous to the Specific Project Site, drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site, or hydrographic surveys, with appropriate professional interpretation thereof.
5. Environmental assessments, audits, investigations and impact statements, and other relevant environmental or cultural studies as to a Specific Project, the Specific Project Site, and adjacent areas.

6. Data or consultations as required for a Specific Project but not otherwise identified in the Agreement, the Exhibits thereto, or the individual Project Supplement.

D. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of a Hazardous Environmental Condition of a nature or extent not identified in the individual Project Supplement or of any other development that affects the scope or time of performance of CONSULTANT'S services, or any defect or nonconformance in CONSULTANT'S services or in the work of any Contractor.

E. Authorize CONSULTANT to provide Additional Services as set forth in the individual Project Supplement as required.

F. Arrange for safe access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under the individual Project Supplement.

G. Examine all alternate solutions, studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by CONSULTANT for a Specific Project (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as CLIENT deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of a Specific Project designed or specified by CONSULTANT and such reviews, approvals, and consents from others as may be necessary for completion of each phase of a Specific Project.

I. Provide, as required for a Specific Project:

1. Accounting, bond and financial advisory, independent cost estimating, and insurance counseling services.
2. Legal services with regard to issues pertaining to a Specific Project as CLIENT requires, a Contractor raises, or CONSULTANT reasonably requests.

3. Such auditing services as CLIENT requires to ascertain how or for what purpose a Contractor has used the moneys paid.
4. Placement and payment for advertisement for Bids in appropriate publications.

J. Advise CONSULTANT of the identity and scope of services of any independent consultant employed by CLIENT to perform or furnish services in regard to a Specific Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructability review.

K. Advertise for proposals from bidders and pay for all costs incident thereto.

L. Attend the pre-Bid conference, Bid opening (open the proposals at the appointed time and place), pre-construction conferences, construction progress and other job-related meetings, and Substantial Completion and final payment inspections.

M. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of Samples, materials, and equipment required by the Contract Documents, or to evaluate the performance of materials, equipment and facilities of Owner, prior to their incorporation into the Work for a Specific Project with appropriate professional interpretation thereof.

N. Provide inspection or monitoring services by an individual or entity other than CONSULTANT (and disclose the identity of such individual or entity to CONSULTANT) as CLIENT determines necessary to verify:

1. That a Contractor is complying with any Laws and Regulations applicable to a Contractor's performing and furnishing the Work.
2. That a Contractor is taking all necessary precautions for safety of persons or property and complying with any special provisions of the Contract Documents applicable to safety.

O. Provide CONSULTANT with the findings and reports generated by the entities providing services pursuant to paragraph B2.01.O.

Payments to CONSULTANT for Services and Reimbursable Expenses

Article 4 of the Agreement is amended and supplemented to include the following agreement of the parties:

ARTICLE 4 – PAYMENTS TO CONSULTANT

C4.01 Method of Payment

CLIENT shall pay CONSULTANT for services in accordance with one or more of the following methods as identified in each individual Project Supplement:

1. Method A: Lump Sum
2. Method B: Standard Hourly Rates
3. Method D: Direct Labor Costs Plus Overhead Plus a Fixed Fee

C4.02 Explanation of Methods

A. Method A -- Lump Sum:

1. CLIENT shall pay CONSULTANT a Lump Sum amount. The individual Project Supplement shall state the assumed distribution of the lump sum by phases.
2. The distribution of CONSULTANT'S compensation between phases may be altered with CLIENT'S approval, which shall not be unreasonably withheld. CONSULTANT'S total compensation shall not exceed the total lump sum amount unless approved in writing by CLIENT.
3. The Lump Sum will include compensation for CONSULTANT'S services and services of CONSULTANT'S subconsultants, if any. Appropriate amounts will be incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses.
4. The portion of the Lump Sum amount billed for CONSULTANT'S services will be based upon CONSULTANT'S estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

B. Method B – Standard Hourly Rates

1. Owner shall pay CONSULTANT an amount equal to the cumulative hours charged to the Specific Project by each class of CONSULTANT'S employees times Standard Hourly Rates for each applicable billing class

for all services performed on the Specific Project, plus Reimbursable Expenses and CONSULTANT'S charges, if any.

2. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

3. CONSULTANT'S [current] Standard Hourly Rates.

4. The total estimated compensation for CONSULTANT'S services for the individual Project Supplement and the assumed distribution of compensation by phases shall be stated in the individual Project Supplement. This total estimated compensation will incorporate all labor at Standard Hourly Rates, Reimbursable Expenses and CONSULTANT'S charges, if any.

5. The amounts billed for CONSULTANT'S services under each individual Project Supplement will be based on the cumulative hours charged to the Specific Project during the billing period by each class of CONSULTANT'S employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and CONSULTANT'S charges, if any.

6. The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually (as of the beginning of CONSULTANT'S fiscal year) to reflect equitable changes in the compensation payable to CONSULTANT.

C. Method C – Direct Labor Costs Plus Overhead Plus a Fixed Fee:

1. CLIENT shall pay CONSULTANT an amount equal to CONSULTANT'S Direct Labor Costs Plus Overhead Plus a Fixed Fee for the services of CONSULTANT'S employees engaged on the Specific Project, plus Reimbursable Expenses, and subconsultant's charges, if any. Direct Labor Costs means salaries and wages paid to employees but does not include payroll related costs or benefits.

2. The total estimated compensation for CONSULTANT'S services for the individual Project Supplement and the assumed distribution of compensation shall be stated in the individual Project Supplement. This total estimated compensation

incorporates all labor, overhead, fixed fee, Reimbursable Expenses, and subconsultant's charges, if any.

3. The amounts billed for CONSULTANT'S services will be based on the applicable Direct Labor Costs for the cumulative hours charged to the Specific Project during the billing period, plus overhead, plus Reimbursable Expenses and subconsultant's charges, if any, plus the proportionate portion of the fixed fee.

4. The Direct Labor Costs and Overhead Multiplier applied to Direct Labor Costs will be adjusted annually (as of the beginning of CONSULTANT'S fiscal year) to reflect equitable changes in the compensation payable to subconsultant.

C4.03 *Reimbursable Expenses*

Costs incurred by CONSULTANT in the performance of the individual Project Supplement in the following categories constitute Reimbursable Expenses:

The amounts payable to CONSULTANT for Reimbursable Expenses will be the project-specific internal expenses actually incurred or allocated by CONSULTANT, plus all invoiced external Reimbursable Expenses allocable to a Specific Project, the latter multiplied by a Factor of [1.15].

C4.04 *Serving as a Witness*

A. For services performed by CONSULTANT'S employees as witnesses giving testimony in any litigation, arbitration or other legal or administrative proceeding under paragraph A2.01.A.11, at the rate of \$[TBD] per day or any portion thereof (but compensation for time spent in preparing to testify in any such litigation, arbitration or proceeding will be on the basis provided in paragraph C4.02 A, B, C, or D.

B. Compensation for CONSULTANT'S subconsultants for such services will be on the basis provided in paragraph C4.05.

C4.05 *Other Provisions Concerning Payment*

A. Extended Contract Times. Should the Contract Times to complete the Work be extended beyond the period stated in the individual Project Supplement, payment for CONSULTANT'S services shall be continued based on the Standard Hourly Rates Method of Payment.

B. Estimated Compensation Amounts

1. CONSULTANT'S estimate of the amounts that will become payable for services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to CONSULTANT under the Agreement.

