



Engineers, Surveyors, Planners, Scientists

January 23, 2024

Mr. Tom Komlanc, PE
City Engineer
City of Gahanna
200 South Hamilton Road
Gahanna, Ohio 43230

Subject: City of Gahanna - Taylor Station Road/Claycraft Road/Research Road Roundabout
Proposal for Construction Phase Engineering Services

Dear Mr. Komlanc,

EMH&T is pleased to submit this proposal for Construction Phase Engineering Services for the Taylor Station Road/Claycraft Road/Research Road Roundabout.

The Project consists of constructing a modern roundabout intersection at the intersection of Taylor Station Road, Claycraft Road, and Research Road. The scope includes over 3,510 square yards of concrete base pavement construction; 3,850 linear feet of concrete curb and gutter or straight curb; 565 linear feet of storm sewer with two new water quality structures; 820 linear feet of water main with service transfers; traffic control including 6 RRFBs, 8 new street lights with a new controller; a pole mounted CCTV camera; landscaping, and other related work.

The proposed bid opening date is February 9, 2024 at 11 AM. The engineer's current opinion of probable construction cost is \$2,480,000 for the base bid, and an additional \$80,000 for the alternate bid consisting of 4 portable changeable message signs.

It is anticipated that a notice to proceed will be issued to the awarded contractor on April 1, 2024; with an anticipated substantial completion date of November 1, 2024, which equates to a seven-month performance period.

SCOPE OF SERVICES

EMH&T will provide engineering and project representation services for the above referenced improvements to include the following tasks, as facilitated through the EMH&T CSDocs software program:

1. Construction Engineering Services & Contract Administration

- Conduct a preconstruction coordination meeting with the City, Contractor, Subconsultants, Utilities, Police, Fire, and any other stakeholders, as requested by the City.
 - EMH&T will provide the following for the meeting:
 - Meeting agenda
 - Sign-in sheet
 - Meeting summary for the City and attendees
- Monitor and help coordinate the project utility relocations, as needed or requested.

- Monitor and help coordinate the Contractor's Maintenance of Traffic Operations.
- Prepare shop drawing submittal log, review and track shop drawings and other submittals.
 - Along with the City and Design Engineer, EMH&T will review and coordinate submittals and shop drawings for conformance with the plans and specifications, and provide recommendations.
 - EMH&T will prepare a Submittal Log to coordinate, track, and document submittals throughout the duration of the construction contract.
 - Provide to the City/other vested parties, submittals requiring specific comments. EMH&T will coordinate comments and approval as necessary.
 - Upon request, reviewed submittals and shop drawings will be logged and provided to all interested project parties.
- Conduct periodic Progress Meetings (or as otherwise directed by the City) with the City, Design Engineer, Contractor, Subconsultant, and other project stakeholders. EMH&T will provide the following for the meeting:
 - Meeting agenda, which will include;
 - Recap of current project status, current revised contract amount, project elapsed time and percent complete
 - Updated list of current project management personnel
 - Review project safety concerns
 - Review of previous meeting minutes
 - Coordinate with the Prime Contractor to provide updated list of Subcontractors currently working on site
 - Analysis of current schedule and work completed to date
 - Discuss potential ongoing project delays
 - Update delivery schedule for long lead items
 - Updated submittal log and discuss outstanding submittals for review
 - Status of all change orders, change requests and requests for information
 - Status of all pay requests
 - Follow-up on outstanding items and issues along with new items and issues to be reviewed
 - Review drawings with updates provided by Contractor
 - Sign-in sheet
 - Meeting summary for the City, Engineer, and attendees
- Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the Owner for review and comment.
 - EMH&T will review order of construction and work progress schedules submitted by the Contractor, determine acceptability in accordance with the Contract Documents and monitor that all milestones and dates are shown as being met; and confirm acceptance or non-acceptance in writing to the Contractor.
 - Make recommendation to the Owner for time extension requests from the Contractor.
 - If required, ask the Contractor to submit revised schedules when the proposed work is anticipated to not be performed in accordance with the project requirements.
 - Provide guidance to help minimize delays and regain time lost due to delays.
- Review Requests for Information and Facilitate Change Orders

