

## EXHIBIT A – Consultant’s Proposal

### Scope Overview

The Engineer will provide design and construction phase services for roadway and utility improvements to Heil Drive between Mill Street and Shull Avenue, Laura Drive between Heil Drive and Jennie Drive, North Street between High Street and Shepard Street, River Drive between James Road and Parkland Drive, and Rocky Fork Drive North between Flint Ridge Drive and Cliffview Drive. All work associated with the design and construction of these improvements shall be within public right-of-way except where necessary to tie into features (e.g., driveways, sidewalks) on an adjacent property. Before any work can commence on an adjacent property, a written right-of-entry letter must be obtained from the property owner, which will be coordinated by the City. The Engineer will provide support through the development of a draft letter and summary of work.

Two different typical section alternatives will be considered for the rebuild of North Street. The first alternative is a 32-foot-wide, curb and gutter roadway with two 11-foot-wide travel lanes, 10-foot-wide on-street parking on one side, and 5-foot-wide sidewalk on both sides. The second alternative is a 36-foot-wide, curb and gutter roadway with two 10-foot-wide travel lanes, 8-foot-wide on-street parking on both sides, and 5-foot-wide sidewalk on both sides. The rebuild of all other project locations is proposed as a 26-foot-wide, two-lane, curb and gutter roadway with 5-foot-wide sidewalk on both sides.

Except for Rocky Fork Drive North, each location will include stormwater drainage improvements, replacement of existing water main lines, and improvements to all other associated utilities (e.g., stormwater lines, drainage structures, fire hydrants, water service lines). All water mains and fire hydrant leads shall be replaced with 6 or 8-inch PVC at all project locations. In addition, all existing water lines are proposed to be abandoned in-place unless removal is required for the construction of other improvements. The stormwater improvements at Laura Drive will also include extending the public stormwater system to between properties at 145 Laura Drive and 153 Laura Drive to provide a drainage inlet. A drainage easement will be required from one or both property owners to complete the extension. The Engineer will provide real estate negotiation and acquisition services on behalf of the City.

In addition, a pipeline assessment in accordance with the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) shall be performed for all existing stormwater and sanitary sewer lines within the right-of-way at each project location (including Rocky Fork Drive North) to determine the location, size, material, and condition of the existing lines. Cleaning, should it be necessary for inspection of the pipelines, will be completed on a linear foot price and cost for such work will be paid for under the Sewer Cleaning Allowance. Pipeline assessment for North Street will extend beyond the project limits defined above to include the area bounded by (and including) Carpenter Road in the North, Shepard Street in the East, Walnut Street in the south, Short Street in the west and North Street extending west to High

Street. All sewer utility lines and associated structures determined to be in poor condition are to be improved and/or replaced. Scope and fee for design and construction phase services for the sewer improvements will be determined as a modification to this Contract following completion of the CCTV inspections.

## **Scope of Services**

### Task 1. Site Survey and Design

- a. Engineer will complete all necessary project surveying using North American Datum 1983 (NAD83) State Plane Coordinates, South Zone and North American Vertical Datum 1988 (NAVD88), South Zone. In addition to topographic survey typical for roadway and water main replacement, the limits of the public right-of-way and property boundaries shall be located and verified. A pipeline assessment in accordance with the NASSCO PACP shall be performed for all stormwater and sanitary sewer lines within the project limits. The survey shall include all features within the right-of-way, or a 60-foot wide corridor centered on the reference street, whichever is greater.
- b. Engineer will obtain existing private utility information within the project area.
- c. Engineer will prepare a letter for any affected property owners informing them of survey work before the beginning of fieldwork. After the City's review / approval, the Engineer will send the letter.
- d. Engineer shall prepare construction drawings including, title sheet, plan and profile view, quantities, general notes, maintenance of traffic, erosion and sediment control plan, survey coordinates, specifications and miscellaneous details. These plans must meet City of Gahanna, City of Columbus Division of Water (DOW) and any applicable Ohio Environmental Protection Agency (OEPA) standards. ODOT standards will be used for BMP design.
- e. The current City of Columbus Construction and Material Specifications shall be the standard specifications for this project. The Engineer will prepare any necessary supplemental specifications.
- f. Engineer shall prepare an Erosion and Sediment Control Plan that will meet all City and OEPA requirements.
- g. Engineer shall meet with City staff at a kick-off meeting and at 5% design, 50% design and 90% design stages. Engineer will provide written progress reports at these meetings. These reports are to include a description of work since previous meeting, anticipated work before the next meeting.
- h. The 5% design deliverable shall incorporate all site survey basemapping and shall serve as the basis for the selection of the waterline alignment used for the 50% and 90% designs.
- i. Engineer will provide an Engineer's Estimate of Construction Cost with the 50% and 90% design submissions. At the 50% design stage of the North Street project, separate construction cost estimates shall be prepared for roadway design per City of Columbus (COC) Standard Drawings 2110 and 2115. All other project locations the construction cost estimate shall be prepared for roadway design per City of Columbus Standard Drawing 2100. The final design shall be based on the City's selection of a preferred typical section.
- j. Engineer shall submit three sets (two full-size and one half-size) of plans along with a CD containing all CAD files and a PDF of the plans with each submission (5%, 50%

and 90%). It is assumed submission of plans to the City of Columbus will not be required.

- k. For the final design, Engineer will provide:
  - i. one (1) mylar title sheet,
  - ii. two (2) sets of all electronic files on thumb drive,
  - iii. two (2) half-sized hard copy sets, and
  - iv. two (2) full-size hard copy sets.