2. When estimated compensation amounts have been stated in an individual Project Supplement and it subsequently becomes apparent to CONSULTANT that a compensation amount thus estimated will be exceeded, CONSULTANT shall give CLIENT written notice thereof. Promptly thereafter CLIENT and CONSULTANT shall review the matter of services remaining to be performed and compensation for such services. CLIENT shall either agree to such compensation exceeding said estimated amount or CLIENT and CONSULTANT shall agree to a reduction in the remaining services to be rendered by CONSULTANT so that total compensation for such services will not exceed said estimated amount when such services are completed. If CONSULTANT exceeds the estimated amount before CLIENT and CONSULTANT have agreed to an increase in the compensation due CONSULTANT or a reduction in the remaining services, the CONSULTANT shall give written notice thereof to CLIENT and shall be paid for all services rendered thereafter.

Insurance

Paragraph 6.05 of the Agreement is amended and supplemented to include the following.

6.05 Insurance

1. The limits of liability for the insurance required of CONSULTANT by paragraph 6.05.A of the Agreement are as follows:

- | | |
|--|-------------|
| a. Workers' Compensation: | \$1,000,000 |
| b. Employer's Liability - - | |
| 1. Each Accident: | \$1,000,000 |
| 2. Disease, Policy Limit: | \$1,000,000 |
| 3. Disease, Each Employee: | \$1,000,000 |
| c. General Liability - - | |
| 1. Each Occurrence (Bodily Injury and Property Damage): | \$1,000,000 |
| 2. General Aggregate: | \$2,000,000 |
| d. Excess or Umbrella Liability - - | |
| 1. Each Occurrence: | \$4,000,000 |
| e. Automobile Liability -- | |
| 1. Combined Single Limit (Bodily Injury and Property Damage):
Each Accident | \$1,000,000 |
| f. Professional Liability - - | |
| 1. Each Claim | \$3,000,000 |
| 2. Per Aggregate | \$5,000,000 |
2. Additional Insured: CLIENT and its agents, employees, successors and assigns shall be additional named insureds on the Employer's, General, Automobile and Umbrella insurance policies.
3. At execution of this Agreement, and as periodically requested by CLIENT, CONSULTANT shall provide CLIENT evidence that said insurance is in full force and effect. Said policies shall provide that they will not be cancelled without at least thirty (30) days prior written notice to CLIENT.
4. The policies shall have such terms and provisions as are reasonably acceptable to CLIENT. The insurer shall be licensed to sell insurance in Ohio.

This is an individual **PROJECT SUPPLEMENT** consisting of 8 pages,
referred to in and part of the **Continuing Services Agreement** between
CLIENT and **CONSULTANT** for **Professional Services** dated
February 1, 2021.

Project Supplement No. 02

In accordance with paragraph 1.01 of the Continuing Services Agreement between CONSULTANT and CLIENT for Professional Services dated December 1, 2022 ("Agreement"), CONSULTANT and CLIENT agree as follows:

Specific Project Data


- A. Title: Municipal Engineering Services
- B. Description: _____
1. **Services of CONSULTANT**
- See attached proposal dated December 1, 2022.
2. **CLIENT'S Responsibilities**
3. **Subconsultants:**
4. **Other Modifications to Continuing Services Agreement:** Contract Term, January 1, 2023 and terminating on December 31, 2023.
5. **Attachments:** See Attachment 1

6. Documents Incorporated By Reference:

Approval and Acceptance: Approval and acceptance of this individual Project Supplement No. 02, including the attachments listed above, shall incorporate this document as part of the Continuing Services Agreement. CONSULTANT is authorized to begin performance upon its receipt of a copy of this individual Project Supplement signed by CLIENT.

The effective date of this individual Project Supplement No. 02 is January 1, 2023.

City of Huron
CLIENT


Name Matthew Lasko
Title City Manager

12/28/2022
Date

OHM Advisors
CONSULTANT

Name
Title

Date

RE: City of Huron – Engineering Services

Contract: 2023

Proposal # 22279

The following scope of services, price proposal, and schedule of services represent our understanding of the needs of the Municipality, based upon prior discussions, meetings, and/or additional information made available at the time of this proposal. We look forward to our role in your community.