- EMH&T will review requests for information and coordinate clarification to the Contractor.
- Change orders will be reviewed by EMH&T and all parties, as required to determine conformance with contract plans and specifications prior to Owner approval.
- EMH&T will maintain logs of quantities and review pay documentation for the Owner and Contractor.
 - Maintain daily logs of quantities for payment.
 - Review monthly and final pay estimates.
 - Generate change orders and process the change orders for Contractor and Owner.
 - Maintain a record of the work performed to include correspondence and daily project representation reports.
- EMH&T will coordinate with the Owner and Contractor prior to conducting both the pre-final and final project walk-throughs for participation and input of documented deficiencies.
 - EMH&T will prepare punch list for work performed not in accordance with the contract documents.
 - EMH&T will coordinate with the Contractor to address required warranty work.
 - Re-inspect punch list work until completed in accordance with the contract documents.
 - Submit a recommendation for acceptance of the project.
- Maintain a set of red-line record drawings of the completed work to be used in preparation of final record drawings (plan-set projects).
 - EMH&T will prepare and provide record drawings of the completed work.
- Copies of correspondence, change orders, submittals, pay estimates, daily observation reports, and record drawings are retained by EMH&T until completion of the project through the 1-Year warranty period, at which time the project documents will be delivered to the Owner for future retention.
- Project Closeout.

EMH&T will provide:

 - Final Project walkthrough and punchlist.
 - Substantial Completion Affidavit.
 - Record Drawings to the Owner in a digital format (plan set projects).
 - Certificate of Final Acceptance.
 - 1 Year Warranty Review.

2. Resident/Standby Project Representation

- Our Resident Project Representatives, (RPRs) will provide full time observation. Full time observation is defined as approximately 8 hours per day. We will provide on-site project representation during the contract duration, as required, and as coordinated with the Owner to support the Administration and oversight of the improvements.
- EMH&T will observe construction activities performed by the Contractor and their Subcontractors and document the activities in respect to the plans, specifications, and contract conformance. The RPR will measure and track project quantities for payment.

- Assist in coordination of material testing, as needed. Material testing completed shall be under a subconsultant contract with a third-party provider.
- The RPR will record their observations and provide an ongoing progress log with photographs in a daily observation report. The RPR will record the quantity of items performed in conformance with the contract in a quantity log.
- EMH&T's RPR will identify and document non-conforming work if encountered. The RPR will notify the City of non-conforming work. The City will be responsible for providing notices for work stoppage to the Contractor.
- EMH&T's RPR will bring to the attention of the Owner instances:
 - Where the Contractor fails to comply with the terms of the Contract documents.
 - When the Contractor acts in a manner which is not in the best interest of the Owner.
 - When the Contractor's proposed schedule of work is in conflict with the project contract duration.
- The RPR will prepare a punch list(s) for work performed, noting deficiencies which require corrective measures by the Contractor or their assigns, for the purpose of observing and accepting the corrected conforming work. This list will be shared with City and Contractor at a minimum of bi-weekly and during the Progress Meetings to ensure deficiencies can be addressed in a timely, appropriate manner and not negatively impact subsequent work. Final Project walkthrough and 1-year warranty punch list will be conducted as defined above.
- Punch list items will be coordinated with the Contractor and the RPR will observe the work until completed in accordance with Contract documents, or as accepted by the City.
- RPR will observe completed work and provide the Owner a recommendation for acceptance. Copies of the daily observation reports are available for the Owner's review upon request, or periodically as required.

