

OWNER-CONTRACTOR AGREEMENT

Contract Terms Sheet

Owner:

City of Gahanna
200 South Hamilton Road
Gahanna, Ohio 43230
Phone: (614) 342-4050

Owner's Representative: Stephania Ferrell

Contractor:

HGC Construction Co.
2814 Stanton Ave
Cincinnati, Ohio 45206
Phone: (513) 861-8866

Contractor Representative: Adam Kuehne

Project Name: 2025 Price Road Exploration Center Renovation, PK-22-02

Contract Effective Date: **Anticipated September 2025**

____ When this item is checked by the Owner, e.g., with an "X" or other mark, the State of Ohio Department of Transportation, Construction Specifications Manual, in the current version through (date bid advertised), will be a Contract Document, but only as modified by the document titled *ODOT Manual Supplement*, prepared by Owner.

 X When this item is checked by the Owner, e.g., with an "X" or other mark, the City of Columbus Construction and Material Specifications Supplement, in the current edition through will be a Contract Document, but only as modified by the document titled City of Columbus Construction and Material Specifications Supplement.

Non-Contract Documents. The following are the reports and tests of subsurface conditions at or contiguous to the Site, if any, that the Design Professional has used in preparing the Contract Documents. (Non if none are listed).

Geotech Report

Wetland Delineation Report

Non-Contract Documents. The following Conditions at the Site, if any, are those reports and drawings related to any Hazardous conditions. (None if none are listed).

Pre-Renovation Inspection for Asbestos-Containing Materials Report

Phase I ESA

The Design Professional (also called the "Consulting Engineer") is:

Building Renovation Improvements

MA Design

775 Yard Street, Suite 325

Columbus, OH 43212

Site Civil Improvements

American Structurepoint, Inc.

2550 Corporate Exchange Drive, Suite 300

Columbus, OH 43231

MEP Improvements

Kramer Engineers

394 Oak Street

Columbus, OH 43215

The Design Professional's Representative is: Kenneth Cleaver (MA Design); Joel Perry (American Structurepoint); Brett Kramer (Kramer Engineers)

The Date for Substantial Completion is the following date or the following Contract Time (in calendar days) **Anticipated May 2026**

The Coordinating Contractor shall be the _____ Contractor. (If this blank is not completed, then the Coordinating Contractor shall be the General Trades Contractor or, if there is only one contractor, the Contractor).

The Contract Sum (also called Contract Price) is (in words). _____ The Contract Sum includes the following:

Base Bid Amount: **\$1,620,000.00**

Accepted Alternates, _____ if any (none if none are listed):

Alternate No.	Description	Amount

This document is an agreement between the Owner and the Contractor for the Work described in the Contract Documents related to the Contract identified above for the Project defined above and is effective as of the date set forth above ("Effective Date of this Agreement"), which if no date is entered shall be the date the Agreement was signed by the Owner.

The Owner and the Contractor agree as set forth in the following sections:

1. CONTRACT DOCUMENTS. The Contract Documents consist of the following documents:

1. NOTICE TO BIDDERS;
2. INFORMATION AND REQUIREMENTS FOR BIDDERS;
3. REQUEST FOR INFORMATION (PRE-BID);
4. SUPPLEMENTARY SPECIFICATIONS;
5. PREVAILING WAGE RATES (as applicable);
6. BID FORM;
7. NONCOLLUSION AFFIDAVIT;
8. CORPORATE AFFIDAVIT;
9. CONTRACTOR'S PERSONAL PROPERTY TAX AFFIDAVIT (O.R.C. § 5719.042);
10. CERTIFICATE OF INSURANCE;
11. STATE OF OHIO DEPARTMENT OF TAXATION, SALES AND USE TAX CONSTRUCTION CONTRACT EXEMPTION CERTIFICATE;
12. CONTRACTOR'S QUALIFICATION STATEMENT;
13. SUBCONTRACTORS LIST;
14. OWNER-CONTRACTOR AGREEMENT;
15. FISCAL OFFICER'S STATEMENT OF AVAILABILITY;
16. GAHANNA STANDARD GENERAL CONDITIONS;
17. STATE OF OHIO BUREAU OF WORKER'S COMPENSATION INSURANCE CERTIFICATE;
18. NOTICE OF COMMENCEMENT OF PUBLIC IMPROVEMENT;
19. NOTICE OF AWARD TO CONTRACTOR;
20. NOTICE OF AWARD TO SURETY AND SURETY'S AGENT;
21. NOTICE TO PROCEED;
22. CHANGE ORDER;
23. PAYROLL INFORMATION;
24. FINAL PAYROLL AFFIDAVIT;
25. CONTRACTOR'S PAYMENT APPLICATION CHECKLIST;
26. CONTRACTOR'S AFFIDAVIT WITH LIST OF SUBCONTRACTORS AND SUPPLIERS WITH ANY AMOUNTS WITHHELD;
27. CONTRACTOR'S WAIVER & RELEASE AGREEMENT;

28. SUBCONTRACTOR'S – SUPPLIER'S WAIVER & RELEASE AGREEMENT;
29. STATEMENT OF CLAIM FORM;
30. STATEMENT OF CLAIM FORM INSTRUCTIONS;
31. DESIGN PROFESSIONAL'S CERTIFICATE OF SUBSTANTIAL COMPLETION;
32. MODIFICATIONS ISSUED AFTER THE EXECUTION OF THE CONTRACT, INCLUDING:
 - i. A written amendment to the Agreement signed by both parties;
 - ii. A Change Order;
 - iii. A Work Change Directive; or,
 - iv. A written order for a minor change of the Work issued by the Design Professional in accordance with the General Conditions; and
33. If selected as a Contract Document in the Contract Terms Sheet, the State of Ohio Department of Transportation, Construction Specifications Manual, in the current version through June 16, 2023, will be a Contract Document, but only as modified by the document titled *ODOT Manual Supplement*, prepared by Owner;
34. If selected as a Contract Document in the Contract Terms Sheet, the City of Columbus Construction and Material Specifications Supplement, in the current edition through June 16, 2023, will be a Contract Document, but only as modified by the document titled *City of Columbus Construction and Material Specifications Supplement*, and
35. THE PROJECT PLANS, DRAWINGS, AND EXHIBITS.