Outline

Outline	1
Identification.....	1
Task #1 Municipal Engineering Services.....	2
Task #2 General Engineering Services (GES) (As Authorized)	2
Task #3 Professional Services Contracts	3
Task #4 Private Sector Development	4
Fee Schedule.....	7

Identification

The parties of the Agreement shall be referred to within this document as follows:

- “Municipality” shall refer to the City of Huron, Erie County, Ohio
- “OHM” shall refer to Orchard, Hiltz & McCliment, Inc., dba OHM Advisors



Task #1 Municipal Engineering Services

- **Overview:**
 - OHM will provide a Professional Engineer, registered in the State of Ohio, as well as an Engineering Rep. to the Municipality for the purposes of handling the City Manager duties per City Ordinance and also in accordance with the Scope of Services and Fee for Services listed below.
 - OHM shall perform these services as a private Consultant.
 - OHM is not a “Public Official” or “Public Employee”, nor does OHM have any supervisory control over any Municipality staff.
 - OHM shall report directly to the Service Director, who will act in the role of Manager for OHM.
- **Scope of Services:**
 - Includes requirements of the City Engineer duties as per City ordinance.
 - Provide technical support to the City Manager, Council, and Administration on all engineering-related issues involving Municipality.
 - Provide a report to the Service Director
 - Coordinate with County, Regional, State, and Federal Agencies on all engineering-related issues involving Municipality.
 - Attend Council, Committee, Planning, Zoning, BZA, and other Special meetings, at the request of Municipality.
 - Assist City with 5-Year CIP for Municipality-owned Infrastructure
 - Develop Priority Levels, Sketches, Cost Estimates, & Funding Sources
 - Coordinate with Funding Agencies regularly to support the CIP
 - Prepare and submit funding applications to support the goals of the Municipality’s CIP
 - Apply for Grants & Low Interest loans from various County, State, Federal and Regional Agencies. Includes Application, Research, Concept Plan, Cost Estimate, etc.
 - Prepare Annual EPA MS4 Storm Water Annual Report
 - Perform General Inspections and Project Management
 - 24 hour per week (average) @ (50 weeks/year) is anticipated to provide these services.
- **Fee for Services:**
 - OHM shall invoice monthly, in accordance with the Fee Schedule, for Task #1 services.

Task #2 General Engineering Services (GES) (As Authorized)

- **Overview:**
 - Task #2, General Engineering Services (GES) allows the Municipality to contract with OHM for specific additional services, upon request of the Municipality.
- **Scope of Services:**
 - At the request of the Municipality, OHM shall prepare a scope of services and fee for the specific work requested by Municipality.
 - Upon authorization by the Municipality, OHM shall perform services in accordance with the scope, schedule, and budget proposed.
 - Anticipated tasks may include but not limited to:
 - Funding Applications that require Detailed Architectural Plans, Engineering Plans, Reports, and/or Certified Cost Estimates.
 - Maintain Pavement Condition Ratings of all streets in Municipality.



- Assist the municipality with EPA MS4 best management practices (BMPs) to stay in compliance with the annual permit.
 - Miscellaneous Services may allow Municipality to utilize OHM for various services associated with this agreement as directed by the Service Director/City Manager.
- **Fee for Services:**
 - OHM shall invoice monthly, in accordance with the Fee Schedule, for Task #2 services. Professional Fees will follow the agreed to rate structure as referenced in **Table 1 - Design Engineering & Bidding Services Fee Structure** and **Table 2 - Construction Engineering Services Fee Structure** included herewith.

