

RESOLUTION NO.: 74-2024  
INTRODUCED BY: Mayor Thomas

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE SITE INSPECTION SERVICES DURING THE CONSTRUCTION OF THE NEW FIRESTONE AUTO STORE IN THE BELLE OAKS DEVELOPMENT PROJECT.**

WHEREAS, CT Consultants, Inc. has proposed to provide site inspection services during the construction of the new Firestone Auto Store in the Belle Oaks Development Project as provided in its Task Order No. 10, 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 \$17,300;

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 site inspection services.

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 site inspection services during the construction of the new Firestone Auto Store in the Belle Oaks development project as set forth in Task Order No. 10, attached hereto as Exhibit A, for a lump sum fee of \$17,300.

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.


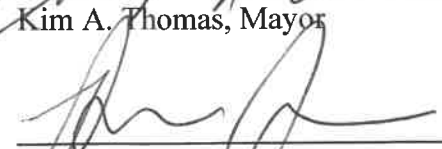
Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings 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: May 14, 2024

APPROVED: May 14, 2023

ATTEST: Tracey Blair  
Tracey Blair  
Clerk of Council

  
\_\_\_\_\_  
Kim A. Thomas, Mayor  
  
\_\_\_\_\_  
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.

### **Task Order**

This is Task Order No. 10,  
consisting of 4 pages and EXHIBIT A

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: April 11, 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 Firestone Auto Store in Belle Oaks
- e. Specific Project (description): Refer to the Project Proposal Document attached to this Task Order No. 10

#### **2. Services of CT**

Refer to the attached Exhibit A document: "Site Inspections for the new Firestone Auto Store 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. 10 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: April 11, 2024.**

**8. Other Modifications to Agreement and Exhibits:** The following provisions of the Agreement shall not apply to this Task Order No. 10.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 10. 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. 10. 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. 10.

**9. Attachments: Exhibit A: Site Inspections for the new Firestone Auto Store in Belle Oaks**

**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 April 11, 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  
Address: \_\_\_\_\_

E-Mail  
Address: jhaselton@ctconsultants.com

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 10

April 11, 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 Firestone Auto Store 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.

A new Firestone Auto Building is scheduled to begin construction in the new Belle Oaks Marketplace 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 \$17,300.

This fee was derived from the anticipated construction schedule length of six-months, or 26-weeks.

1001 Lakeside Ave. | Suite 1000 | Cleveland | OH | 44114 | 440.761.9000 | [www.ctconsultants.com](http://www.ctconsultants.com)

Mr. Bill Gallagher  
Building Commissioner  
April 11, 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 10.

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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Firestone Inspections Proposal.Docx