Note: NON-CONTRACT DOCUMENTS. The reports and tests of subsurface conditions at or contiguous to the Site, if any, that the Design Professional has used in preparing the Contract Documents, identified in the Contract Terms Sheet, are not Contract Documents. The General Conditions, as modified, contain additional terms related to these reports and tests.

Note: NON-CONTRACT DOCUMENTS. The reports and drawings related to any Hazardous Conditions at the Site, if any, identified in the Contract Terms Sheet, are not Contract Documents. The General Conditions, as modified, contain additional terms related to these reports and drawings. (None if none are listed).

2. **DESIGN PROFESSIONAL RELATIONSHIP.** The Contract Documents shall not be construed to create a contractual relationship of any kind between the Design Professional and the Contractor or any Subcontractor or Material Supplier to the Project. The Design Professional, however, shall be entitled to performance of the obligations of the Contractor intended for its benefit and to enforcement of such obligations, but nothing contained herein shall be deemed to give the Contractor or any third party any claim or right of action against the Design Professional that does not otherwise exist without regard to this Contract. The Contractor and its Subcontractors shall not be deemed to be beneficiaries of any of the acts or services of the Design Professional that are performed for the sole benefit of the Owner. The Contractor shall forward all communications to the Owner through the Design Professional and hereby acknowledges and agrees that any instructions, reviews, advice, approvals, orders, or directives that are rendered to it by the Design Professional are specifically authorized and directed by the Owner to the Contractor through the Design Professional acting on behalf of the Owner.

- 2.1 The Design Professional (also called the “Engineer” or “Consulting Engineer”), if any, is identified in the Contract Terms Sheet.

3. TIME FOR COMPLETION AND PROJECT COORDINATION.

3.1 DATE FOR COMMENCEMENT. The date for commencement of the Work shall be the date established in a written Notice to Proceed issued by the Owner, through the Design Professional, to the Contractor. If no Notice to Proceed is issued, then the date for commencement shall be the Effective Date of this Agreement. The date for commencement of the Work shall be within sixty (60) calendar days from the bid opening date, unless the Owner and the Contractor agree to a later date. If there is any other date for commencement of the Work in the bid documents, Contract Documents or elsewhere, it is agreed that such other date is a tentative date and may not be relied upon by the Contractor. If the date for commencement of the Work is later than sixty (60) calendar days from the bid opening date or, if applicable, the later date agreed to by the Owner and the Contractor, the Contractor may submit a Claim in accordance with the Contract Documents.

3.2 DATE FOR SUBSTANTIAL COMPLETION. The Contractor shall have its Work on the Project Substantially Complete by the following date or within the following Contract Time (in calendar days) set forth in the Contract Terms Sheet. The Date for Substantial Completion is the foregoing date or date calculated using the Contract Time. The Date for Substantial Completion shall only be changed or modified by Change Order, other Modification, or a Claim that is Finally Resolved regardless of any dates in any schedule created by any person, including the Coordinating Contractor. The Contract Time shall run from the date of the Notice to Proceed or if there is no Notice to Proceed from the Effective Date of this Agreement.

3.2.1 Substantial Completion is the time at which the Work has progressed to the point where the Work is sufficiently complete, in accordance with the Contract Documents, so that the Work can be utilized for the purposes for which it is intended. Final Completion shall mean that the Work is complete in accordance with the Contract Documents and the Contractor has submitted to the Design Professional all documents required to be submitted to the Design Professional for final payment. A Claim is “Finally Resolved” when the claim process is complete and not subject to further proceedings.

3.2.2 SHUTDOWN DATES. Due to events scheduled by the Owner and/or other Owner considerations, Contractor must only perform Work on the days and at the times allowed by the Ordinances of the City of Gahanna. Additionally, Contractor will not be able to perform Work on the Project on the dates and times delineated in the Supplementary Specifications to these Contract Documents.

Contractor’s Construction Schedule for performing the Work shall account for Contractor not being able to perform Work on these dates and the contractual dates for Substantial Completion and Final Completion will not be changed due to Contractor not being able to perform Work on these dates.

3.3 **CONSTRUCTION SCHEDULE.** The Construction Schedule (also referred to as the "Progress Schedule") shall be developed by the Coordinating Contractor as provided in the Contract Documents.

3.4 **COORDINATING CONTRACTOR.** The Coordinating Contractor shall be the contractor identified in the Contract Terms Sheet (if none is identified, then the Coordinating Contractor shall be the General Trades Contractor or, if there is only one contractor, the Contractor). The Coordinating Contractor shall be responsible for coordinating the work of all contractors on the Project.

3.5 **LIQUIDATED DAMAGES.** If the Contractor does not have its Work on the Project Substantially Complete by its Date for Substantial Completion or Finally Complete within forty-five (45) calendar days of achieving Substantial Completion, the Contractor shall pay the Owner (and the Owner may set off from sums coming due the Contractor) Liquidated Damages in the per diem amounts as set forth in the following tables, whichever may be applicable:

LIQUIDATED DAMAGES – DATE FOR SUBSTANTIAL COMPLETION

Contract Amount	Dollars Per Day
\$1.00 to \$50,000.00	\$ 250.00
\$50,000.01 to \$150,000.00	\$ 500.00
\$150,000.01 to \$500,000.00	\$1,000.00
\$500,000.01 to \$2,000,000.00	\$1,500.00
\$2,000,000.01 to \$5,000,000.00	\$2,500.00
\$5,000,000.01 to \$10,000,000.00	\$3,000.00

