



January 23, 2014

Jeff Feltz, Water Resources Engineer  
City Of Gahanna  
200 South Hamilton Road  
Gahanna, OH 43230

RE: Proposal for Professional Services: Sycamore Run Stream Restoration – Consultation during Construction; City of Gahanna, Ohio.

Dear Jeff,

In accordance with recent conversations, EMH&T is pleased to provide this scope of services and fee proposal for additional engineering and environmental services related to the referenced project. Specifically, these additional services are related to consultation to the City and the selected contractor during the course of project construction. These services are not meant to be full-time construction inspection, but will supplement the City's inspection services to address technical items related to the unique design components of the project.

## **PROJECT DESCRIPTION**

The project includes the restoration of approximately 970 linear feet of Sycamore Run downstream of N. Hamilton Road. The project area is located on land owned by the City of Gahanna (along State Route 62; E. Johnstown Road) and land owned by the Sycamore Woods Condominium Association (SWCA). The goal of the stream restoration project is to address existing impairments related to active bank erosion and encroachment of adjacent development, in a way that will restore both physical stability and aquatic habitat potential within the stream, while also considering capacity for flood conveyance. The stream restoration activities will also include the establishment of floodplain wetlands within portions of the active stream channel that will be abandoned as part of the restoration process. These restoration activities were documented in a 319(h) grant application previously submitted to the Ohio EPA.

## **SCOPE OF SERVICES**

The scope of services outlined below represents our current understanding of the consultation we will provide to the City throughout the duration of the project. As other needs arise and the scope of our services needs to change, these can be addressed through a requested modification to our contract with the City of Gahanna. Under this scope of services, we will support the City's engineering and inspection staff to address questions or concerns that arise during the course of construction, and to review specific documentation provided by the contractor related to the various materials to be provided as part of the stream restoration project. As part of these efforts, we expect to coordinate with the City and the selected contractor to resolve plan discrepancies and address issues as they arise during construction. The following specific tasks will be provided as part of our efforts and as directed by the City.

1. We will participate in a pre-construction meeting with the selected contractor, organized by the City. In this meeting, we will be prepared to provide a project overview and to address any questions raised by the contractor.

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2. We will review 'shop drawing' submittals, including submittals for the various materials to be placed as part of the stream restoration project, such as plant material, seeding, geotextiles, etc. We will either reject or approve these submittals and provide our recommendations to the City and the contractor.
3. Provide weekly consultation services to the City and the contractor, including the specific items listed below. For the purpose of the fee proposal, it is assumed these services will require 15 hours (on average) per week, for a two and one-half month time period.
  - a. We will provide responses to Requests for Information (RFI) submitted in writing by the contractor.
  - b. We will participate in weekly meeting with the City and contractor to review project progress and anticipate/discuss any issues that may arise throughout the week. In addition, we will provide intermittent on-site observations of construction activities either requested by the City or to resolve specific issues raised by the contractor. For both these meetings and site visits, we will record our observations and provide those to the City and contractor on a weekly basis.
  - c. At the request of the City, we can provide a review of contractor pay requests; however, final review and approval of these pay requests will be the responsibility of the City.
4. We will perform a project close-out (as-built) field review with the City and the contractor and provide a brief written report. The purpose of this effort will be to verify that the completed project is in general conformance with the engineering plans.
5. We will perform a project 1-year warranty site review with the City and the contractor and provide a brief written report. The purpose of this effort will be to determine whether the project is meeting any warranty conditions associated with the construction contract.

## FEE PROPOSAL

We will provide the consultation during construction services described above on an hourly basis. Based on our understanding of the project and the anticipated level of effort, we anticipate providing these services for the estimated maximum fees listed below; however, the total fee will be based on the level of consultation requested by the City and/or contractor during the construction process.

<u>Task</u>	<u>Estimated Maximum Fee</u>
1- Pre-construction Meeting	\$450
2- Shop Drawing Review	\$1,500
3- Weekly Consultation Services	\$18,200*
4- Close-out (as-built) Site Review and Report	\$1,200
5- 1-year Warranty Site Review and Report	<u>\$1,200</u>
<b>TOTAL FEE = \$22,550</b>	

\*This is only an estimate of anticipated fees; all work will be billed on an hourly basis and the total fee will depend on the level of consultation requested by the City and contractor.

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## EXCLUSIONS

While we will endeavor to resolve construction issues as they arise and provide coordination as needed with both the City and contractor, EMH&T is not responsible for construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the project construction. We are also not responsible 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.

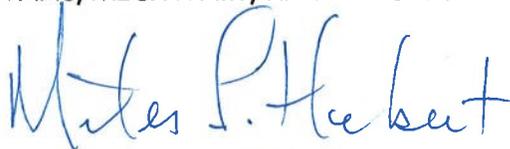
## ADDITIONAL SERVICES

Any services that are not included under this work scope may be provided on an hourly basis in accordance with our standard rate schedule or under a separate proposal to be prepared at the request of the City. The provided fee proposal is based on a reasonable and expected level of effort for the described consultation services; however, issues may arise that dictate a greater level of effort and we will keep the City apprised of this circumstance and the resulting impact on the project budget.

We appreciate the opportunity to submit our proposal to you and we are prepared to proceed upon your authorization. You may contact me directly with questions at (614) 775-4205 or at [mhebert@emht.com](mailto:mhebert@emht.com).

Respectfully submitted,

EVANS, MECHWART, HAMBLETON & TILTON, INC.



Miles F. Hebert, PE, CFM  
Director, Water Resources Engineering

## Acceptance and Authorization to Proceed

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Date