

**RESOLUTION NO. 45-2025**

Introduced by Sam Artino

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH DLZ OHIO INC. FOR PROFESSIONAL CONSTRUCTION INSPECTION, MANAGEMENT, ADMINISTRATION AND MATERIALS TESTING SERVICES RELATING TO THE CLEVELAND ROAD EAST SIDEWALK EXTENSION PROJECT (ERI-6-18.88 SIDEWALK, PID 117240) IN THE AMOUNT OF EIGHTY THOUSAND FOUR HUNDRED TWELVE AND 00/100 DOLLARS (\$80,412.00).

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 DLZ Ohio Inc. for professional construction inspection, management, administration and quality assurance materials testing services relating to the Cleveland Road East Sidewalk Extension Project in the amount Eighty Thousand Four Hundred Twelve and 00/100 Dollars (\$80,412.00), a copy of which agreement is attached hereto as Exhibit "A."

**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:

24 JUN 2025





INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

June 12, 2025

Mr. Stuart Hamilton  
Service Director  
City of Huron  
417 Main Street  
Huron, Ohio 44839

**RE:** ERI-6-18.88 (PID 117240) Sidewalk Project  
DLZ Fee Proposal for CM/CI Services

Dear Mr. Hamilton,

DLZ is pleased to submit our fee proposal for professional services for the ERI-6-18.88 Sidewalk (PID 117240) Project. For this project, DLZ will provide construction inspection, project management, construction administration, and quality assurance materials testing for the duration of the project.

Our proposed fee is included as Attachment "A". Our fee was calculated as a not-to-exceed amount based on an estimated construction duration of 3 months (13 weeks), or 65 working days. We anticipate the Contractor working 8 hour-days and did not include any hours for Overtime. The fee reflects providing ODOT prequalified staff performing the scope of work outlined in the RFP. It includes a full-time project inspector, a project manager, a construction engineer 2, a soils & aggregate inspector, and a documentation clerk. Some of those roles are on an as-needed basis. The estimate to perform this work, including materials testing, is \$80,412. DLZ will only invoice for the actual time spent on-site by the inspectors when the contractor is performing work.

Additionally, we show hours for pre-construction and post-construction administrative work anticipated over the course of two weeks both before and after project construction. We anticipate some minor effort associated with ODOT's standard audit/documentation review and have included an allotment of hours for that task. The fee proposal includes costs for DLZ to perform quality assurance materials testing, which is broken down and included within Attachment "A".

The fee proposal rates were developed using ODOT's Hourly Calculation Spreadsheet which takes actual DLZ employee hourly rates and incorporates DLZ's audited overhead rate to determine an average billable hourly rate. This sheet is included with the fee proposal as Attachment "B".

Depending on the Agreement, DLZ will invoice either according to the unit rates shown for the classifications on the fee proposal, or we will use actual hourly rates of DLZ project staff calculated with ODOT Fixed Fee Groups. The Fixed Fee Group spreadsheet is included as "Attachment C" in the event these will be incorporated into the Agreement. DLZ typically composes our invoices using the standard ODOT IPS invoicing spreadsheet, however we can use a comparable City format, if requested. DLZ's Cognizant Review Certificate detailing our overhead rate is included as Attachment "D" for reference.

Thank you for selecting DLZ for this opportunity. We look forward to working together with the City of Vermilion on this important project. If you should have any questions about the fee proposal or require further clarification, please do not hesitate to contact us.

Sincerely,



Daniel R. Uhlir, PE  
Field Services Department Manager

**CC:** Bob Kirkley – DLZ Ohio, Inc.  
Thomas Hessler – DLZ Ohio, Inc.  
file

ATTACHMENT A  
(pg 1/3)

COST PROPOSAL SUMMARY FOR  
ERI-6-18.88 (PID 117240)  
Prepared for the City of Huron  
Prepared by DLZ Ohio, Inc.

