

July 21, 2026

Holly Boyer, PE
Senior Utility Engineer
City of Gahanna
200 South Hamilton Road
Gahanna, OH 43230

**Taylor Road Water Main Replacement Project
Professional Services Agreement Amendment No. 2**

On September 11, 2024, the City accepted Fishbeck's proposal for design, bidding, and construction administration services for the installation of a new water main along Taylor Road between Morrison Road and Helmbright Drive. On February 3, 2026, the City accepted Fishbeck's Amendment No. 1 to provide additional services which included additional construction administration and construction inspection services.

As the City is aware, this project has required a significant level of effort to address the numerous change requests, bulletins, meeting discussions, and associated meeting minutes. The Project Manager has billed over 20 hours per week during the last three weeks. The effort associated with this work is significantly beyond the services and level of effort assumed in our construction administration scope. The \$14,100 fee for Fishbeck's construction engineering services is depleted and there remain 11 weeks of active construction and 15 weeks until final completion. The work completed by Fishbeck has been documented on our invoices; however, a summary follows:

- Attendance at a preconstruction meeting and preparation of a meeting agenda and minutes.
- Review of 59 pages of shop drawings. Shop drawings were reviewed twice.
- Creation of one change order, which included modifications for sidewalk construction. Work included a meeting with the contractor to discuss Change Order 1.
- Creation of three bulletins for change orders which included drawing design modifications.
- Review of six contractor change requests.
- Attendance at seven weekly progress meetings with agenda and meeting minute preparation for each (out-of-scope item).
- Review of tree clearing procedures.
- Site walk with City and Stantec regarding project.
- Answering Contractor and City questions regarding change orders, bulletins, and contract documents.
- Record drawing research regarding an unknown storm sewer.
- Review of Inspector construction reports.
- Answering Contractor questions such as what the required clearance is between a water line and a storm sewer.
- Review of Pencil Copy No. 1 for Payment Application No. 1.
- Review of water service information and conducting service location research.
- Review of flyer to residents regarding upcoming night work.
- Search for record of storm pipe found at Sta. 5+50.
- Confirmation of Pelotonia bike route.
- Coordination with Spectrum when Contractor severed their utility line.
- Attendance at CMT meetings every other week.

The following services will be required in the last 15 weeks Fishbeck is estimating the Project Manager will spend 12 hours per week on the project:

- Continued support of the City for the preparation and execution of the construction contract following City's requirements.
- Continued weekly progress meetings with agenda and meeting minute preparation (currently an out-of-scope item that is consuming a significant amount of budget).
- Continued CMT meetings every other week.
- Continued review of and response to Contractor's Requests for Information, Change Requests, and Change Orders.
- Continued visits to the project site at appropriate intervals to observe the progress of the work (often combined with the weekly progress meeting).
- Continued review of Contractor payment requests.
- Provision of punch list and final completion inspections, determination of substantial and final completion of the work and issuance of appropriate certifications.
- Preparation of Record Drawings from the Contractor's documentation of changes during the construction phase of the project and providing the City with hard copy drawings and electronic files.
- Coordination with Stantec's Construction Inspection Services.

Professional Services Hours

- Senior Utility Engineer (Brenda VanCleave): 180
- Staff Engineer: 20
- Administrative Assistant: 20

Professional Services Fees

Fishbeck proposes providing the above-described professional engineering services for a time and materials fee of Forty-Six Thousand One Hundred Twenty Dollars (\$46,120).

Authorization

Attached is an amendment to our existing September 11, 2024, Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed amendment to Kat Martin (kmartin@fishbeck.com). This project will be performed under the terms and conditions of our existing agreement. Invoices will be submitted monthly, and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 614.363.1014 or bvancleave@fishbeck.com.

Sincerely,



Brenda VanCleave, PE

Senior Engineer

By email

Copy: Joshua Mihelcic, PE, PS – Fishbeck
Dane A. Brown, PE – Fishbeck

Professional Services Agreement Amendment 2

Between Fishbeck and City of Gahanna
Dated September 11, 2024
For Taylor Road Water Main Replacement Project
Project No. 241550

The Scope/Budget for this project is modified as follows:

Provide additional services as outlined in Fishbeck letter proposal dated July 21, 2026, for a time and materials fee of Forty-Six Thousand One Hundred Twenty Dollars (\$46,120).

All Terms and Conditions shall remain unchanged.

APPROVED FOR:

City of Gahanna

SIGNATURE: _____

NAME: _____

Laurie A. Jadwin

TITLE: _____

Mayor – City of Gahanna

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: _____

NAME: _____

Joshua Mihelcic, PE, PS

TITLE: _____

Vice President

DATE: _____

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