LIQUIDATED DAMAGES – FINAL COMPLETION

Contract Amount	Dollars Per Day
\$1.00 to \$50,000.00	\$ 50.00
\$50,000.01 to \$150,000.00	\$ 100.00
\$150,000.01 to \$500,000.00	\$ 200.00
\$500,000.01 to \$2,000,000.00	\$ 300.00
\$2,000,000.01 to \$5,000,000.00	\$ 500.00
\$5,000,000.01 to \$10,000,000.00	\$ 600.00

In addition to such Liquidated Damages, the Contractor shall indemnify, defend and hold the Owner and its employees and agents harmless from any and all claims, whether or not such claims are proven, and from all costs and expenses incurred, as a result of or related to such claims, including but not limited to attorneys' and consultants' fees and expenses, provided that such claims arise out of or are related to the Contractor's failure to Substantially Complete its Work by its Date for Substantial Completion or its failure to Finally Complete its Work within forty-five (45) calendar days of its Date for Substantial Completion. The Contractor's obligation to indemnify, defend and hold the Owner harmless under this Section 3.5 shall be joint and several. These Liquidated Damages are in addition to any other remedies available to the Owner under the Contract Documents.

The Contractor acknowledges that such amounts of Liquidated Damages represent a reasonable estimate of the actual damages for loss of or interference with the intended use of the Project that the Owner would incur if the Contractor's Work is not Substantially

Complete by its Date for Substantial Completion or Finally Complete by the required date for Final Completion. The Parties acknowledge and agree that actual damages, costs or expenses of any delay would be difficult to ascertain and that the liquidated damages remedy provided for in this Section is a fair and equitable amount to reimburse Owner for damages sustained due to such delay and is not a penalty.

3.6. **FINAL COMPLETION.** The Contractor shall achieve Final Completion of its Work on the Project, as defined in the General conditions, within forty-five (45) calendar days of achieving Substantial Completion ("Date of Final Completion").

3.7. **MILESTONE DATES:** The following Milestone Date(s), if any, shall be met:

<XXXX>

4. CONTRACT SUM (also called Contract Price). The lump sum Contract Sum to be paid by the Owner to the Contractor, as provided herein, for the satisfactory performance and completion of the Work and all of the duties, obligations, and responsibilities of the Contractor under this Agreement and the other Contract Documents is as set forth in the Contract Terms Sheet. The Contract Sum includes all federal, state, county, municipal, and other taxes imposed by law, including but not limited to any sales, use, commercial activity, and personal property taxes payable by or levied against the Contractor on account of the Work or the materials incorporated into the Work. The Contractor will pay any such taxes. The Contract Sum includes the Base Bid and Alternates, if any, identified in the Contract Terms Sheet.

If after Substantial Completion of its Work, the Contractor fails to submit its final payment application with all the documents required to be submitted with such application within ninety (90) calendar days after written notice to do so from the Owner and without prejudice to any other rights and remedies the Owner may have available to it, the balance of the Contract Sum shall become the Owner's sole and exclusive property, and the Contractor shall have no further interest in or right to such balance.

5. RETAINAGE. Retainage applicable to the Contract by Ohio Revised Code Sections 153.12, .13, and .14 will be withheld as defined in the General Conditions. The Contractor agrees that the Retainage will not be held in escrow or in any interest-bearing account, and that no interest will be paid on such retained funds.

Should the Contractor fail to substantially complete the Project or fail to timely address punch-list items, the City reserves the right to hold Retainage until the Work is complete to the satisfaction of the City.

6. LIMITATION ON LIABILITY. The Owner's total liability under this Agreement will be limited to the amount set forth in the Fiscal Officer's certificate accompanying this Agreement. Under no circumstances will the elected officials, officers, employees, board or council members, or agents of the Owner be personally liable for any obligations or claims arising out of or related to this Agreement.

7. GENERAL.

7.1 **MODIFICATION.** Unless otherwise specifically set forth in this Agreement, no modification or waiver of any of the terms of this Agreement, or of any other Contract Documents, will be effective against a party unless set forth in writing and signed by or on behalf of a party. In the case of the Owner, the person executing the modification or waiver must have express authority to execute the Modification on behalf of the Owner pursuant to a resolution that is duly adopted by the Owner. Under no circumstances will forbearance, including the failure or repeated failure to insist upon compliance with the terms of the Contract Documents, constitute the waiver or modification of any such terms by the Owner. The parties acknowledge that no person has authority to modify this Agreement or the other Contract Documents or to waive any of its or their terms, except as expressly provided in this section.

7.2 **ASSIGNMENT.** The Contractor may not assign this Agreement without the written consent of the Owner, which the Owner may withhold in its sole discretion.

7.3 **LAW AND JURISDICTION.** All questions regarding the validity, intention, or meaning of this Agreement or any modifications of it relating to the rights and obligation of the parties will be construed and resolved under the laws of the State of Ohio. Any suit, which may be brought to enforce any provision of this Agreement or any remedy with respect hereto, shall be brought in the state court of competent jurisdiction in the county in Ohio in which the Owner's principal office is located, and each party hereby expressly consents to the exclusive jurisdiction of such court. The parties expressly waive the right to remove any litigation arising out of this Agreement to federal court.

7.4 **CONSTRUCTION.** The parties acknowledge that each party has reviewed this Agreement and the other Contract Documents and entered into this Agreement as a free and voluntary act. Accordingly, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement, the other Contract Documents, or any amendments or exhibits to it or them.

7.5 **APPROVALS.** Except as expressly provided herein, the approvals and determinations of the Owner and Design Professional will be subject to the sole discretion of the respective party and be valid and binding on the Contractor, provided

only that they be made in good faith, i.e., honestly. If the Contractor challenges any such approval or determination, the Contractor has the burden of proving that it was not made in good faith by clear and convincing evidence.

7.6 PARTIAL INVALIDITY. If any term or provision of this Agreement is found to

be illegal, unenforceable, or in violation of any laws, statutes, ordinances, or regulations of any public authority having jurisdiction, then, notwithstanding such term or provision, this Agreement will remain in full force and effect and such term will be deemed stricken; provided this Agreement will be interpreted, when possible, so as to reflect the intentions of the parties as indicated by any such stricken term or provision.