3. Engineering Design Consultation: "If Authorized"

- IF Authorized - EMH&T will provide engineering design support during construction in a task-oriented manner as requested by the City. We expect that these tasks may include the following: general design consultation, plan revisions, coordination with private utilities, attending meetings, and limited surveying of changed conditions.

4. Subconsultant: Street Lighting and Traffic Signals Engineering & Inspection Services

- EMH&T will subcontract a third-party provider to provide engineering services during construction and submittal review support for the street lighting, and the signal/CCTV camera system components of the project.

5. Subconsultant: Material Testing

- EMH&T will subcontract a third-party provider to provide material testing for this project. This testing may include the following:
 - Nuclear density testing of the upper 3 feet of soil and/or granular trench backfill.
 - Proofrolling of prepared roadway subgrade soils.

- Nuclear density testing of roadway aggregate base.
- Temperature, thickness and placement observations of asphalt placement along with appropriate nuclear density testing.
- Prepare and test concrete compressive strength cylinders for various placements.
- Copies of the material testing reports will be made available for the City Service Director and Assistant Service Director to review in a manner to be determined by the City.

Clarifications and Exclusions

EMH&T shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the Contractor, Subcontractors, any of their agents or Subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents.

The Scope of Services does not include the following:

- Safety Compliance/Monitoring outside of EMH&T's safety procedures
- Construction Layout/Staking

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed. This scope of services is expected to support construction activities performed during the period of April 2024 through November 2024.

FEE

We have evaluated the level of effort associated with completing the construction phase services. These services will be provided based on our standard billing rates and the project specific City of Gahanna Consulting Services Contract. Fees for the work described within the Scope of Services shall not exceed the amount shown in the following table without prior authorization from the City.

Invoices will be submitted monthly based on the progress of the work and are payable upon receipt.

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
Construction Engineering Services & Contract Administration	\$90,120.00
Resident/Standby Project Representation	\$184,430.00
EMH&T Labor Fee	\$274,550.00
Engineering Design Consultation (If Authorized)	\$7,500.00
Reimbursable Expenses (printing, mileage, etc.)	\$5,150.00
Subconsultant – Street Lighting and Traffic Signals Engineering & Inspection Services – Allowance	\$1,500.00
Subconsultant – Material Testing - Allowance	\$10,000.00
PROJECT TOTAL FEE	\$298,700.00

Should the scope of our services change, the project duration increase, or the construction contract cost increase, additional fees may be necessary to cover the cost of the associated additional professional services. EMH&T will request these additional fees concurrent with the Contractor's modification/change order (if needed.)

We appreciate the opportunity to submit this proposal to you and look forward to working with you on this project. If you have any questions, please do not hesitate to call me at (614) 775-4556.

Respectfully submitted,



James M. Nolen, PE, CPESC
Principal, Construction Services Division
EMH&T

Enclosures:

Exhibit A – EMH&T Proposal Overview (Resources, Organizational Chart, Availability, Resumes)
Exhibit B - EMH&T Billing Rate Schedule

Copies: Brian Kennedy, City of Gahanna, Department of Engineering
Michael Brehm, PE, EMH&T

Professional Qualifications



History

EMH&T will celebrate its 100th anniversary in 2026. Over the course of the past century, EMH&T has grown into one of Ohio's largest infrastructure engineering consulting firms specializing in civil engineering, survey, planning, and environmental sciences. Our office, centrally located in Columbus, Ohio, is home to more than 70 licensed professional engineers, and more than 40 engineer interns, Ohio's largest surveying operations, and an award-winning planning and landscape architecture studio. With nearly 350 professionals and support staff, EMH&T brings together experts in 16 core disciplines, united under one roof, providing an inclusive list of infrastructure assessment, planning, and design services to our clients. Our projects have been recognized with local, state, and national awards for engineering excellence, innovative approaches, environmental stewardship, and economic impact.

