

RESOLUTION NO. 99-2022

Introduced by Matt Grieves

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH OHM ADVISORS FOR ENGINEERING SURVEY, DESIGN AND BIDDING SERVICES RELATED TO THE FABENS PARK TENNIS COURT RENOVATION PROJECT IN AN AMOUNT NOT TO EXCEED THIRTY-FIVE THOUSAND AND 00/100 DOLLARS (\$35,000.00)

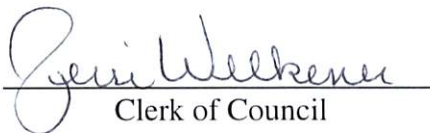
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

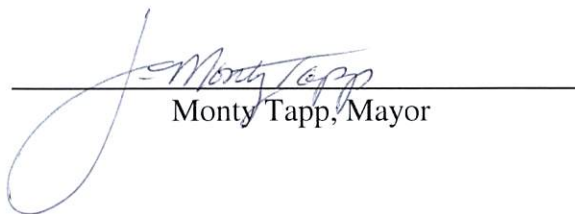
SECTION 1. That the City Manager shall be, and he hereby is, authorized and directed to accept the proposal and enter into an agreement with OHM Advisors for engineering survey, design and bidding services for the Fabens Park Tennis Court Renovation Project in an amount not to exceed Thirty-Five Thousand and 00/100 Dollars (\$35,000.00), which agreement shall be in substantially in the form of Exhibit "A" 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


Monty Tapp, Mayor

ADOPTED:

08 NOV 2022



November 1, 2022

Stuart Hamilton
Service Director
City of Huron
417 Main Street
Huron, OH 44839

RE: **Fabens Park Tennis Court Renovations**
Proposal # 22257

Dear Mr. Hamilton:

OHM Advisors (OHM, Consultant) is excited to see the Fabens Park improvements nearly coming to completion. The tennis court improvements will be one of the final steps in upgrading the park to one that serves the broad needs of the community and surrounding region. We have prepared this letter proposal based on the information provided and discussions with the City of Huron (City, Client) staff. Based on our discussions of the proposed scope, this proposal represents our understanding of the project, with work plan, schedule, and cost of services.

Project Understanding

We understand the project will consist of renovating the (5) existing tennis courts, with new surfacing, perimeter fencing, net systems, drainage improvements, pedestrian connections, athletic surfacing, and court striping, including striping (2) of the tennis courts to include pickleball. Renovating the courts in place results in minimal earth disturbance (less than 1 acre) where a NPDES construction site stormwater permit and stormwater management is not required.

Work Plan

Task #1: Topographic Survey, if authorized

- Limits of Survey: As shown on Exhibit 'A': Project Limits.
- Project Control and Benchmarks:
 - ▶ GPS Site Control Points: Ohio State Plane Coordinate System, North Zone, (2011)
 - ▶ Vertical Benchmarks: North American Vertical Datum of 1988 (NAVD 88)
- Existing Planimetric and Topographic Features:
 - ▶ Curb, walk, hardscape locations and material, walls, buildings / structures.
 - ▶ Vegetation: Trees (larger than 12" in wooded areas), stumps, shrubs / shrub beds, brush lines, wood lines, and landscaped areas.
- Site Utility Survey:
 - ▶ Field observation: Lines marked by OUPS (OHM will contact OUPS), utility poles, overhead wires, valves, hydrants, maintenance holes, pull boxes, cleanouts, drainage structures, and sewer inverts.
 - ▶ Record Plan Information
 - Obtained from provided construction or as-built drawings.
 - Obtained from design OUPS ticket.
 - Scaled and "best-fit" into the survey base map.
- Property Line Verification (this work will be performed presuming the current deeds and survey drawings provided by the client are correct. A boundary survey and new legal description as defined by Ohio Administrative Code (OAC) 4733-37 are not required):



- Review the existing deeds and/or survey drawings provided by the client.
 - Recover the existing boundary monuments noted in the deeds and/or survey drawings. Set wood lath near or on the recovered monuments.
- Meetings:
 - None.
- Deliverables:
 - Existing Conditions survey in both AutoCAD Civil 3D 2018 and PDF formats for use in the design.

