

RESOLUTION NO.: 56-2024
INTRODUCED BY: Mayor Thomas

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES CONSISTING OF WEEKLY SITE INSPECTIONS AND MONTHLY REPORTS IN CONNECTION WITH THE CONSTRUCTION OF THE LEASING CENTER IN THE BELLE OAKS MARKETPLACE DEVELOPMENT.

WHEREAS, CT Consultants, Inc. has proposed to provide professional engineering services to the City consisting of weekly site inspections to monitor construction of the Leasing Center in Belle Oaks Marketplace, including monthly reports to the City on the progress of construction, as set forth in its Task Order No. 08, generally under the terms of the Agreement between the City and CT for Professional Services dated November 8, 2023, for a lump sum fee of Eighteen Thousand Two Hundred Dollars (\$18,200);

WHEREAS, the Mayor and the Building Commissioner have recommended to this Council, and this Council desires to enter into, an agreement with CT Consultants, Inc. for such construction inspection services and reporting.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into an agreement with CT Consultants, Inc. for construction site inspection services and monthly reports as set forth in Task Order No. 08, attached hereto as Exhibit A, for a lump sum fee of \$18,200.

Section 2: The Director of Finance is authorized to utilize Fund Nos. 100-4400-52130 and 100-6450-52130 for the cost of the Agreement authorized in Section 1 above.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: April 9, 2024

APPROVED: April 9, 2024

ATTEST: Tracey Blair
Tracey Blair
Clerk of Council

Kim A. Thomas, Mayor
Bobby Jordan
Bobby Jordan
President of Council

EXHIBIT A

This is Attachment 1, Suggested Form of Task Order, referred to in and part of the Agreement between Owner and CT for Professional Services – Task Order Edition dated November 8, 2023.

This is Task Order No. 08,
consisting of 4 pages and EXHIBIT A

Task Order

[NOTE TO USER: Modify as to scope, compensation, schedule, Owner's responsibilities, and other key items.]

In accordance with Paragraph 1.01 of the Agreement Between Owner and CT for Professional Services – Task Order Edition, dated November 8, 2023 ("Agreement"), Owner and CT agree as follows:

1. Background Data

- a. Effective Date of Task Order: March 6, 2024
- b. Owner: City of Richmond Heights
- c. CT: Justin Haselton, P.E., CPESC, LEED AP
- d. Specific Project (title): Site Inspections for the new Leasing Center in Belle Oaks
- e. Specific Project (description): Refer to the Project Proposal Document attached to this Task Order No.08

2. Services of CT

Refer to the attached Exhibit A document: "Site Inspections for the new Leasing Center in Belle Oaks" Project Proposal for details.

3. Additional Services

- A. Refer to the attached Exhibit A document for Additional Services.
- B. Additional Services and any changes from the proposed scope that may be necessary to render for this specific project under Task Order No. 08 will be mutually agreed upon and a written authorization by the Owner will be required.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and subject to the following.

5. Task Order Schedule

The parties intent to meet the schedule shown in the attached Exhibit A document. The schedule may be revised and amended based on Owner's and appropriate commissions and agencies' response and approval time.

6. Payments to CT

Refer to the attached Exhibit A document for the proposed fee.

7. Consultants retained as of the Effective Date of the Task Order: March 6, 2024.

8. Other Modifications to Agreement and Exhibits: The following provisions of the Agreement shall not apply to this Task Order No. 8.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 8. No reimbursable expenses shall be payable to CT without written prior approval of the CITY.
- Paragraph 6.06, Suspension and Termination, subparagraph 6.06 F., Payments upon Termination, shall not apply to Task Order No. 8. Upon termination of the Agreement, CT will be entitled to invoice the CITY solely for the pro-rated cost of CT's professional services provided through the effective date of termination.
- Paragraph 6.11, Indemnification, subparagraphs B. and D. with respect to the CITY's indemnification of CT, shall not be applicable to Task Order No. 8.

9. Attachments: Exhibit A: Site Inspections for the new Leasing Center in Belle Oaks Proposal

10. Other Documents Incorporated by Reference: N/A

11. Terms and Conditions

Execution of this Task Order by Owner and CT shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. CT is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is March 6, 2024.