Professional Services

- Construction Services
- Municipal Consulting
- Transportation Engineering
- Traffic Engineering
- Land Surveying
- Environmental Sciences
- Cultural Resources
- Water Resources Engineering
- Water Distribution Systems
- Wastewater Collection Systems
- Infrastructure Evaluation & Management
- Geospatial Solutions
- Planning & Landscape Architecture
- Visualization & Design Innovation
- Infrastructure Funding
- Regulatory Compliance



Human and Technical Resources

Our staff of nearly 350 is adept at working together to find innovative ways to approach a project to save a community time, energy, and money while providing for a successful outcome—defined by the client's satisfaction. We dedicate a project team for the duration of a project—not being pulled away as new projects evolve. We are also unique in our ability to provide additional support as needed for any project, drawing on our comprehensive multidisciplinary staff resources.

Our breakdown by discipline is:

- Professional Engineers & EIs - 110
- CADD Technicians & Designers - 55
- Professional Surveyors & SIs - 19
- Survey Field Personnel - 26
- Environmental Scientists - 18
- Construction Administrators and RPRs - 29
- Landscape Architects - 5
- Planners - 4
- Archaeologists - 3
- GIS Specialists - 4
- Infrastructure Investigators - 25
- Administrative - 41

EMH&T's headquarters houses the company's hundreds of employees, with easy access and seamless collaboration amongst our experts. Every member of our team is equipped with the latest technology for design, survey, infrastructure assessment, GIS, and visualization, all owned and operated by EMH&T. Our multiple servers are backed up to an off-site facility daily and protected by multiple layers of sophisticated data security protocol.

EMH&T Construction Division Services

EMH&T provides construction representation services for projects which span the spectrum from public improvements and municipal engineering to commercial development. Our Resident Project Representatives (RPR) are full time, year-round employees. EMH&T serves your construction project from pre-bid through close-out. We provide construction services for many local governments, the City of Columbus, the Ohio State University, and many other public entities. The following is a list of services that our staff routinely provides for our clients.

Pre Bid

- Public Hearings
- Constructability Review
- Engineering Cost Estimates
- Value Engineering
- Budget Analysis
- Scheduling
- Permitting
- Easement & Right of Way Acquisitions Plan Review

Construction

- Pre-Construction Meetings
- Construction Scheduling & Enforcement
- On-Site Observation
- Materials Testing
- Regularly Scheduled Progress Meetings
- Public Notification & Press Releases
- Invoice Control & Certification
- Change Order & Claims Management
- Conflict Resolution
- Budget Management & Reporting
- Construction Pay Certification
- Erosion Control Observation
- Material Submittal Review

Bid & Award Support

- Pre-Bid Meeting with Bidders
- Pre-Qualification of Bidders
- Reference Checks
- Bonding & Insurance Checks
- Bid Openings
- Bid Analysis
- Award Document Preparation
- Issue Notice to Proceed

Post Construction

- Final Observation & Punch List
- ADA Curb Ramp Compliance Reporting
- Asset Management & Database Creation
- Accurate As-Built Plans
- One-Year Warranty Inspection

EMH&T will use our proprietary project management software (a version of Primavera Contract Manager) to produce construction daily reports, track change requests including value engineering change proposals, Requests For Information (RFI's), Construction Change Directives (CCD's), Change Orders' and to produce meeting minutes. We understand the importance of tracking and controlling project documents in a systematic way throughout the construction process and have many improved "lessons learned" to support our approach with documentation.