This hourly estimate was based on the following schedule:

Construction Work: Over the Course of 3 Months (13 Weeks); equaling 65 working days  
Contractor Working Five 8-hour days: 8 hrs/day x 65 days = 520 hours  
Assume zero hours of OT

Admin. Work for pre-construction services over the course of 2 weeks  
Admin. Work for post-construction services over the course of 2 weeks

Below Rates based on ODOT Hourly Rate Calculation Sheet			
Proj Mgr.	\$ 186.00	Proj. Insp.	\$ 96.00
Const. Eng. 2	\$ 126.00	S&A Insp	\$ 86.00
Doc. Clerk	\$ 60.00		

Task Description	Project Manager (CPE)	Const. Engineer (CE2)	Documentation Clerk	Proj. Insp. (PI)	Soils & Agg. Insp (S&A)		
<b>Pre-Construction Services (over the course of 2 weeks)</b>							
Pre-Construction Meeting	1	1		1			
Create Project Bill of Materials			1				
Develop Project Doc. Control System			8				
Review Submittals (Assume 6 @ 1 hr/each)		6					
<i>Pre-Construction Services Individual Hours Totals</i>	1	7	9	1	0	0	18 Task hrs
<i>Pre-Construction Services Individual Cost Totals</i>	\$186.00	\$882.00	\$540.00	\$96.00	\$0.00	\$0.00	\$1,704.00 Task cost
<b>Construction Services (13 weeks)</b>							
Management of Construction by CPE (2 hrs per wk; approx. 5%)	26						
Construction Engineering & Admin by CE 2 (4 hrs per wk; 10%)		52					
Documentation of Quantities, Daily Reports, LPA Documents (2 hrs per week)			26				
Construction Progress Meetings & Minutes (3 Meetings)	3		3				
Review and Approve Contractor Pay Estimates (3 Estimates)	3		3				
Prepare and Approve Contractor Change Orders (Up to 2)		2	2				
Full time Project Inspection (13 wks x 40 hrs/wk)				520			
Soils & Aggregate Inspection for Sub-Base Preparation/Compaction (5 days)					40		
<i>Construction Services Individual Hours Totals</i>	32	54	34	520	40	0	680 Task hrs
<i>Construction Services Individual Cost Totals</i>	\$5,952.00	\$6,804.00	\$2,040.00	\$49,920.00	\$3,440.00	\$0.00	\$68,156.00 Task cost
<b>Post Construction Services (over the course of 2 weeks)</b>							
Develop and Address Punch List				8			
Project Final Walk Through	1			1			
Prepare Final Change Order			4				
Final Close Out Document Preparation			4				
<i>Post-Construction Services Individual Hours Totals</i>	1	0	8	9	0	0	18 Task hrs
<i>Post-Construction Services Individual Cost Totals</i>	\$186.00	\$0.00	\$480.00	\$864.00	\$0.00	\$0.00	\$1,530.00 Task cost



ATTACHMENT A  
(pg 2/3)

COST PROPOSAL SUMMARY FOR  
ERI-6-18.88 (PID 117240)  
Prepared for the City of Huron  
Prepared by DLZ Ohio, Inc.

This hourly estimate was based on the following schedule:

Construction Work: Over the Course of 3 Months (13 Weeks); equaling 65 working days  
Contractor Working Five 8-hour days: 8 hrs/day x 65 days = 520 hours  
Assume zero hours of OT

Admin. Work for pre-construction services over the course of 2 weeks  
Admin. Work for post-construction services over the course of 2 weeks

Below Rates based on ODOT Hourly Rate Calculation Sheet			
Proj Mgr. \$	186.00	Proj. Insp. \$	96.00
Const. Eng. 2 \$	126.00	S&A Insp \$	86.00
Doc. Clerk \$	60.00		

ODOT Audit / Documentation Review	PM	CE2	Doc. Clerk	Proj. Insp.	S&A Insp.		
Documentation Preparation & Organization			1				
Documentation Review with ODOT LPA Coordinator (w/DLZ PM and Proj. Insp)	1			1			
ODOT Audit Individual Hours Totals	1	0	1	1	0	0	3 Task hrs
ODOT Audit Individual Cost Totals	\$186.00	\$0.00	\$60.00	\$96.00	\$0.00	\$0.00	\$342.00 Task cost

Other Direct Costs	
Project Primary Inspector Company Truck - (ODOT Rate \$49/day x 65 days)	\$3,185
Soils & Aggregate Inspector Company Truck - (ODOT Rate \$49/day x 5 days)	\$245
Materials Testing (See Attachment "A")	\$5,250
Other Direct Costs	\$8,680 Total ODC's

Summary of Parts:	
Pre Construction Services	\$1,704.00
Construction Services	\$68,156.00
Post Construction Services	\$1,530.00
ODOT Audit / Doc. Review	\$342.00
Other Direct Costs	\$8,680.00

**TOTAL FEE PROPOSAL FOR CA/CI SERVICES: \$80,412**



**MATERIALS TESTING COSTS FOR  
ERI-6-18.88 (PID 117240)**

Task No.		Units	Unit Cost	TASK TOTAL
	<b>DLZ Laboratory Billing Rates</b>			
<b>1.0</b>	<b>Testing Description</b>			
1.01	Materials Technician (10 days at 4 hrs/day)	40 hrs	\$75 per hour	\$3,000.00
1.02	Concrete Cylinders (10 set of 5 each day)	50 ea	\$22 per cylinder	\$1,100.00
1.03	Concrete Beams	5 ea	\$60 per beam	\$300.00
1.04	Moisture Density Curves & Gradation	0 ea	\$240 per sample	\$0.00
1.05	Asphalt AC Content/Gradation	0 ea	\$170 per sample	\$0.00
1.06	Asphalt MSG	0 ea	\$85 per sample	\$0.00
1.07	Asphalt BSG	0 ea	\$90 per set of 3 samples	\$0.00
1.08	Compaction Equipment	5 days	\$50 per day	\$250.00
1.09	Concrete Equipment	10 days	\$35 per day	\$350.00
1.10	Routine Electronic Reports	1 LS	\$250 Lump Sum	\$250.00
	<b>Total Costs</b>			<b>\$5,250.00</b>

# Hourly Rate Calculations

Instructions - Insert information in yellow highlighted cells only. On Sheet 2, input information to determine rates per classification. Hourly rates will be calculated automatically.

Agreement No.: PID 117240  
C-R-S: ERI-6-18.88  
Firm Name: DLZ Ohio

Company Overhead: 158.71%

Average Overhead: 159.98%

Cost of Money: 2.30%

Net Fee %: 10%

The company records OT premium as: Direct Labor

Does the company anticipate billing overtime? No

Classification	1.5X OT?	Avg. Raw Rate	Overhead	C.O.M	Net Fee	Computed Straight Time/OT Exempt Billing Rate <sup>1</sup>	Computed Overtime Billing Rate <sup>1</sup>
Project Manager	No	\$64.90	\$103.00	\$1.49	\$16.87	\$186	N/A
Project Inspector	No	\$33.33	\$52.90	\$0.77	\$8.67	\$96	N/A
Construction Engineer 2	No	\$44.00	\$69.83	\$1.01	\$11.44	\$126	N/A
Documentation Clerk	No	\$21.00	\$33.33	\$0.48	\$5.46	\$60	N/A
Soils & Aggregate	No	\$30.00	\$47.61	\$0.69	\$7.80	\$86	N/A

<sup>1</sup> **Note:** Rounded the nearest dollar.

## Average Raw Rate Calculations per Classification

Agreement No.: PID 117240

C-R-S: ERI-6-18.88

Firm Name: DLZ Ohio

Instructions - Insert classification descriptions in yellow highlighted cells as applicable. They will be carried forward to Sheet 1. Input employee names or ID along with their rate. Rates should be actual employee pay rates. Add lines as needed for additional employee rates if necessary. For each classification, indicate whether employees in the classification are eligible for overtime paid at time-and-a-half (non-exempt). Average rates for each classification will be calculated automatically and exported to Sheet 1.

Project Manager	
Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Daniel Uhler	\$64.90
Average Raw Rate	\$64.90

Project Inspector	
Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Emmet McGrath	\$30.15
Jayson Rush	\$36.50
Average Raw Rate	\$33.33

Construction Engineer 2	
Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Steve Barnard	\$44.00
Average Raw Rate	\$44.00

Documentation Clerk	
Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Tommy McHugh	\$21.00
Average Raw Rate	\$21.00



## Average Raw Rate Calculations per Classification

Agreement No.: PID 117240

C-R-S: ERI-6-18.88

Firm Name: DLZ Ohio

Instructions - Insert classification descriptions in yellow highlighted cells as applicable. They will be carried forward to Sheet 1. Input employee names or ID along with their rate. Rates should be actual employee pay rates. Add lines as needed for additional employee rates if necessary. For each classification, indicate whether employees in the classification are eligible for overtime paid at time-and-a-half (non-exempt). Average rates for each classification will be calculated automatically and exported to Sheet 1.

Soils & Aggregate	
Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Frank Busher	\$30.00
Average Raw Rate	\$30.00

Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Average Raw Rate	

Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Average Raw Rate	

Is overtime paid at 1.5X? ----->	No
Employee Name or I.D	Rate
Average Raw Rate	

### Fixed Fee per Hour by Employee

ODOT Agreement Number:	PID 117240
C-R-S:	ERI-6-18.88
Firm Name:	DLZ Ohio

[illegible]



OHIO DEPARTMENT OF  
TRANSPORTATIONCONSULTANT INDIRECT COST RATE COGNIZANT REVIEW  
APPROVAL CERTIFICATE NO.: 06202024-SPG-01

All items discussed in this **Cognizant Review Approval Certificate** refer, respectively, to the following:

Company Name (Consultant/Auditee):	DLZ OHIO, INC.
Based on Actual Costs Incurred for Company's Year Ended:	12/31/2023
Effective Date of Cognizant Approval (ODOT Approval Date):	06/20/2024
Based on Independent Audit Report Issued by CPA Firm (Auditor):	Mayer Hoffman McCann P.C.

This Certificate presents the results of a review we performed in accordance with our role as Cognizant Agency as defined in 23 U.S.C. 112(b)(2)(c) and 23 CFR 172.3 and 172.7. The review involved a detailed examination of the CPA's audit workpapers supporting: (1) the independent audit report on the Company's Statement of Direct Labor, Fringe Benefits, and General Overhead (indirect cost rate schedule); and (2) the associated report on internal controls and compliance. The CPA represented that the audit was conducted in accordance with *Government Auditing Standards* as promulgated by the Comptroller General of the United States, and the audit was designed to determine that the indirect cost rate schedule was prepared in accordance with Cost Principles contained in the Federal Acquisition Regulation, 48 CFR Part 31. Our cognizant review was performed in accordance with the AASHTO Review Program for CPA Audits of Consulting Engineers' Indirect Cost Rates as recommended in the *AASHTO Uniform Audit & Accounting Guide for Audits of Architectural and Engineering (A/E) Consulting Firms*. During our cognizant review, nothing came to our attention that caused us to believe that the CPA's audit procedures, audit report, and supporting workpapers for the indirect cost rate schedule did not conform in all material respects to the aforementioned regulations and auditing standards.

**Conclusion:** We recommend acceptance of the following rates, which, unless otherwise noted, were computed based on direct labor costs incurred on A/E projects:

Corporate Indirect Cost Rate:	158.71%
Facilities Capital Cost of Money (FCCM) Rate:	2.3%

**Overtime Premium:** According to the Company's established allocation methodology, as audited by the CPA:

Overtime premium is allocated and billed as an Other Direct Cost (ODC) to applicable contracts, with no overhead applied.

**Note:** The approved rates are for use for billings and cost proposals on contracts funded by the State of Ohio and/or Federal sources, including projects for ODOT and Ohio Local Public Agencies (LPAs). This cognizant approval certificate also establishes indirect cost rates for use by other State transportation agencies, as discussed in the FHWA document *Procurement, Management, and Administration of Engineering and Design Related Services - Questions and Answers*.  
<https://www.fhwa.dot.gov/programadmin/172qa.pdf>.

The above rates are based on the most recent cost information the Company submitted to ODOT. As more current cost information becomes available, it must be submitted through the ODOT PreQ system.

The submittal is due no later than **six months** after the close of your Company's fiscal year (July 1 for all companies with a December 31 fiscal year end). See detailed requirements at <https://www.transportation.ohio.gov/wps/portal/gov/odot/working/publications/audit-consultant>. Failure to submit timely may result in the loss of ODOT prequalification.

Approved by:

Scot P. Gormley

ADMINISTRATOR, OFFICE OF EXTERNAL AUDITS (OEA)

ODOT Division of Finance

1980 West Broad Street, Mail Stop 2140, Columbus, OH 43223

Phone: 614.644.0384

Cell/Text: 614.949.8981

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Department of  
Transportation