7.7 COMPLIANCE WITH LAWS AND REGULATIONS. The Contractor, at its expense, will comply with all applicable federal, state, and local laws, rules, and regulations applicable to the Work, including but not limited to Chapter 4115 of the Ohio Revised Code and Sections 153.59 and 153.60 of the Ohio Revised Code, which prohibit discrimination in the hiring and treatment of employees, with respect to which the Contractor agrees to comply and to require its subcontractors to comply.

7.7.1 NON-DISCRIMINATION. Contractor agrees:

1. That in the hiring of employees for the performance of Work under this Agreement or in any subcontract, neither the Contractor, subcontractor, or any person acting on behalf of either of them, shall by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform the Work to which the employment relates.
2. That neither the Contractor, subcontractor, nor any person acting on behalf of either of them shall, in any manner, discriminate against or intimidate any employee hired for the performance of Work under this Agreement on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.
3. That there shall be deducted from the amount payable to the Contractor by the Owner under this Agreement a forfeiture of twenty-five dollars (\$25.00) as required by Ohio Revised Code Section 153.60 for each person who is discriminated against or intimidated in violation of this Agreement.
4. That this Agreement may be canceled or terminated by the Owner and all money to become due hereunder may be forfeited for a second or subsequent violation of the terms of this section of this Agreement.

7.7.2 PREVAILING WAGE RATES.

The Contractor and its subcontractors,

regardless of tier, shall strictly comply with their obligation to pay their employees working on the Project site at the applicable prevailing wage rates for the type of work, including any changes thereto, without increase in the Contract Sum.

7.7.3 ETHICS. By signing and entering into this agreement with the Owner, the Contractor represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements. The Contractor understands that failure to comply with the ethics laws is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the Owner.

7.7.4 CONTINUOUS TREATMENT. Federal regulations prohibit by-passing of any sewage during construction operations. The Contractor will be responsible for providing any required temporary pumping facilities piping, etc. necessary to complete the Project without any plant by-passing and continuous treatment must be provided at the same level during construction as existed prior to construction.

Unless otherwise specified in writing, the Contractor shall procure and pay for all permits, licenses and approvals necessary for the execution of this Contract.

The Contractor shall comply with all laws, regulations, ordinances, rules and orders relating to the performance of the work required to complete their Contract.

7.7.5 VIOLATIONS FACILITIES. Contractor agrees to comply with all applicable standards, orders or requirements under Section 306 of the Clean Air Act, 42 USC 1857(h), Section 508 of the Clean Water Act, 33 USC 1368, Executive Order 11738, and EPA regulations, 40 CFR Part 32, which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included in the EPA List of Violating Facilities.

7.8 JOB MEETINGS. The Contractor or one of its representatives with authority to bind the Contractor will attend all job meetings. The Owner anticipates that job meetings will be scheduled on a weekly basis during construction or as needed. The Contractor will ensure that its Subcontractors also hold regular job meetings at which safety issues and job matters are discussed as these relate to the Work being performed. Job meetings include, but are not limited to, pre-construction meetings, weekly job meetings, weekly safety tool box meetings, and monthly safety meetings.

7.9 PROPERTY TAX AFFIDAVIT. The Contractor's affidavit given under Section 5719.024, Ohio Revised Code, is incorporated herein.

- 7.10 PARTNERING. Contractor agrees that it will participate, as part of the Contract Sum, in any partnering sessions scheduled by Owner.
- 7.11 ENTIRE AGREEMENT. This Agreement and the other Contract Documents constitute the entire agreement among the parties with respect to their subject matter and will supersede all prior and contemporaneous, oral or written, agreements, negotiations, communications, representations, and understandings with respect to such subject matter, and no person is justified in relying on such agreements, negotiations, communications, representations, or understandings.
- 7.12 COUNTERPARTS. This Agreement may be executed in any number of counterparts each of which when so executed and delivered will be an original hereof, and it will not be necessary in making proof of this Agreement to produce or account for more than one counterpart hereof. This Agreement may be executed and delivered by facsimile or via electronic mail.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their properly authorized representatives and agree that this Agreement is effective as of the date first set forth above.

Owner: **The City of Gahanna**

Contractor (as identified on the Contract Terms Sheet)

By: _____ By: _____

Name: **Laurie A. Jadwin**

Name: _____

Title: **Mayor**

Title: _____

Date:

Date:

By: _____

Name: **Stephania Ferrell**

Title: **Director of Parks and Recreation**

Date:

Approved as to form of Contract and Contract Bond:

By:

Name: **Priya Tamilarasan**

Title: **City Attorney**

Date:

FISCAL OFFICER'S STATEMENT OF AVAILABILITY

(Section 5705.41, R.C.)

I Joann Bury, hereby certify that I am the Director of Finance for the City of Gahanna, Ohio and that the amount of money to wit \$_____ required to meet the cost of the attached Contract between the City of Gahanna, Ohio and _____, has been or will be, prior to the ordering of any materials, lawfully appropriated for the purpose of said Contract and the money so appropriated is on deposit or in process of collection to the credit of the appropriate fund free from any previous encumbrances. Moneys due in excess of the Contract Sum and any Contingency amount assigned thereto shall require an additional and separate Fiscal Officer's Statement of Availability which shall not be given unless the Contract adjustment is directly attributable to one of the express methods for increasing the Contract Sum under the Contract Documents; and, such process is completed in the manner required by the Contract Documents.

