

RESOLUTION NO.: 75-2024
INTRODUCED BY: Mayor Thomas

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ENGINEERING, BIDDING AND CONSTRUCTION SERVICES FOR THE 2024 CITY ROAD PROGRAM.

WHEREAS, CT Consultants, Inc. has proposed to provide professional engineering, bidding and construction services to the City for the 2024 Road Program as provided in its Task Order No. 11, generally under the terms of the Agreement between the City and CT for Professional Services dated November 8, 2023, for the compensation on an hourly basis per review for a total fee not to exceed Two Hundred Thirty-Seven Thousand Dollars (\$237,000.00);

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 professional engineer 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 professional engineering, bidding and construction services for the 2024 Road Program as set forth in Task Order No. 11, attached hereto as Exhibit A, for an amount not to exceed Two Hundred Thirty-Seven Thousand Dollars (\$237,000.00).

Section 2: The Director of Finance is authorized to utilize Street Improvement Fund # 410 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, 2024

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.

This is Task Order No. 11,
consisting of 4 pages and EXHIBIT A

Task Order

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: May 8, 2024
- b. Owner: City of Richmond Heights
- c. CT: Justin Haselton, P.E., CPESC, LEED AP
- d. Specific Project (title): 2024 Richmond Heights Road Program
- e. Specific Project (description): Refer to the Project Proposal Document attached to this Task Order No. 11

2. Services of CT

Refer to the attached Exhibit A document: "2024 Richmond Heights Road Program" 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. 11 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: May 8, 2024.

8. Other Modifications to Agreement and Exhibits: The following provisions of the Agreement shall not apply to this Task Order No. 11.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 11. 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. 11. 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. 11.

9. Attachments: Exhibit A: 2024 Richmond Heights Road Program

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 May 07, 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 11

May 08, 2024

Mayor Kim A. Thomas
26789 Highland Road
Richmond Heights, Ohio 44143

**Re: *Proposal for Engineering Services
2024 Richmond Heights Road Program***

Dear Mayor Thomas:

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.

SCOPE OF SERVICES

We will provide the engineering, bidding and construction services required for the 2024 Road Program. The budgeted amount for the program is \$2,014,000 which includes engineering, bidding, and construction services. The anticipated components include the following:

- County 50/50 Program
 - Highland Road (East of Richmond)
- County Road Preventative Maintenance
 - Highland Road
 - Monticello Blvd.
 - Trebisky Road
 - Wilson Mills Road
- Local Road Rehabilitation
 - Stevens Road
 - Cary Jay Drive
 - Edgemont Road
 - Donald Avenue (Richmond Road to Elaine Street)
 - Thackeray Trail Cul-de-sac
- Striping all the Roads in the City

10011 Lakewood Avenue, Suite 1000, Lakewood, OH 44143 | 330.955.0000 | www.ctconsultants.com

Mayor Kim A. Thomas
May 08, 2024



FEE

CT will accomplish the work outlined in the Scope of Services for the following fees:

Preliminary Engineering and Design

Lump Sum Portion	\$ 95,817.60
Hourly Rates (Estimated Fee)	\$ 17,500.00

Construction Services

Lump Sum Portion	\$ 10,646.40
Hourly Rates (Estimated Fee)	\$ 113,036.00

Total Fee **\$ 237,000.00**

Please see the attached Fee Estimate.

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 11.

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.

Mayor Kim A. Thomas
May 08, 2024



Respectfully,

CT CONSULTANTS, INC.

Justin Haselton, P.E., CPESC

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**CITY OF RICHMOND HEIGHTS
ENGINEERING FEE ESTIMATE FOR CITY PROJECTS**

CT PROJECT NUMBER: 24- Updated _____
PROJECT NAME: Richmond Heights 2024 Pavement Improvements DATE: 5-7-2024
PROJECT DESCRIPTION: Pavement Resurfacing

ESTIMATED PROBABLE CONSTRUCTION COST (Preliminary, Bid, Current, Final) **\$ 1,180,800.00**

ESTIMATED BASE DESIGN FEE:

9.2%	X	\$ 1,000,000	=	\$ 92,000
1.0%	X	\$ 180,800	=	\$ 14,464
				<hr/>
Subtotal Estimated Base Design Fee				= \$ 106,464

A. PRELIMINARY ENGINEERING AND DESIGN:

Base Design Services 90% X \$ 106,464 = \$ 95,817.60

DESIGN SUPPLEMENTAL SERVICES

Study, Report and Application	\$ -	} = \$ 17,500.00
Location and Elevation Surveys	\$ 7,000.00	
Preparation of Easements	\$ -	
Office Plotting of Notes	\$ 2,500.00	
Coordination and Administration (OPWC/CDBG)	\$ -	
Botings and Soundings	\$ 8,000.00	
ODOT Coordination	\$ -	
Environmental	\$ -	
Contract Rebid	\$ -	
Records Research	\$ -	
Other - Severs	\$ -	

SUBTOTAL PRELIMINARY ENGINEERING AND DESIGN **\$113,317.60**

B. CONSTRUCTION SERVICES:

Base Construction Services 10% X \$ 106,464 = \$ 10,646.40

CONSTRUCTION SUPPLEMENTAL SERVICES

Prevailing Wage Coordination	\$ 2,000.00	} = \$113,036.00
Coordination	\$ -	
Meetings	\$ -	
Shop Drawings/Man's Mgmt	\$ 2,500.00	
RFP's	\$ -	
Claims Analysis & Change Orders	\$ 3,000.00	
Change Order Preparation	\$ -	
Site Visits	\$ 5,000.00	
Observation	\$ 40,536.00	
Preparation of As-Built Drawings	\$ -	
Highland Road Rebid and Inspection	\$ 60,000.00	

SUBTOTAL CONSTRUCTION SERVICES **\$ 123,682.40**

GRAND TOTAL ESTIMATED ENGINEERING FEE **\$ 237,000.00**
LESS PREVIOUS AUTHORIZATIONS **\$0.00**

CURRENT WORK AUTHORIZATION AMOUNT REQUESTED **\$ 237,000.00**