#### Task 2. Design Coordination and Permitting

- a. Engineer shall coordinate the detailed design with all public and private utilities within the project areas.
- b. Engineer shall coordinate with AEP for them to provide an construction cost estimate to relocate overhead electric facilities to underground in North Street. Engineer will also include a rough estimate of construction costs for underground installation of telecommunications utilities on this street.
- c. Engineer shall submit plans to private utilities for their comment and coordinate any relocation of other utilities that may be necessary.
- d. Engineer shall be required to prepare required permit application documents for the OEPA (excluding water line permitting, as this is assumed to be considered a maintenance project). The City will be responsible for submission of any OEPA permit applications and payment of fees.

#### Task 3. Real Estate Negotiation and Acquisition Services

- a. Engineer shall prepare legal descriptions and exhibits for a maximum of two (2) easements for the storm sewer on properties at 145 and 153 Laura Drive.
- b. Engineer shall prepare and submit warranty deeds to the County Engineer's office for review and pre-approval.
- c. Engineer shall complete a title research and appraisals for properties requiring right-of-way and/or easements.
- d. Engineer shall prepare and deliver offer letters to owners of properties requiring right-of-way and/or easements.
- e. Engineer shall lead all real estate negotiations and closing services on behalf of the City.

#### Task 4. Construction Bidding and Submittal Review

- a. The City will compile and issue bidding documents and any necessary addenda.
- b. Engineer will assist the City with addressing questions from bidders.
- c. Engineer shall develop a list of required submittals and review all submittals during construction. It is assumed a total of 10 submittal items will be reviewed. Engineer shall determine that each submittal is:
  - v. accepted,
  - vi. accepted as noted,
  - vii. rejected, or
  - viii. directed to amend and resubmit with comments.
- d. The Engineer's submittal review process must be completed within fifteen (15) calendar days of receipt from the Contractor or according to an expedited review schedule mutually agreeable to the City and Engineer.

Task 5. As-Built Drawings

- a. Engineer shall formally revise the plan sheets according to documentation prepared during construction (including survey coordinates obtained by the Contractor) and provide the City with two (2) hard copies and an electronic set of final "Record Plan" drawings for review and comment. The electronic set shall be submitted as one set of PDFs and a thumb drive containing AutoCAD "Record Plan" drawings.

Task 6. Construction Phase Services

- a. Submittal Review and Monitoring: The Engineer shall coordinate the Submittal review process and monitor all Submittals to support timely processing. The Engineer shall receive samples that are furnished at the site and notify the City of the availability of the samples for examination. The Engineer shall advise the City of the commencement of any portion of the Work requiring a Submittal if the Engineer believes that the Submittal has not been received from the Contractor. The Engineer will receive and log the Submittal and review the Submittal without delay for completeness.
- b. Requests for Information or Interpretation (RFI): The Engineer shall review and monitor all RFI's from the Contractor to support timely responses by the City and Engineer. It is assumed fifteen (15) total RFIs will be received and responded to. During this process, the Engineer shall:
  - i. Receive from the Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents, or relating to the acceptability of the Work under the Construction Contract Documents.
  - ii. Return RFI's to the Contractor that are not valid because the requested information is within the contract documents or do not contain adequate information for a response.
  - iii. Report any valid RFI to the City requesting a response.
  - iv. Facilitate responses, typically within five (5) calendar days of receipt of notification. Responses may require changes to specifications and/or drawings by the Engineer.
  - v. Return RFI response(s) to the Contractor.
- c. Conferences and Meetings: The Engineer shall attend and participate in meetings with the City and/or Contractor, such as preconstruction conferences, monthly progress meetings, and other Project-related meetings, and distribute copies of minutes thereof (draft minutes within one week of a meeting and final minutes presented at the next meeting). Nine (9) total meetings are assumed.

Task 7. Additional Tasks and/or Meetings Deemed Necessary

NOT USED

Task 8. Construction Inspection (As-Authorized Service)

- a. The Engineer shall furnish a Construction Inspector (CI) to attend field meetings and/or observe the progress and quality of the Work upon the request of the City up to three (3) times. The CI shall be the City's representative at the Site and will confer with the City. Inspection services may include verifying adherence to contract documents, preparing daily inspection reports, photo-documentation of work performed, reviewing Contractor's applications for payment, and providing an engineering opinion to the City.

Final Construction Inspection services will be determined in a future modification to this Contract and are not included in this scope.

- b. Limits to the CI's Responsibility and Liability: The activities of the CI shall not relieve the Contractor, subcontractors, suppliers, and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending, or coordinating the work in accordance with the Contract Documents, and any health or safety precautions required by any regulatory agency having jurisdiction.
- c. The CI's inspection duties and services shall include the following:
  - i. Be familiar with and knowledgeable of all Contract Documents including plans, specifications, applicable standards (e.g. AWWA, ASTM, etc.).
  - ii. Prepare daily report of site activities and document work performed through site photos.
  - iii. Verify adherence of construction performed to the contract documents.
  - iv. Review draft applications for payment with Contractor for accuracy and compliance with contract requirements. This shall include confirmation of quantities of work completed.
  - v. If an instance arises where the Contractor proceeds with work that does not conform to the contract documents, immediately notify the City and document non-compliant work on the daily report and with photos.
  - vi. Verify that the Contractor is maintaining a marked-up set of redline construction documents and regularly coordinate with the Contractor to reconcile any observed differences.

**Design Fee**

Engineering Fee	\$292,045.00
<u>Sewer Cleaning Allowance</u>	<u>\$10,000.00</u>
<b>TOTAL</b>	<b>\$302,045.00</b>