

RESOLUTION NO. 2016- 38

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SURVEYING AND ENGINEERING SERVICES WITH (BDA) BLANCHARD DESIGN ASSOCIATES, INC., OF FINDLAY, OHIO FOR THE HAMER STREET RECONSTRUCTION PROJECT IN THE CITY OF CLYDE; APPROPRIATING FUNDS AND AUTHORIZING THE EXPENDITURE OF MONEYS THEREFOR.**

**BE IT RESOLVED** by the Council of the City of Clyde, State of Ohio:

**SECTION 1.** That the City Manager be and he is hereby authorized to enter into an agreement with Blanchard Design Associates, Inc., of 1016 N. Blanchard Street, Findlay, Ohio 45840 for surveying and engineering services for the Hamer Street Project in the City of Clyde, as per attached Agreement, for a cost not to exceed \$59,200.00.

**SECTION 2.** That the expenditure of funds for such services in the amount not to exceed Fifty-Nine Thousand Two Hundred Dollars and No Cents (\$59,200.00) is hereby expressly authorized and shall be taken from the Permanent Improvement, Water, Electric and/or Sewer Funds.

**SECTION 3.** That inasmuch as the services to be performed are of a professional nature, any bidding requirements imposed by law are hereby waived.

**SECTION 4.** That the City Manager is further authorized to execute any change and/or additional work orders by agreed upon pricing by the City of Clyde and Blanchard Design Associates, Inc.

**SECTION 5.** That this Resolution shall take effect and be in force immediately upon its passage.

PASSED: 7-5-16

  
G. Scott Black, Mayor

ATTEST: Janet R. Dickman  
Clerk of Council

APPROVED AS TO FORM:

  
Zachary J. Selvey, Solicitor

May 24, 2016

Mr. Paul Fiser, City Manager  
City of Clyde, Ohio  
222 North Main Street  
Clyde, Ohio 43410

**RE: Proposal to Provide Professional Surveying and Engineering Services  
relative to the Hamer Street Reconstruction Project**

Dear Mr. Fiser,

In response to your request, we are pleased to provide this proposal to the City of Clyde for professional surveying and engineering services relative to the Hamer Street Reconstruction Project.

**PROPOSED SCOPE OF SERVICES**

The proposed project limits are based on the reconstruction of Hamer Street from East McPherson Highway (US Route 20), north approximately 1,250 feet to the intersection with Mason Street. The proposed project includes the replacement of sanitary sewers, waterlines, storm sewers, installation of curb and gutter, pavement and sidewalks.

**PRELIMINARY DESIGN / FUNDING PHASE**

BDA will review the existing maps, subdivision plats and utility records and evaluate the feasibility and related construction costs for replacing underground city utilities and pavement within the existing 40' right-of-way of Hamer Street. BDA will field verify design-critical existing sewer invert elevations and collect basic field data necessary to prepare a preliminary engineer's estimate of the proposed improvements. This estimate will be incorporated into an Ohio Public Works Commission Loan/Grant Funding Application for review and submittal by the City of Clyde. (City will provide updated Capital Improvement Report and 5-yr Capital Improvement Plan as required by OPWC).

**TOPOGRAPHIC SURVEY**

BDA proposes to provide the following surveying services relative to this project.

1. File review of existing City maps, subdivision plats, surveys and available ODOT Right-of-Way plans for US 20 (McPhearnson Hwy.) adjacent to the project limits.
2. Set control point network utilizing a GPS receiver to occupy during topographic data collection.
3. Electronically collect existing pavement, sidewalks, trees, structures and all marked underground utilities. The limits of the topographic survey will include

approximately 10 feet beyond the Hamer Street right of way (50 feet at intersections) in order to provide mapping relative to future drive and/or sidewalk grading.

4. Incorporate existing City utility records/maps and City provided sewer inspection report/video into data collected in field.
5. Open and measure existing (accessible) underground structures (catchbasins, manholes, water valve boxes, etc) and incorporate elevations into mapping.
6. Right-of-Way and centerline delineation will be provided based on collected field information and survey records.

### **FINAL DESIGN AND CONSTRUCTION PLAN PREPARATION**

Following collection of topographic survey data, BDA will perform the following:

1. Coordinate with the Clyde department of Environmental Services regarding proposed water/wastewater material and main/service locations for review and comment.
2. Prepare detailed construction drawings including typical pavement sections, cross sections, plan and profile sheets and general notes and details for water, sanitary, storm sewers and pavement replacement.
3. Prepare Storm Water Pollution Prevention Plan and Erosion Control Plan for permit coverage under OhioEPA Stormwater General Permit (it is our understanding that the City is not considered an MS4 community.)
4. Prepare OhioEPA water, sewer, and stormwater Permit to Install applications and associated data sheets (permit review fees to be paid directly to the state by the City)
5. Prepare construction quantity take-offs and cost estimates and bid documents for use in obtaining construction bids. Review of bids with owner/general contractor.

### **CONSTRUCTION ADMINISTRATION AND LAYOUT STAKING**

1. Construction layout staking; Stake alignment and grade for proposed streets, water, sanitary and storm sewers, sidewalks and pavement, as requested by Contractor.
2. Construction Administration Services; Review of Contractor's material submittals, periodic site visits and review of contractor's monthly progress pay estimates during construction and prepare OPWC payment draw request forms.
3. As-Built/Record Construction Drawings; Prepare record drawings incorporating any revisions made during construction of all facilities constructed (if required).

## COMPENSATION

BDA proposes that the above services be provided on fixed fee basis for each service outlined above. Invoices would be submitted at the end of each month based on the percentage of completion of each service item. Due to the wide variety of services requested by various contractors, Construction Layout Staking and Contract Administration would be billed monthly on a time and expense basis.

A breakdown of proposed costs for each scope of service item follows:

|   |              |
|---|--------------|
| Preliminary Design/Funding Phase        | \$ 5,500.00  |
| Topographic Survey & Mapping            | \$ 6,500.00  |
| Construction Drawing Preparation        | \$ 28,500.00 |
| Construction Layout Staking Budget      | \$ 10,000.00 |
| Construction Administration Budget      | \$ 7,500.00  |
| As-Built/Record Plan Preparation Budget | \$ 1,200.00  |

Please note that costs associated with any necessary soils investigation and reports are not included within this scope. BDA will coordinate with an independent Geotechnical Engineering firm to provide a soil analysis report.

We hope this proposal is responsive to your request. If you have any questions or need further information, please do not hesitate to call.

Respectfully Submitted,

W. Anthony Scanlon, P.S,  
President

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2016 by the undersigned who is duly and legally authorized to enter into such legal contracts for the above referenced entity.

By: \_\_\_\_\_

Title: \_\_\_\_\_