



February 3, 2016

Troy Euton  
Director  
City of Gahanna  
Department of Parks & Recreation  
200 South Hamilton Road  
Gahanna, Ohio 43230

RE: Proposal to Prepare One Clean Ohio Recreational Trails Fund Grant, One Recreational Trails Program Grant, and One NatureWorks Grant; CGA010.100.0001

Dear Mr. Euton:

Thank you for the opportunity to share this scope of work to help prepare grant applications for the City of Gahanna through the Clean Ohio Recreational Trails Fund (COTF), Recreational Trails Program (RTP), and the NatureWorks programs. We appreciate our longstanding relationships with City officials and are excited about the opportunity to help the City secure funds for a portion of the Big Walnut Trail and to help make improvements at the recently purchased 7.4 acre McCutcheon Road Park.

More specifically, we understand that the City is requesting professional service assistance to prepare:

- An approximately \$850,000 COTF grant application for Segment 4 of the 9 Segment Big Walnut Trail. We understand that current cost estimates for this segment, which likely includes a bridge, road crossing and trail linkages, are up to \$1.4 million. We also understand that the City intends to submit this COTF grant application by the April 1, 2016 deadline.
- An approximately \$150,000 RTP grant application for a loop trail at McCutcheon Road Park due by the April 1, 2016 deadline.
- A NatureWorks grant application for site amenities that could include restrooms, facilities and shelters due by the May 1, 2016 deadline.

This proposed scope and cost estimate assumes that Hull & Associates, Inc. (Hull) and Jobes Henderson & Associates, Inc. (JHA), a fully-owned subsidiary of Hull, will take the primary lead to prepare all three applications, acknowledging that we will need assistance from the City to provide existing project documentation (property appraisals, acquisition/easement documentation, improvement planning and construction cost estimates, etc.), pass an authorization resolution, provide signed grant forms, review and provide input on drafts, and complete other necessary activities. We understand that the City will soon engage professional engineers/architects to prepare the construction cost estimates that will be incorporated into these applications. We would be happy to lead efforts for trail, bridge or facility planning; design activities; and preparation of construction cost estimates, and understand that the City will solicit these services through a separate procurement activity.

This scope and cost estimate is based upon a review of the 2016 COTF/RTP application and the 2015 NatureWorks application that was posted on ODNR's web site with a note stating that the 2016 application will be very similar to the 2015 application and that the 2016 version will be released when county allocations are known via the State Capital Budget for fiscal years 2017-2018.

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Hull and JHA have strong track records with grant preparation. We have helped our clients secure more than \$200 million in grants and loans to advance their project plans. This includes six grants worth more than \$4.6 million where we served as the lead grant writer working closely with City of Gahanna officials (Clean Ohio Revitalization Fund [2005], Clean Ohio Conservation Fund [2006, 2015], and U.S. EPA Brownfield Assessment and RLF grants [two in 2005, 2008]). Our firms have prepared ten successful COTF/RTP grant applications and eight successful NatureWorks grant applications.

## **SCOPE OF WORK FOR GRANT APPLICATION ASSISTANCE**

Hull/JHA will complete the following activities to prepare the three applications and assist the City with public involvement and application submittal:

### **Task 1 Meetings with the City of Gahanna**

Hull/JHA will meet with the City to discuss the proposed projects, existing property characteristics and required components of the applications. At this meeting, we will complete information gathering that will assist in preparing the COTF, RTP and NatureWorks applications. We will review application requirements and finalize planned roles and responsibilities of Hull/JHA and the City to ensure a mutual understanding of project goals. A schedule for deliverables will be developed at this meeting.

The success of the applications will depend upon close coordination between Hull/JHA and the City to prepare and refine application components. Additional in-person meetings can be scheduled as appropriate and further communication will be conducted through phone, email and fax.

### **Task 2 Application Preparation and Coordination**

Hull/JHA will lead the application preparation activities in cooperation with the City to gather or prepare required information. This includes writing, assembling, duplicating, and ensuring the submittal of the final applications. It is understood that this task also includes project strategizing and efforts to make these the highest quality and most competitive applications possible.