Date: _____

Signed: _____

By: Joann Bury

Title: Director of Finance

STATE OF OHIO BUREAU OF WORKER'S COMPENSATION
INSURANCE **CERTIFICATE ATTACHMENT SHEET**

INSURANCE CERTIFICATE ATTACHMENT SHEET

NOTICE OF COMMENCEMENT OF PUBLIC IMPROVEMENT

Section 1311.252, Ohio Revised Code

Notice is hereby given of the commencement of a public improvement as follows:

1. The public improvement is identified as:

Project Name: 2025 Price Road Exploration Center Renovation, PK-22-02
Project Location: 94 Price Road, Gahanna OH

2. The public authority and Owner responsible for the public improvement is:

City of Gahanna
200 S Hamilton Rd
Gahanna, OH 43230

3. The principal contractor and its surety on the public improvement are as follows:

Principal Contractor: _____ Surety: _____

4. The date the City of Gahanna first executed a contract with a principal contractor for this public improvement is: _____

5. The name and address of the representative for the City of Gahanna upon whom service may be made for the purposes of serving an affidavit pursuant to Section 1311.26 of the Ohio Revised Code is:

Stephania Ferrell
Director of Parks and Recreation
City of Gahanna
200 S Hamilton Rd
Gahanna, OH 43230

The foregoing is true and accurate to the best of my knowledge and the information available to me.

Signature Title

Printed Name

Sworn and subscribed before me this _____ day of _____, 2025.

Notary Public

NOTICE OF AWARD TO CONTRACTOR

To:

Date:

Project: 2025 Price Road Exploration Center Renovation, PK-22-02

The Owner has considered the Bid submitted by you for the above-described work in response to the Legal Notice dated: _____ .

You are hereby notified that your bid has been accepted for items in the amount of \$ _____ (Base Bid).

You are required by the Information for Bidders to execute the Contract and furnish the required documents within ten (10) calendar days from the date of this notice to you.

If you fail to execute said Contract within ten (10) calendar days from the date of this notice, Owner may—at its discretion—exercise its rights with respect to your bid guaranty and be entitled to such other rights as may be granted by Law.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

Dated this _____ day of _____ , 2025

By:

Stephania Ferrell
Director of Parks and Recreation

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged.

Contractor:

This _____ day of _____ , 2025

By:

Name:

Title: _____

NOTICE OF AWARD TO SURETY AND SURETY'S AGENT

Date:

SENT BY REGULAR U.S. MAIL

Surety Company

Surety Agent

Re: Notice of Award of Contract

To Whom It May Concern:

You are notified that your principal, _____, has been awarded a contract for the _____, in the amount of \$ _____, by the City of Gahanna.

Thank you,

By: _____
Catherine Eichel, Parks and Recreation Project Manager

NOTICE TO PROCEED

To:

Date:

Project: 2025 Price Road Exploration Center Renovation, PK-22-02

Owner: City of Gahanna
200 South Hamilton Road
Gahanna, Ohio 43230

You are hereby notified to commence Work in accordance with the Agreement dated _____, and you are to complete the Work in the time required by Section 3.2 of the Owner/Contractor Agreement and other Contract Documents. Within ten (10) calendar days from this Notice to Proceed date, you will begin physical, on-site improvements. You are required to return an acknowledged copy of this Notice to Proceed, to the Owner, indicating Acceptance of this Notice to Proceed.

Stephania Ferrell
Director of Parks and Recreation

ACCEPTANCE OF NOTICE TO PROCEED

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____, this the day of _____, 2025.

By:

Title: _____

CHANGE ORDER

Order No: _____

Date: _____

Agreement Date: _____

Name of PROJECT: 2025 Price Road Exploration Center Renovation, PK-22-02

OWNER: **City of Gahanna, Ohio**

CONTRACTOR: _____

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: _____

Change to CONTRACT PRICE: \$ _____

Original CONTRACT PRICE: \$ _____

Current CONTRACT PRICE adjusted by previous
CHANGE ORDER \$ _____

The CONTRACT PRICE due to this CHANGE ORDER will be (increased)
(decreased) by : \$ _____

The CONTRACT PRICE amount INCLUDING this CHANGE ORDER: \$ _____

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (decreased) by _____
calendar days.

The date for completion of all WORK will be _____ (Date)

CONTRACTOR AGREES THAT THIS CHANGE ORDER SHALL CONSTITUTE A FINAL SETTLEMENT OF ALL MATTERS RELATING TO THE CHANGE IN THE WORK THAT IS THE SUBJECT OF THIS CHANGE ORDER, INCLUDING, BUT NOT LIMITED TO, ALL DIRECT, INDIRECT, AND CUMULATIVE COSTS ASSOCIATED WITH SUCH CHANGE AND ALL ADJUSTMENTS TO THE CONTRACT SUM AND THE DATE FOR SUBSTANTIAL COMPLETION.

Contractor's Signature: _____

Owner: _____

Project Administrator: _____

PAYROLL INFORMATION

Date

I, _____ (Name of Signatory Party),
(Title), do hereby certify:

1. That I pay or supervise the payment of the persons employed by _____ (Contractor) on the 2025 Price Road Exploration Center, PK-22-02 (Project).

2. That during the payroll period commencing on the _____ day of _____, 2025, and ending on the _____ day of _____, 2025, all persons employed on said project have been paid in full weekly wages earned; that no rebates have been or will be made either directly or indirectly to or on behalf of said _____ (Contractor) from the full weekly wages earned by such persons; and that no deductions have been made either directly or indirectly from the wages earned by such persons, other than permissible deductions which are described below:

1. That any payrolls otherwise under this Contract required for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in the specifications as supplied by the Department of Industrial Relations or any wage determination incorporated into the Contract and that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

2. That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with the Ohio Apprenticeship Council.

3. That:

(a) Where fringe benefits are paid to approved plans, funds, or programs, in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits listed in the Contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 5(c) below; and

(b) Where fringe benefits are paid in cash, each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, and amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the Contract, except as noted in Section 5(c) below:

(c) Exceptions:

Exception (Craft)

Explanation

Remarks

Name and Title _____,

Signature

The willful falsification of any of the above statements may subject the Contractor or Subcontractor to fines as described in Section 4115.99 of the Ohio Revised Code.