Task #3 Professional Services Contracts

- **Overview:**
 - This task has been provided in the proposal to allow the Municipality to hire OHM under a separate contract, to provide Professional Services on public projects within the Municipality.
 - The Municipality shall follow its own selection process to contract with OHM for these services, or, in the alternative, may follow the QBS process to determine if OHM is the most qualified, to perform professional services for the specified contract.
- **Scope of Services:**
 - This Task covers Professional Services Contracts, such as:
 - Pre-Design Services (Survey, Environmental, Traffic, Geotechnical, Planning, etc.)
 - Reports & Studies (Flood Studies, Traffic Studies, Environmental Studies, etc.)
 - Architectural, Engineering, and Planning Design Services (Plans & Specifications)
 - Public Bidding & Award Services
 - Construction Administration, Management, Inspection & Testing (CA/CM/CI)
 - Criteria Engineer/Architect Services (per ORC 153.692)
 - GIS Services
 - Typical Architectural, Engineering, and Planning Design Projects requiring Professional Services:
 - Streets, Waterlines, Sanitary Sewers, Storm Sewers, Bridges and Culverts
 - Downtown redevelopment, trails, parks, and recreation
 - Police, fire, and administrative/municipal buildings, and facilities
 - Other publicly owned infrastructure projects
 - Professional Services Contracts shall have the following:
 - Detailed Scope of Services, Itemized Pricing, and Project Schedule
 - No work shall commence without written authorization to proceed by Municipality
- **Fee for Services:**
 - OHM shall invoice monthly, for work completed on Professional Services Contracts.
 - If changes in the Scope of Services for a project are made necessary, a revised price proposal and schedule shall be provided to Municipality for approval, prior to proceeding with the work.



Task #4 Private Sector Development

- **Overview:**

- This task has been provided in the proposal to allow the Municipality to hire OHM to perform plan review and construction inspection on private sector development projects within Municipality.
 - For Conflict of Interest reasons, OHM shall not perform services for private sector developments within Municipality.
- OHM will utilize the Professional Review Account (PRA) Program to provide professional services representation on behalf of Municipality, for Private Sector Development Projects.
- **Professional Review Account (PRA) Program Overview:**
 - OHM shall work with the Municipality to setup the PRA Account.
 - On behalf of the Municipality OHM shall:
 - Request an initial deposit to the PRA Account by the Developer/Owner/Representative
 - Request additional deposits to the PRA Account, throughout the duration of the project, as necessitated by project costs.
 - Grant no approvals until all requested deposits are made.
 - The cost of the PRA services shall be tracked and itemized for invoicing to Municipality.
 - Municipality shall pay OHM for such services via the PRA Account deposits.
 - In the event that Deposits are not received in a timely manner, Municipality and OHM shall work cooperatively to seek deposits via other means, including direct communications regarding past due deposits, stopping work on the project, collections, etc.

- **Scope of Services:**

- On behalf of the Municipality OHM shall:
 - Review construction plans, plats, easements, surveys, etc., required for the construction of new developments, utilities, building additions, etc., in accordance with Local Ordinances.
 - Provide construction administration services, including pre-construction meetings, shop drawing review, progress meetings, punch-list items, etc.
 - Provide construction inspection and testing services to verify that the public infrastructure is being constructed to Municipality standards.
 - Coordinate with the bonding companies and financial institutions to guarantee the proper completion of all construction.

- **Fee for Services:**

- OHM shall invoice monthly, for work completed on Private Sector Development task(s).
- This deposit-based system (PRA) assures that the Developer/Owner/Representative pays in advance for all professional services reviews. Since all fees should be paid via the PRA Account, there should be no net cost to the Municipality.
- Fees to perform professional reviews and construction administration, management & inspection will be charged at OHM's standard hourly rates.



Design Engineering & Bidding Services Fee Structure – (Table 1)