A table with the program requirements and our current assumed roles is included in Attachment A. If these assumptions are incorrect, and our assumptions would result in a changed anticipated level of effort for application preparation, we can revisit our cost estimate and work with the City to adjust the budgets and approvals accordingly.

We anticipate that the City will coordinate any land acquisition/easement activities, will provide the necessary land control documentation, and will provide the preliminary designs and cost estimates. (Hull/JHA could lead efforts for trail, bridge or facility planning; design activities; and preparation of construction cost estimates, and understand that the City will solicit these services through a separate procurement activity.) Our scope of work includes preparation of the Categorical Exclusions for the trails grants and the Environmental Review required for the NatureWorks grant. (Note that we are prequalified with ODOT to complete NEPA Categorical Exclusions.) We expect to receive input from the City based on information requests and reviews of the draft applications to assist in preparing top-notch, comprehensive applications.

**Task 3 Public Involvement**

Hull/JHA has significant experience in leading public involvement efforts and can advise the City on potential public involvement approaches. We will assist in coordinating and preparing the authorization attachments required in the applications, as well as any appropriate community notification pieces that are decided upon at the kickoff meeting. Hull/JHA will not be responsible for the costs associated with notice publication, public meeting facilities or related direct costs. Our budget also does not allocate staff time for material preparation or participation in a City-sponsored public meeting. If the City requests this activity, a change to the attached task order may result.

**Task 4 Requests for Information and Grant Agreements**

Upon request for additional information from ODNR, Hull/JHA will help the City respond to any comments received and amend the application if necessary. Contingent upon a favorable response from ODNR, applicants will need to enter into formal agreements. Hull/JHA will be available to support the City in finalizing agreements, plans and paperwork as appropriate.

**SCHEDULE**

Hull/JHA will work with the City to develop a schedule to complete the COTF, RTP and NatureWorks applications. The following milestones will be met:

- Hull/JHA will begin work immediately upon the City's request to proceed and upon receipt of the signed Task Order Form located in Attachment C. Our work should commence within the next two weeks to have the time necessary to complete the COTF and RTP applications. If the start date is beyond this timeframe, Hull/JHA will work with the City to identify any opportunities to expedite certain activities and to work through anticipated project completion challenges.
- We will work closely with the City to ensure submittal of City-approved, complete application packages by the April 1, 2016 and May 1, 2016 deadlines.

**COMPENSATION**

COTF:	\$ 4,000
RTP:	\$ 4,000
NatureWorks:	\$ 2,500
	<u>\$10,500</u>

The lump sum project costs are \$4,000 for the COTF, \$4,000 for the RTP, and \$2,500 for the NatureWorks grant for a total of \$10,500. These costs reflect efficiencies realized from preparing multiple grants for the City at one time; for instance, we will conduct one kickoff meeting to discuss the three applications. The City will be billed on a lump sum basis for the amount shown unless additional work is required as discussed below. Hull will invoice the City upon completion and submittal of the applications. (Likely one invoice for \$8,000 will arrive soon after the April COTF and RTP deadlines and another for \$2,500 after the NatureWorks deadline.) Payment is due to Hull within 30 days after receipt of an invoice.

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### **ADDITIONAL WORK**

Additional work beyond the Scope of Work defined herein shall not be performed until such time as an amendment to this proposal, including the scope of the additional work and associated costs, has been prepared in writing to address the additional work and said amendment has been approved by the Client in writing. Hull shall be compensated for the actual time spent performing this additional work in accordance with the personnel billing rates outlined in Attachment B. Direct expenses and subcontractor fees resulting from performance of this additional work will be billed to the Client at actual costs incurred by Hull.

### **STANDARD OF CARE AND LIMITATIONS**

Hull/JHA shall perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of its profession practicing in the same or similar locality at the time of service. No other warranty, express or implied, is made or intended by our proposal or by our oral or written reports. The work will not attempt to evaluate past or present compliance with federal, state, or local environmental or land use laws or regulations, unless specifically stated in the Scope of Work. Conclusions presented by Hull/JHA regarding the site to be investigated shall be consistent with the Scope of Work, level of effort specified, and investigative techniques employed. Reports, opinions, letters and other documents will not evaluate the presence or absence of any compound or parameter not specifically analyzed and reported. Hull/JHA makes no guarantees regarding the completeness or accuracy of any information obtained from public or private files or information provided by subcontractors.