FINAL PAYROLL AFFIDAVIT

I, _____ (Name of person signing affidavit),
_____ (title),

of the _____, do hereby certify that the
wages paid to all employees for the full number of hours worked in connection with the

Contract to the Improvement, Repair and Construction of: **2025 Price Road Exploration
Center Renovation, PK-22-02** (Project)

during the following period from _____ to _____ is in
accordance with the prevailing wages prescribed by the Contract Documents. I further certify
that no rebates or deductions for any wages due any person have been directly or indirectly
made other than those provided by law.

(Signature of Officer or Agent)

Sworn to and subscribed in my presence this _____ day of
_____, 2025.

Notary Public

**The above affidavit must be executed and sworn to by the officer or agent or the
Contractor or Subcontractor who supervised the payment of employees, before the
Owner will release the surety and/or make final payment due under the terms of the
Contract.**

CONTRACTOR'S PAYMENT APPLICATION CHECKLIST

THE CONTRACTOR MUST COMPLETE THIS CHECKLIST AND SUBMIT IT TO THE DESIGN PROFESSIONAL WITH ITS PAYMENT APPLICATION AND ALL REQUIRED DOCUMENTATION.

1. Contractor's Name: _____
2. Name, title, and telephone and fax numbers of Contractor's representative to contact regarding the Payment Application and required documentation:
Name: _____ Title: _____
Office Telephone No.: () _____ FAX No.: () _____
3. Payment Application Number and Date:
No. _____ Date: _____, 2025
4. The following is a list of required documentation that must accompany its Payment Application. The Contractor certifies that it has submitted the documentation listed below with its Payment Application. If the Contractor cannot do so, the Contractor should explain why in Paragraph 5. Such explanations shall not excuse the Contractor from the requirements for submitting this documentation.
 - _____ .1 Two (2) copies of a properly completed and executed Application for Payment with a properly completed and executed Schedule of Values attached to each;
 - _____ .2 Properly Completed Contractor's Affidavit with List of Subcontractors and Suppliers and Any Amounts Withheld;
 - _____ .3 Contractor's Waiver and Release Agreement (beginning with the second Application for Payment);
 - _____ .4 For each of its Subcontractors and Suppliers, a Subcontractor's – Supplier's Waiver and Release Agreement (beginning with the second Application for Payment);
 - _____ .5 Schedule of all materials and equipment stored on-site;
 - _____ .6 For materials and equipment stored off-site:
 - _____ A list of the materials and equipment consigned and stored off-site in connection with the Project (which shall be clearly identified), giving the place of storage, together with copies of invoices and reasons why the materials and equipment cannot be delivered to the site;
 - _____ Certification that all items have been tagged for delivery to the Project and that they will not be used for any other purpose;
 - _____ A letter from the Contractor's surety bonding company indicating agreement to the arrangements and that

payment to the Contractor shall not relieve either party of its responsibility to complete the facility;

_____ Evidence of adequate insurance covering the material and equipment in storage, which shall name the Owner as additional insured;

_____ Evidence that the Design Professional has visited the Contractor's place of storage and found that all the materials and equipment set forth in the payment request and represented to be stored off-site are stored at the place of storage (any costs incurred by the Design Professional to inspect material and equipment in off-site storage shall be paid by the Contractor); and

_____ Itemization of the materials and equipment and their cost, which were approved on previous Pay Applications and which remain in off-site storage.

_____ .7 Other documentation or information required by the Contract Documents or by the Design Professional or Owner.

5. Reason why required documentation is not submitted:

NOTE: The failure to submit required documentation, regardless of the reason, may result in non- payment, partial payment, and/or late payment.

Signature

Printed Name

Date

PROJECT ADMINISTRATOR REVIEW

_____ Checklist and documentation complete.

_____ Checklist and documentation incomplete.

Signature

Printed Name

Date

**CONTRACTOR'S AFFIDAVIT WITH LIST OF SUBCONTRACTORS AND SUPPLIERS
WITH ANY AMOUNTS WITHHELD**

PROJECT:

CONTRACTOR:

STATE OF _____

: SS,

COUNTY OF _____

:

The undersigned after first being sworn swears that a) all previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment, b) the Contractor has submitted Subcontractor(s) – Supplier(s) Waiver and Release Agreements for each of its Subcontractors and Suppliers using the form set forth in the Project Manual or as requested by the Design Professional, c) set forth below is a complete list of its Subcontractors and Suppliers, and d) set forth below is a complete description of all amounts withheld from any Subcontractor or Supplier and the reason why. Attach additional sheets if necessary. Contractor certifies that it has self-performed work amounting to not less than 50% of the total contract sum.

Typed or Printed Name of Subcontractor or Supplier	<u>Address of Subcontractor or Supplier</u>	<u>Telephone Number of Subcontractor or Supplier</u>

WITHHOLDINGS FROM SUBCONTRACTORS AND/OR SUPPLIERS:

Typed or Printed Name of Subcontractor or Supplier	<u>Amount Withheld</u>	<u>Reason for Withholding</u>

CONTRACTOR: [insert name]

BY: _____
(Signature of authorized representative)

NOTARY PUBLIC

Subscribed and sworn to before me on this date by _____ on behalf of

Signature of Notary Public

Notary Public: _____

My Commission Expires:

CONTRACTOR'S WAIVER & RELEASE AGREEMENT

("AGREEMENT")

Project: _____

The undersigned hereby acknowledges receipt of payment from the Owner for all Work on the Project through the date of its prior Application for Payment. The undersigned acknowledges and agrees that the terms in this Agreement shall have the same meaning as in the Contract Documents for the Project.