- Annual Review Programs For Structures & Utility Plants
- Annual Street Improvement Management

Documentation

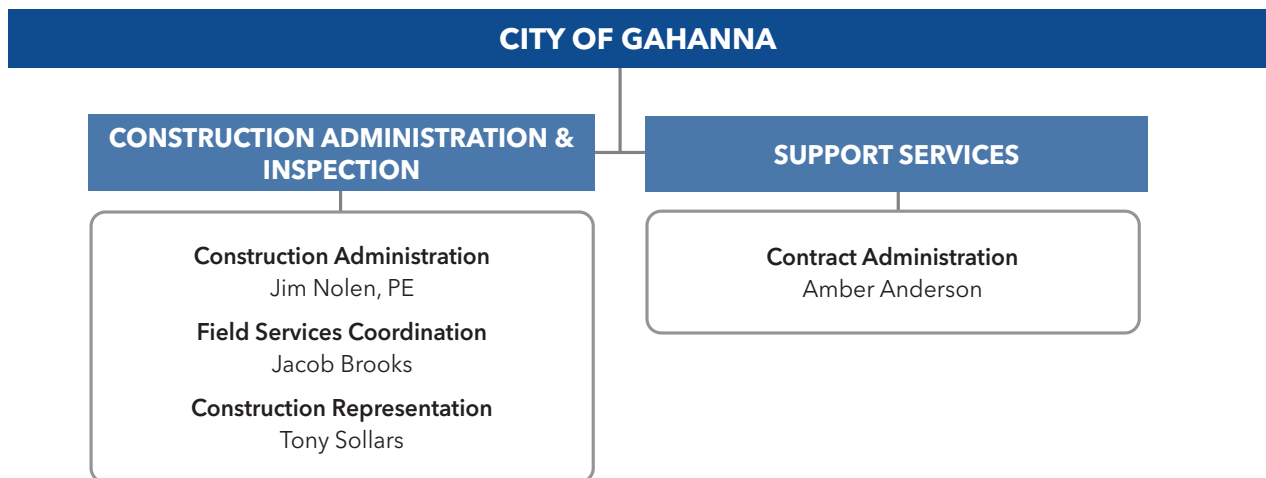
- Web-based Construction Services Documents application (CSDOCs) for construction phase document management, including 24/7 client access to: Daily Observation Reports; Meeting Minutes; Correspondence Logs; Digital Recordings; Video Documentation and Photo Records; Progress Reports; Cost Forecasts; Preparation of Bluebeam/Digital Record Drawings

Specialized Training

- Certified Professional in Erosion and Sediment Control
- ACI certified concrete field testing technician
- Confined space entry certification
- ADA certified ramp inspector course
- Pavement subgrade evaluation
- ODOT work zone traffic safety course
- ODOT field quality control supervisor training
- Traffic Safety Course
- Occupational Safety & Health Administration Certification
- Pipeline Assessment & Certification Program (P)
- Manhole Assessment & Certification Program (P)
- Lateral Assessment & Certification Program
- CSX Roadway Worker Protection Contractor Certification
- E-RAILSAFE Credential

Core Team

EMH&T brings together a core team of experts covering the full range of disciplines and technical skill sets to address the diverse and specific needs of a project. This core team also has the flexibility to react to critical issues as they occur and address them immediately to support City staff. Because of their involvement with these projects and priorities, this team has a unique knowledge and familiarity of the City's needs and priorities. Our team's organization is below.



Workload and Availability

EMH&T has available capacity for this project and can begin immediately. Our current workload is "healthy", however our experience has allowed us to absorb and manage new assignments without having any effect on our current client commitments. EMH&T would honor our commitment in a similar way and would not allow future contract pursuits/obligations to disrupt this designated project team.

EMH&T's core team members will maintain consistency throughout the project construction phase and commit to their availability during the contract as well as responsiveness to short notice requests for technical services to resolve urgent project assignments.



Team Resumes

Jim Nolen, PE, CPESC, Construction Administration



Jim is a Senior Construction Representative in EMH&T's Construction Services Division with experience managing numerous construction observation service contracts since 1985. For these contracts,

Jim provides supervision and quality control with an emphasis on roadway, wastewater, stormwater, streetscape, and bridge improvements. His leadership and management of complex roadway construction projects aligns perfectly with the needs of the Taylor Road and Claycraft Road project. Jim and the other team members following provide professional construction engineering, contract administration, and construction observation services, while ensuring budgets and schedules are met. He coordinates inspection of project work including, but not limited to, the testing of materials and required documentation to ensure work performed by contractors is in compliance with all state and federal specifications. His attributes include:

- Correlates and analyzes field data, reviewing plans and records, preparing change orders, providing dispute resolution, and preparing estimates.
- Conducts progress meetings, prepares meeting minutes and other related duties, and finalizes and closes out projects.
- Interprets contract provisions, plan requirements, and reviews project records, and calculates final pay quantities.
- Performs data entry into systems that mimic ODOT's CMS/SITE MANAGER system, such as scheduling through Primavera, and the use of database systems for EMH&T's municipal clients.
- Provides quality control oversight of all project engineers, pavement-rating systems, and field personnel involved in pavement management programs.

Relevant Project Experience:

- Gahanna High Point Elementary (PVT)
- Gahanna 2022 Sidewalk Maintenance
- Grove City Beulah Park Multiple Projects
- Grove City 2020 Traffic Signal & Lighting
- Grove City Southwest Boulevard Improvements
- Whitehall Woodcliff Public Roadway & Sewer
- Groveport 2021 Street Maintenance Program
- Groveport Saltzgaber Road Watermain Improvements
- Reynoldsburg Briarcliff-Aida Waterline Improvements
- Reconstruct/Widening
- Reynoldsburg East Main Street Phase 1 & Phase 2
- Reynoldsburg Rosehill Road Phase 1
- Reynoldsburg Street Management and Maintenance Program
- Westerville 2020-2021 Street Assessments
- Westerville 2019-2022 Street Rehabilitation Contract
- Westerville 2020 Arterial Resurfacing
- Westerville State Street Improvements
- Westerville E. College Avenue Sidewalk
- Westerville Charring Cross Water and Roadway Improvements, Phase 1
- Columbus DPU Contract Construction Administrative Services (2011-Present)
- Columbus DOP CIP for Circuit 14060 & Circuit 14041 Reliability
- Columbus DOSD Blueprint Linden Artane/ Parkwood Integrated Solutions

Credentials:

- Education: BS, Civil Engineering/Engineering Management, United States Military Academy
- Registered Professional Engineer: OH-65938; VA-19942
- Certifications: Certified Professional in Erosion and Sediment Control (CPESC) OH-6335; Certified Erosion, Sediment & Stormwater Inspector (CESSWI); ODOT Prequalification: Construction Engineer Level 2

Jacob Brooks

Field Services Coordination



Jacob is a Field Services Manager for EMH&T's Construction Services Division staff with experience as a Resident Project Representative since 2002. He manages, plans, organizes,

and oversees inspection field staff activities during the construction process by reviewing workloads, assigning inspection activities, and providing a conduit to resources and information during a project. He conducts daily visits to active construction job sites and reviews progress, monitors activities, enforces codes and processes, investigates issues, and participates in final inspection. Coordinating with contractors and inspectors, Jacob assigns and adjusts personnel as needed, ensuring conformance with contract specifications. He interprets plans and specifications, compiles daily reports, photos, and documentation, and provides monthly pay estimates for all payable quantities to contractors.

Relevant Project Experience:

- Gahanna Big Walnut Trail Section 4
- Grove City Street Management and Maintenance Program
- Powell Street Maintenance Program
- Reynoldsburg 2020-2023 Plot Grade Utility Plan Inspection
- Reynoldsburg 2020-2023 Street Maintenance Program
- Westerville Street Management and Maintenance Program

Credentials:

- Education: BS, History, The Ohio State University
- Certifications: Certified CPR/First Aid; ACI Concrete Field Testing Technician-Grade I; Flexible Pavement Test; NICET II Highway Construction Inspector; City of Columbus ADA Curb Ramp Training; NAASCO ITCP-CIPP Certification; ODOT Traffic Work Zone Test

Tony Sollars

Construction Administration & Inspection



Tony is a Senior Resident Project Representative with experience since 2008 providing construction inspection, specifically for municipal projects such as utilities, box culverts, catch

basins, manholes, and materials testing. He is responsible for project document preparation, construction estimate preparation, as-builds, punch list preparation, and resident project representation services. He has experience with inspection of waterlines, sanitary and storm sewer installations, and roadway reconstruction projects that include installation of public utilities, traffic signals, street lighting, and culverts.