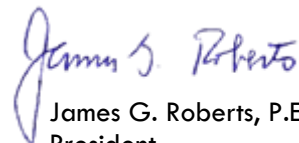
We would be happy to submit any supplemental information to further describe this proposal, our anticipated role, or our strong qualifications to complete this work. If this scope of work and cost estimate are satisfactory, please sign and return the attached Task Order. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

If you have any questions, please give us a call. Thank you.

Sincerely,



Jennifer Carter-Cornell, APR  
Director of Funding & Government and Community Relations  
Hull & Associates, Inc.  
(419) 385-2018



James G. Roberts, P.E.  
President  
Jobs Henderson  
(740) 344-5451 x225

cc: Mike Musser, Deputy Director, City of Gahanna Parks & Recreation Department  
Teresa Crego, Hull & Associates, Inc.

Attachments

**ATTACHMENT A  
ANTICIPATED ROLES AND RESPONSIBILITIES**

COTF/RTP Requirements		Lead Organization	
		Hull/JHA	City of Gahanna
<b>Form 1</b>	Summary of Project Attributes	X	
<b>Form 2</b>	General Project Cost Information		X – Gahanna to provide costs, or Hull/JHA could prepare, but that is outside our current scope of work
<b>Form 3</b>	Site Vicinity Map	X	
<b>Form 4</b>	Selection Criteria Questions	X	
<b>Form 5</b>	Authorization Resolution		X (Hull/JHA can provide draft resolution for consideration)
<b>Form 6</b>	Civil Rights Compliance Form		X
<b>Form 7</b>	Inter-Agency Agreement Form		X
<b>Form 8</b>	Acknowledgement of Compliance		X
<b>Attachment I</b>	Categorical Exclusion Form	X	
	Transmittal/Response Letter from USACE & Ohio EPA	X	
	Transmittal/Response Letter from local Floodplain Administrator	X	
	Transmittal/Response Letter from Ohio History Connection	X	
	Environmental Justice	X	
	Evidence of Public Involvement	X	
	Environmental Site Assessment		X
	Threatened & Endangered Species ODNR and USF&W Service Review Response Letter	X	
	Waterway Permit		X
	Hazardous Material		X
<b>Appendix A-1</b>	Certification for Development Projects		X
<b>Appendix A-2</b>	Donation with Appraisal		X
<b>Appendix A-3</b>	Donation without Appraisal		X
<b>Attachment II</b>	Metropolitan Planning Organization Letter	X	
<b>Attachment III</b>	Plans and Maps		X
<b>Attachment IV</b>	Development Units and Cost Estimates		X
<b>Attachment V</b>	Land Acquisition Documentation		X
<b>Attachment VI</b>	Land Acquisition Cost Analysis Schedule and Map		X
<b>Attachment VII</b>	Project Completion Timeline	X	X – anticipate that this information will be provided, we can place in Gantt chart

**ATTACHMENT A  
ANTICIPATED ROLES AND RESPONSIBILITIES**

NatureWorks Requirements		Lead Organization	
		Hull/JHA	City of Gahanna
<b>Form 1</b>	Basic Project Information	X	
<b>Form 2</b>	Authorization Resolution		X (Hull/JHA can provide draft resolution for consideration)
<b>Form 3</b>	Questionnaire	X	
	Purpose and Need	X	
	Documentation of Local Funds		X
	Operation and Maintenance	X	
	Accessibility	X	
	Planning	X	
	Public Participation	X	
<b>Attachment 1</b>	Evidence of Ownership		X
<b>Attachment 2</b>	Boundary Map	X	
<b>Attachment 3</b>	Site Vicinity/Location Map	X	
<b>Attachment 4</b>	Existing Land Use Map	X	
<b>Attachment 5</b>	Proposed Plan for Site		X
<b>Form 4a</b>	Acquisition Cost Analysis Schedule	n/a	n/a
<b>Form 4b</b>	Development Cost Estimate		X – Gahanna to provide costs, or Hull/JHA could prepare, but that is outside our current scope of work
<b>Form 4c</b>	Project Cost Summary	X	X
<b>Form 5</b>	Inter-Agency Agreement		X
<b>Form 6</b>	Civil Rights Compliance		X
<b>Form 7</b>	Acknowledgement of Compliance		X
<b>Form 8</b>	NatureWorks Signs and Logo		X
<b>Form 9</b>	Environmental Review	X	