In return for said payment, and/or pursuant to certain contractual obligations of the undersigned, the undersigned hereby waives and releases any rights it has or may have through the date of its last Application for Payment to any and all Claims and liens related to the Project, including without limitation: Claims of payment, mechanic's liens, liens against funds, surety bond Claims, and Claims for breach of contract or unjust enrichment. The sole exception to this waiver and release is for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form. The undersigned acknowledges and agrees that this waiver and release is intended to be a comprehensive release of all Claims and liens related to the Project, including without limitation all Claims against the Owner, the Design Professional, any Construction Manager, and the employees, board members, agents and representatives of any of the foregoing persons. The undersigned further certifies that this Agreement covers Claims and liens by all persons with which it did business related to the Project, including without limitation subcontractors and suppliers, through the date of its last Application for Payment. The undersigned represents that all such persons have signed an agreement in the form of this Agreement releasing any and all Claims and liens related to the Project, except for any Claims made by properly and timely submitting a Statement of Claim form, a copy of which has been delivered to the Design Professional and the Owner. The undersigned hereby represents and warrants that it has paid any and all welfare, pension, vacation or other contributions required to be paid on account of the employment by the undersigned of any laborers on the Project.

This Agreement is for the benefit of, and may be relied upon by the Owner, Design Professional and any Construction Manager. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing, the Project, work or improvement, and real property from any and all Claims, or liens that are or should have been released in accordance with this Agreement.

Company Name

Authorized Signature (Company Officer)

Title

Date

State of: _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public: _____

My Commission Expires: _____

SUBCONTRACTOR'S/SUPPLIER'S WAIVER & RELEASE AGREEMENT
("AGREEMENT")

Project:

The undersigned hereby acknowledges receipt of payment for all Work on the Project through the date of the prior Application for Payment by the Prime Contractor ("Prime Contractor") with which it has a contract. The undersigned acknowledges and agrees that the terms in this Agreement shall have the same meaning as in the Contract Documents for the Project.

In return for said payment, and/or pursuant to certain contractual obligations of the undersigned, the undersigned hereby waives and releases any rights it has or may have through the date of the Prime Contractor's last Application for Payment and to any and all Claims and liens related to the Project, including without limitation: Claims of payment, mechanic's liens, liens against funds, surety bond Claims, and Claims for breach of contract or unjust enrichment. The sole exception to this waiver and release is for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form, a copy of which the undersigned represents has been delivered to the Owner and the Design Professional. The undersigned acknowledges and agrees that this waiver and release is intended to be a comprehensive release of all Claims and liens related to the Project, including without limitation all Claims against the Prime Contractor, the Prime Contractor's surety, the Owner, the Design Professional, any Construction Manager, and the employees, board members, agents and representatives of any of the foregoing persons. The undersigned further certifies that this Agreement covers Claims and liens by all persons with which it did business related to the Project, including without limitation sub-subcontractors and suppliers, through the date of the Prime Contractor's last Application for Payment. The undersigned represents that all such persons have signed an agreement in the form of this Agreement releasing any and all Claims and liens related to the Project, except for any Claims made by properly and timely submitting a Statement of Claim form, a copy of which has been delivered to the Design Professional and the Owner. The undersigned hereby represents and warrants that it has paid any and all welfare, pension, vacation or other contributions required to be paid on account of the employment by the undersigned of any laborers on the Project.

The undersigned agrees that upon receipt of the payment from the Prime Contractor with respect to the Prime Contractor's current Application for Payment, it shall, upon request of the Prime Contractor, Owner, Design Professional, or any Construction Manager, execute a waiver and release agreement in the form of this Agreement, except that such Agreement shall be current through the date of the Prime Contractor's current Payment Application. The undersigned further agrees that, upon receipt of such payment, it shall execute any other documents requested to cause the prejudicial release of any and all Claims and liens through the date of the Prime Contractor's current Payment Application.

This Agreement is for the benefit of, and may be relied upon by, the Prime Contractor, the Prime Contractor's surety, the Owner, the Design Professional and any Construction Manager. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing: the Project, its Work, and real property from any and all Claims and/or liens that are or should have been released in accordance with this Agreement and from any liability, cost, or expense incurred as a result of any breach of this Agreement by the undersigned.

Company Name

Authorized Signature (Company Officer)

Title

Date

State of: _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public: _____

My Commission Expires: _____

STATEMENT OF CLAIM FORM

Claim No. ____ for Contractor

1. Name of Contractor: _____

2. Date written claim given: _____.

3. Contractor's representative to contact regarding the claim:

Name: _____ Title: _____
Telephone No. _____ (office) FAX No. _____

E-mail: _____

4. General description of claim:

5. Contract Documents. If the claim is based upon any part or provision in the Contract Documents, including but not limited to pages in the Drawings and/or paragraphs in the Specifications, Owner-Contractor Agreement, General Conditions or Supplementary General Conditions, state upon which parts or provisions the claim is based:

6. Delay claims:

6.1 Date delay commenced: _____

6.2 Duration or expected duration of the delay, if known: _____

6.3 Apparent cause of the delay and part of critical path affected:

6.4 Expected impact of the delay and recommendations for minimizing such impact:

7. Additional compensation. Set forth in detail all additional compensation to which the Contractor believes it is entitled with respect to this claim:

8. Instructions for Completing the Statement of Claim Form ("Instructions"). The Instructions are incorporated in this Form.

9. Truth of Claim. By submitting this claim, the Contractor and its representative certify that after conscientious and thorough review and to the best of his or her knowledge and belief a) the Contractor has complied fully with the Instructions, b) the information in this State of Claim is accurate, c) the Contractor is entitled to recover the compensation in paragraph 7, and d) the Contractor has not knowingly presented a false or fraudulent claim. The Contractor by its authorized representative must acknowledge this Statement of Claim before a notary public.

CONTRACTOR: _____

By: _____

Name and Title: _____

Date: _____

CONTRACTOR'S ACKNOWLEDGMENT

State of _____ ,

County of _____, ss:

_____ first being sworn, states that after conscientious and thorough review, the statements made in attached Statement of Claim Form are complete and true to the best of his or her knowledge and belief.

Sworn to before me a notary public by _____ on _____, 2025.