Relevant Project Experience:

- Groveport Global Court Development
- Reynoldsburg E. Main Street Streetscape Phase 1 & 2
- Reynoldsburg Annual Street Program
- Reynoldsburg Candlewood Way Roadway Extension

Credentials:

- Certifications: OSHA 10-Hour Certification; ACI Concrete Field Testing Technician

Amber Anderson

Contract Administration



Amber is a Contract Administrator who provides support for resident project representatives during a project along with all construction administration aspects. Working with the

project manager, contractors, municipalities, and inspectors assigned to each project, she is responsible for communications within the team, review of all claims and change order request, processing and distributing submittals, and preparation of monthly pay estimates. Amber also has experience with requests for information or clarification of contract documents, insurance documentation, and certified payrolls handled by EMH&T. All inspection records are maintained and made available to the owner, and Amber maintains correspondence logs, telephone logs, as well as the preparation and distribution of meeting minutes.

**EMH&T RATE SCHEDULE
EFFECTIVE January 1, 2024**

PRINCIPAL	\$225.00 - \$300.00 per hour
SENIOR ENGINEER	\$150.00 - \$215.00 per hour
ENGINEER II	\$135.00 - \$145.00 per hour
ENGINEER I	\$125.00 per hour
ENGINEER AIDE	\$110.00 - \$120.00 per hour
SENIOR SURVEYOR	\$165.00 - \$215.00 per hour
SURVEYOR II	\$145.00 - \$160.00 per hour
SURVEYOR I	\$135.00 per hour
SURVEY AIDE	\$115.00 per hour
SENIOR ENVIRONMENTAL SCIENTIST	\$135.00 - \$195.00 per hour
ENVIRONMENTAL SCIENTIST II	\$115.00 per hour
ENVIRONMENTAL SCIENTIST I	\$105.00 per hour
ENVIRONMENTAL TECHNICIAN	\$90.00 per hour
SENIOR LA/PLANNER	\$175.00 - \$200.00 per hour
LA/PLANNER II	\$130.00 per hour
LA/PLANNER I	\$115.00 per hour
SENIOR DESIGNER	\$130.00 per hour
DESIGNER	\$110.00 - \$120.00 per hour
SENIOR TECHNICIAN	\$100.00 per hour
TECHNICIAN	\$80.00 - \$90.00 per hour
INTERN	\$65.00 per hour
SENIOR RESIDENT PROJECT REPRESENTATIVE	\$105.00 - \$125.00 per hour
RESIDENT PROJECT REPRESENTATIVE	\$100.00 per hour
CONSTRUCTION REPRESENTATIVE	\$125.00 per hour
SENIOR CONSTRUCTION REPRESENTATIVE	\$145.00 - \$160.00 per hour
SURVEY FIELD CREW	\$130.00 - \$275.00 per hour
SENIOR ARCHAEOLOGIST	\$145.00 per hour
ARCHAEOLOGIST	\$95.00 per hour
PROJECT ADMINISTRATOR	\$105.00 per hour
CLERICAL	\$80.00 - \$85.00 per hour
ADMINISTRATIVE	\$115.00 per hour
TRANSPORTATION	\$0.67 per mile (IRS Rate)
STAKES, PRINTS, POSTAL, SPECIAL DELIVERY AND MISCELLANEOUS ITEMS	At Cost
FILING FEES, SPECIAL CONSULTING (SUCH AS SOILS INVESTIGATION, ETC.)	Actual Fee + 10%