**ATTACHMENT B  
HOURLY RATE TABLE**



**2016 BILLING RATE  
SCHEDULE**

**MANAGEMENT STAFF**

Senior Principal .....	\$250
Principal.....	\$180
Senior Project Manager .....	\$150
Project Manager .....	\$125
Government & Community Relations .....	\$110

**ENGINEERS**

Principal Engineer .....	\$150
Senior Engineer .....	\$130
Project Engineer .....	\$115
Engineer 2 .....	\$98
Engineer 1 .....	\$85
Senior Designer.....	\$95
Designer.....	\$75

**HYDROGEOLOGISTS**

Principal Hydrogeologist .....	\$150
Senior Hydrogeologist.....	\$130
Project Hydrogeologist.....	\$110
Hydrogeologist 2.....	\$95
Hydrogeologist 1 .....	\$80

**SCIENTISTS**

Principal Scientist .....	\$150
Senior Scientist.....	\$130
Project Scientist.....	\$110
Scientist 2.....	\$95
Scientist 1 .....	\$80

**SUPPORT STAFF**

Senior GIS Specialist.....	\$100
GIS Specialist .....	\$75
Senior Technician.....	\$70
Technician 2.....	\$60
Technician 1 .....	\$50
Project Administrative Assistant.....	\$50

**NOTES:**

1. Hourly billing rates for personnel apply to actual time spent in meetings concerning the project, preparing for such meetings, project coordination time, design activities, field and office investigations, and travel time when job-related.
2. If personal vehicles are utilized, travel mileage is billed at the federal mileage reimbursement rate. If company-owned vehicles are utilized, rental rates of \$120/day, \$350/week, or \$1,000/month are used in lieu of travel mileage. If rental vehicles are utilized, the actual cost of the rental and gasoline will be billed directly with no mark-up.
3. Air transportation fees are billed directly with no mark-up. Travel time is typically billed only for that time actually spent flying to/from the project location and does not include layovers, delays, etc.
4. Project reimbursable expenses such as reproduction by vendors, overnight shipping, meals, and lodging associated with travel or extended field activities, etc. are billed directly with no mark-up.
5. Field equipment rented from outside vendors is billed directly with no mark-up. Field equipment owned by Hull, including individual equipment items or groupings of equipment such as sampling kits, are billed at competitive market-equivalent rates for daily or weekly rental.
6. Subcontractors' fees are billed to the Client at a rate equal to the subcontractor fee multiplied by 1.15 to recover Hull's contractual liability risk and associated operational expense.
7. Higher hourly billing rates may apply for certain services on a project-specific basis (e.g., Ohio Certified Professional, expert witness services, rapid response consulting).

**ATTACHMENT C  
FOR  
MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES**

**HULL & ASSOCIATES, INC.**

**TASK ORDER NO:** 001  
**HULL PROJECT CODE:** CGA010  
**CONTRACT NUMBER:** CNTRCT.300.1273

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Subject to the terms and conditions of the above referenced Contract, the Consultant agrees to perform the described Scope of Work as follows:

Prepare a Clean Ohio Recreational Trails Fund, Recreational Trails Program, and the NatureWorks grant applications on behalf of the City of Gahanna as described in the Hull proposal, document CGA010.100.0001.

NUMBER OF COPIES OF DELIVERABLE: TBD

LUMP SUM TOTAL COST: \$10,500

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HULL & ASSOCIATES, INC. PROJECT CONTACT: Jennifer Carter-Cornell, APR

CLIENT PROJECT CONTACT: Troy Euton

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CLIENT AUTHORIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

(Please return one signed original to Hull & Associates, Inc.'s Project Contact and retain one signed original for Client's records)