OWNER:

CT:

By: _____

By:  _____

Print Name: _____

Print Name: Samer Awadallah P.E., PTOE

Title: _____

Title: Market Leader

CT License or Firm's Certificate

No. (if required): _____

State of: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Justin Haselton, P.E.

Title: _____

Title: Cleveland Region Leader

Address: _____

Address: North Point Tower

1001 Lakeside Ave. E, Suite 1005

Cleveland, OH 44114

E-Mail

E-Mail jhaselton@ctconsultants.com

Address: _____

Address: _____

Phone: _____

Phone: 440-227-1018

This is Attachment 2, Standard Hourly Rate Schedule referred to in and part of the Agreement between Owner and CT for Professional Services – Task Order Edition dated November 8, 2023.

Standard Hourly Rates Schedule

A schedule of hourly rates by personnel classifications is provided as reference. The complexities of a task and/or project may not require special expertise; however, our schedule includes those employees with specialized skills available to assist with projects and tasks requested.

The following standard hourly rates are subject to review and adjustment per the Agreement. Hourly rates for services as of the Effective Date of the Task Order are:

Classification	Billing Rate (/HR)	
	From	To
Survey Technician	40	99
Survey Party Chief	95	150
Senior Office Surveyor	120	225
Construction Representatives	85	130
Construction Admin Specialist	90	140
Senior Construction Representative	110	155
Construction Project Manager	120	220
CAD Technician	85	110
Designer 1,2,3	80	140
Landscape Architect	98	185
Architect 1-3	75	155
Project, Senior, Principal Architect	130	225
Co-op/Intern	45	80
Clerical	40	85
GIS, Field Technician	50	82
GIS Specialist	100	135
Assistant Planner	80	130
Planner 3	120	175
Senior Planner	160	215
Engineer 1 & 2	85	120
Staff Engineer 3	120	155
Project, Senior Engineer	141	272
Project Principal	170	289
Grant Writing/ Funding Specialist	150	190

Rates include materials, supplies, reproduction costs, clerical, and overhead. Rates are firm through July 2024 and are subject to adjustments in succeeding years.



EXHIBIT A – TASK ORDER 08

March 6, 2024

Mr. Bill Gallagher, AIA NCARB
Building Commissioner
26789 Highland Road
Richmond Heights, Ohio 44143

**Re: *Proposal for Engineering Services
Site Inspections for the new Leasing Center in Belle Oaks***

Dear Mr. Gallagher:

CT Consultants, Inc. (CT) is pleased to submit for your consideration this proposal to provide Engineering Services to the City of Richmond Heights. The following will confirm our understanding of the project and the scope of our services.

The second building project in the new Belle Oaks Marketplace will be a Leasing Center starting in spring 2024. As the Belle Oaks New Community Authority is a political subdivision in the State of Ohio, the infrastructure will remain part of the authority and not maintained by the city. However, the bylaws make the city responsible for review and approval of the improvements.

SCOPE OF SERVICES

Our role will be to:

- Conduct weekly site inspections to monitor construction.
- Provide monthly reports of the progress.

The proposed plans have been provided.

FEE

CT will accomplish the work outlined in the Scope of Services for the lump sum fee of \$18,200.

This fee was derived from the anticipated schedule length provided by Richmond Heights which indicates a six-month, or 26-week, construction period.

1601 Lakeside Ave. E. Suite 1005 | Cleveland | OH | 44114 | 440.951.9000 | www.ctconsultants.com

Mr. Bill Gallagher
Building Commissioner
March 6, 2024



The fee will include the services rendered in the Scope of Services and include the following categories of expenses: transportation (including mileage) for the meetings and site visits required to complete the tasks.

Any change from the proposed work will require a change in the authorized fee, whether such change increases or decreases the total proposed fee. Invoices will be submitted monthly upon that portion of work actually completed during the month. Invoices are due upon receipt and past due 30-days after receipt.

CLOSURE

If you concur with these terms and wish us to proceed with the aforementioned work, please sign Task Order 8.

We at CT Consultants, Inc. look forward to the continued opportunity to provide Professional Services to the City of Richmond Heights. Thank you for your consideration.

Respectfully,

CT CONSULTANTS, INC.

Justin Haselton, P.E., CPESC

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