Construction Cost	Maximum Fee	Scope of Services
	PART "A"	Public Infrastructure Design & Bidding
\$0 to \$100,000	15% Max	Public Infrastructure Design, Including: 1) Streets, Bike Paths, Sidewalks, Parking Lots 2) Storm Sewers & Stormwater Management 3) Waterlines (Distribution & Transmission) 4) Sanitary Sewers (Collection & Interceptors) 5) Specifications, Details, Calculations, etc. 6) Utility Coordination, Permits, etc.
\$100,000 to \$500,000	12% of \$100,000 + 10% Over \$100,000 max	Public Bidding, Including: 1) Official Engineer's Cost Estimate 2) Preparation of Contract Bid Documents 3) Pre-Bid Meetings 4) Addendums & Clarifications 5) Public Bid Opening 6) Recommend Award of Contract
Over \$500,000	10% of \$500,000 + 8% Over \$500,000 max	
	PART "B"	Specialty Design Services
	TBD (Project Area)	Surveying (Topographic, Boundary, & R/W)
	TBD (# Parcels)	Surveying (R/W Plans, Easements, Plats)
	TBD (Study Area)	Traffic (Counts, Reports, Studies)
	TBD (Subconsultant)	Geotechnical (Reports & Boring Logs)
	TBD (Subconsultant)	Environmental (Reports, Studies, Permits)
	TBD (Subconsultant)	Property Appraisal & Acquisition
	PART "C"	Complexity Adjustment
	Deduct 3%	Pavement Resurfacing Projects Only
	Add 3%	ODOT LPA Projects
	Add 5%	Structural (Bridges, Culverts, Retaining Walls)
	Add 5%	Wastewater Treatment Plant Projects
	Add 5%	Water Treatment Plant Projects (projects within the treatment plant)
	NOTE	**Part C adjustment applied to Part "A" Fee Only
Total Project Fee = Part "A" + Part "B" + Part "C"		



Construction Engineering Services Fee Structure – (Table 2)

Construction Cost	Maximum Fee	Scope of Services
	PART "A"	Construction Engineering Services
\$0 to \$100,000	12% Max	*Pre-Construction Services Pre-Construction Meeting Project Schedules, Shop Drawings, etc. **Construction Services Daily Inspection Reports, Quantities, Pay Requests, RFI's, Prevailing Wage, etc. *Post-Construction Services Final Punch List & Release of Retainage Final Affidavits, As-Built, Maintenance Bond
\$100,000 to \$500,000	10% of \$100,000 Max + 8% Over \$100,000 Max	
Over \$500,000	8% of \$500,000 Max + 7% Over \$500,000 Max	
	PART "B"	Specialty Services
	TBD (Subconsultant)	Testing (Concrete, Asphalt, Soils, Pipe, Materials)
	PART "C"	Complexity Adjustment
	Deduct 3%	Pavement Resurfacing Projects Only
	Add 3%	ODOT LPA Projects
	Add 5%	Structural (Bridges, Culverts, Retaining Walls)
	Add 5%	Wastewater Treatment Plant Projects
	Add 5%	Water Treatment Plant Projects
	NOTE	**Part C adjustment applied to Part "A" Fee Only
Total Project Fee = Part "A" + Part "B" + Part "C"		

*Pre-Construction Services & Post-Construction Services will be billed as a fixed fee

**Construction Services will be billed at the Standard Hourly Rates



Fee Schedule

<i>Task</i>	<i>Description</i>	<i>2023</i>
<i>Task #1</i>	<i>Municipal Engineering Services</i>	<i>\$7,500 monthly \$90,000 annually</i>
<i>Task #2</i>	<i>General Engineering Services</i>	<i>Specific Contract for each Project (Separate Approval Required)</i>
<i>Task #3</i>	<i>Professional Services Contracts</i>	<i>Specific Contract for each Project (Separate Approval Required)</i>
<i>Task #4</i>	<i>Private Sector Developments</i>	<i>No Net Cost to Municipality (100% Developer Cost)</i>

Executive Summary of Tasks:

Task #1: This includes the City Engineer role, as outlined in City Ordinance, and the scope of services outlined in this proposal.

Task #2: This includes those small tasks and small projects that OHM, with its intimate knowledge of the City and its infrastructure, can perform more efficiently and cost effectively than others, and therefore is to the benefit of the City from the standpoint of cost savings and timely response.

Task #3: This includes the ability for the City to hire OHM for the purposes of Planning, Design, and/or Construction Engineering Services on public infrastructure projects such as Buildings, Parks & Recreation, Streets, Public Utilities, and other publicly owned infrastructure or publicly funded projects of any type.

Task #4: This task provides for professional plan review and construction engineering services for Private Sector Developments within the City.