Task #2: Construction Documents

- Create construction document set that will meet the requirements for necessary permits and detail the requirements for construction of the improvements. The documents will illustrate and describe the scope, relationships, forms, sizes, quantities, finishes, and appearance by means of plans, elevations, sections and/or construction details, including specifications that identify major systems, materials, quality levels, and quantities. The drawings will include:
 - Title Sheet
 - Removal Plan
 - Site Plan
 - Grading Plan, as required
 - Storm Sewer Construction Details and Specifications, as required
 - Sediment and Erosion Control
 - Planting Plan
 - Site Details
- Technical specifications.
- Provide cost estimate & unit price tabulation:
 - Determine estimated quantities for construction
 - Estimate construction costs for use with public bidding requirements
 - Tabulate unit prices, for inclusion in project manual.
- Prepare project manual and bid book for public bidding.
- Meetings:
 - 2) in-person and (2) virtual review meetings with City.
- Deliverables:
 - 100% construction & bidding drawings, and project manual and bid book, for (1) public bid, (bid-build project delivery method.)

Task #3: Bidding Documents & Contract Documents

- Body of text Bid document reproduction, distribution, and tracking will be via third party print shop.
- Attend pre-bid meeting, answer bidding requests for information (RFI's), and prepare clarification documents.
- Tabulate, review, and evaluate bids, confirm bid bonds, and make recommendation to the City of Huron.
- Meetings:
 - (1) Pre-Bid Meeting
- Deliverables:
 - Bid tabulation and bid recommendation letter in PDF format.
- Contract Documents:
 - OHM will prepare (3) three copies of contract documents for execution, bonding, insurance, etc.
 - OHM will prepare the notice of commencement for signature(s)



Compensation and Schedule

The fee proposal below shall be completed on a fixed fee basis. (Hourly, not to exceed)
OHM Advisors will provide the above-outlined professional services. A detailed project schedule, including anticipated bidding will be provided upon the execution of the contract.

Task	Compensation	Task Duration
Task 1 – Topographic Survey, if authorized	\$5,000	2-3 Weeks
Task 2 – Construction Documents	\$25,000	4-8 Weeks
Task 3 – Bidding Documents	\$5,000	4-6 Weeks
Total:	\$35,000	

Clarifications and Assumptions

- The Standard Terms and Conditions contained in the Annual Engineer contract per resolution 05-2021 shall also apply to this contract.
- Construction administration and inspection fee is not provided within this scope of services. Once the project construction scope of work, including the bidding and construction schedule has been defined, OHM can provide a scope of service fee for Construction administration and inspection.
- All other work not listed above is excluded from this proposal but can be added as an additional service, if requested.
- If additional labor effort is required, due to additional meetings not described in the Work Plan, change in schedule, Client-directed changes to the design that are departures from the design direction or scope of work and require rework of information completed in previous submissions, OHM Advisors will negotiate an amendment with the Client for additional services. OHM will not proceed with additional services, without written authorization to proceed from the Client.
- All deliverables will be submitted electronically in CADD, GIS, and/or PDF format, as applicable.
- Force Majeure: In the event either party is delayed or prevented from performing this Agreement due to any cause beyond its reasonable control, including but not limited to, strike, labor or civil unrest or dispute, embargo, blockage, work stoppage, protest, pandemics, or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed. In the event any such delay continues for a period of more than thirty (30) days, either party may terminate the Agreement upon written notice to the other party. In the event of any such termination, The Owner shall pay OHM for work performed through the effective date of termination.



Authorization and Acceptance

Thank you for giving us the opportunity to be of service! If this proposal is acceptable to you, your signature on this letter, with a copy returned to us will serve as our authorization to proceed. Upon execution, this Proposal, the Standard Terms and Conditions contained in the Annual Engineer contract will form our agreement. This proposal is valid for 30 days.

If you have any questions or comments, please contact me at 216.339.7412 or Jeremy.hinte@ohm-advisors.com. We look forward to working with you on this project.

Sincerely,

OHM Advisors

Jeremy Hinte, PLA, ASLA, Project Manager

Jeremy.hinte@ohm-advisors.com

D: 216.865.1337 C: 216.339.7412

Russ Critelli, PE, PMP, Principal

Russ.Critelli@ohm-advisors.com

C: 216.704.4025

Authorization to Proceed:

Signature

11/09/2022

Date

Matthew Lasko

Printed Name

City Manager

Title

Attachments: Exhibit 'A': Project Limits