Notary Public

WHEN COMPLETED, FORWARD A COPY OF THIS NOTICE AND STATEMENT OF CLAIM FORM TO THE OWNER AND DESIGN PROFESSIONAL.

STATEMENT OF CLAIM FORM INSTRUCTIONS

1. Completing the Statement of Claim Form ("Claim Form") is a material term of the Contract. The Claim Form tells the Owner and Design Professional that the Contractor is making a Claim and that they need to act promptly to mitigate the effects of the occurrence giving rise to the Claim. The Claim Form also provides them with information so that they can mitigate such effects. The Contractor acknowledges that constructive knowledge of the conditions giving rise to the Claim through job meetings, correspondence, site observations, etc. is inadequate notice, because knowledge of these conditions does not tell the Owner and Design Professional that the Contractor will be making a Claim and most often is incomplete.
2. If the space provided in the Claim Form is insufficient, the Contractor, as necessary to provide complete and detailed information, must attach pages to the Claim Form with the required information.
3. Paragraph 4. The Contractor must state what it wants, *i.e.*, time and/or compensation, and the reason why it is entitled to time and/or compensation.
4. Paragraph 5. The Contractor must identify the exact provisions of the Contract Documents it is relying on in making its Claim. For example, if the Claim is for a change in the scope of the Contractor's Work, the Contractor must identify the specific provisions of the Specifications, and the Plan sheets and details that provide the basis for the scope change.
5. Paragraph 6. This paragraph applies to delay claims, including delays that the Contractor believes result in constructive acceleration. The Contractor must identify the cause of the delay, party or parties responsible, and what the party did or did not do that caused the delay, *i.e.*, specific work activities. The Contractor acknowledges that general statements are not sufficient, and do not provide the Owner with sufficient information to exercise the remedies available to the Owner or to mitigate the effects of the delay.

For example, if the Contractor claims a slow response time on submittals caused a delay, the Contractor must identify the specific submittals, all relevant dates, and then show on the applicable schedule, by circling or highlighting, the activities immediately affected by the delays. Also for example, if the Contractor claims it was delayed by another Contractor, the Contractor must identify the delaying Contractor, specifically what the delaying Contractor did or did not do that caused the delay, and then show the applicable schedule, by circling or highlighting, the activities immediately affected by the delays. Further by example, if the Contractor seeks an extension of time for unusually severe weather, the Contractor must submit comparative weather data along with a record of the actual weather at the job site and job site conditions.

6. Paragraph 6.4. Time is of the essence under the Contract Documents. If there is a delay, it is important to know what can be done to minimize the impact of the delay. It therefore is important that the Contractor provide specific recommendations on how to do so.

7. Paragraph 7. The Contractor must provide a specific and detailed breakdown of the additional compensation it seeks to recover. For future compensation, the Contractor shall provide its best estimate of such compensation.
8. Paragraph 8 and Acknowledgment. By submitting this Claim, the Contractor and its representative certify that after conscientious and thorough review and to the best of his or her knowledge and belief a) the Contractor has complied fully with the Instructions, b) the information in this Claim Form is accurate, c) the Contractor is entitled to recover the compensation in paragraph 7, and d) the Contractor has not knowingly presented a false or fraudulent claim. The Contractor by its authorized representative must acknowledge this Statement of Claim before a notary public.

END OF INSTRUCTIONS

**DESIGN PROFESSIONAL'S
CERTIFICATE OF SUBSTANTIAL COMPLETION**

Project:

Contract For:

Owner:

City of Gahanna
200 South Hamilton Road
Gahanna, Ohio 43230

CONTRACTOR:

HGC Construction Co.
2814 Stanton Ave
Cincinnati, Ohio 45206

The Design Professional hereby certifies that the Date for Substantial Completion of the Contractor's Work as set forth in the Owner-Contractor Agreement is:

Date:

The Design Professional hereby certifies that the Date for Substantial Completion in the Contractor's Agreement with the Owner (the "Agreement"), as extended by Change Orders and Claims submitted by the Contractor that have been resolved, as defined below, is:

1. Date for Substantial Completion in the Agreement
(above): _____
2. Additional days added to Date for Substantial Completion
by Change Order: _____
3. Additional days added by Claims that have been
Finally Resolved: _____
4. Date for Substantial Completion in the Contract
Adjusted by days under No. 2 and No. 3 _____

The Design Professional certifies that the Contractor's Work to the best of the Design Professional's knowledge, information, and belief was Substantially Complete, as Substantial Completion is defined in the Contract Documents, on _____.

The Design Professional hereby certifies that the difference between (a) the Date for Substantial Completion adjusted by the days under No. 2 and No. 3 above and (b) the date the Contractor's Work was Substantially Complete is _____ days.

NOTICES OF DELAY. The Design Professional hereby certifies that all "NOTICES OF DELAY" submitted by the Contractor and described in the General Conditions are attached to this Certificate. This certification is solely for the purpose of identifying all "NOTICES OF DELAY" submitted by the Contractor and is not intended to imply that any of these NOTICES OF DELAY were properly submitted in accordance with Contract Documents or are valid.

STATEMENT OF CLAIM FORMS. The Design Professional hereby certifies that all Statement of Claim Forms described in the General Conditions and submitted by the Contractor are attached to this Certificate. This certification is solely for the purpose of identifying all Statement of Claim Forms submitted by the Contractor and is not intended to

imply that any of these Statement of Claim Forms were properly submitted in accordance with Contract Documents or are valid.

PUNCHLIST ITEMS. A list of items to be completed by the Contractor is attached to this Certificate. The failure to include items on this list does not change the responsibility of the Contractor to complete its Work in accordance with the Contract Documents. The Contractor shall complete all items on the Punchlist in accordance with the Contract Documents.

Security, maintenance, utilities, damage to the Work and insurance are the responsibility of the Owner and the Contractor based on their operations pursuant to final completion of the Work.

Copies of this Certificate were provided to the Contractor and the Owner on _____.

Design Professional:

Signature: _____

Date: