CITY OF REYNOLDSBURG

FINANCE COMMITTEE
MONDAY MARCH 2, 2015

COMMITTEE MEETING: 7:30 PM

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDBURG, OH 43068

President:	DOUG JOSEPH
Ward Members:	Ward I - Scott A. Barrett Ward II - Leslie Kelly Ward III - Cornelius McGrady III Ward IV - Mel Clemens
Large Members:	Barth R. Cotner Chris Long Daniel J. Skinner, Esq.

COMMITTEES:

Community Development:	Chmn Kelly, McGrady, Clemens, Cotner, Long, Barrett, Skinner
Safety:	Chmn Long, Skinner, Clemens, Kelly, Cotner, Barrett, McGrady
Service:	Chmn Clemens, Barrett, Kelly, Cotner, Long, McGrady, Skinner
Finance:	Chmn Cotner, Long, Clemens, Kelly, Barrett, McGrady, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a "Speaker Form" and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

1. Call to Order

2. Approval of Agenda
3. Approval of Minutes
    1. Finance Committee - Committee Meeting - Feb 17, 2015 7:30 PM
4. Discussion
    1. Adoption of Code Supplement
    2. ORDINANCE AUTHORIZING ENGINEERING SERVICES FOR THE 2015 STREET PROGRAM; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.- First Reading 2/23/2015

Clerk of Council
April Beggerow
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6836 Phone

ORDINANCE REQUEST

DATE:	**March 2, 2015**
TO:	**Finance Committee**
RE:	**Approval to Adopt and Enact a Supplement to the Code of Ordinances**

This is more or less a housekeeping item. The Charter has certain provisions to follow to accept a Supplement to the City's Code. This hasn't been done since 2007 so it was a rather large project. Item only needs one reading and will pass at that time.

SECTION 4.13 CODIFICATIONS.

By a majority vote of the members of Council, the Council may cause the ordinances and resolutions of the City to be revised, codified, recodified, rearranged, or published in book form, and such action shall become effective immediately upon approval thereof by a majority vote of the members of Council, and may contain new matter therein. The Clerk of Council shall cause a notice of such proposed action by the Council to be published one time in a newspaper of circulation in the City at least seven days prior to Council's action, and no further publication shall be necessary. A current service supplementing the City's codified ordinances and resolutions shall be maintained in the manner prescribed by the Council.

Service Department
Nathan Burd
7232 E. Main Street
Reynoldsburg OH 43068
614-322-6884 Phone

RESOLUTION REQUEST

DATE:	**March 2, 2015**
TO:	**Finance Committee**
CC:	**Council**
RE:	**Authorization for EMH&T to Conduct Design Engineering & Bidding Service for 2015 Street Program**

Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Needs to be bid soon to secure a contractor and begin the work.

This legislation authorizes EMH&T to conduct design engineering and building services for the 2015 Street Program and appropriates $16,068 from the unappropriated CIP Fund to 410.000.0149.5651. The attached memo outlines the streets identified for repair. This project will also include the replacement of the damaged brick crosswalks on Main Street (Olde Reynoldsburg) and the construction of the Olde Reynoldsburg public parking lot.

REYNOLDSBURG CITY COUNCIL
COMMITTEE LEGISLATION and/or DISCUSSION REQUEST FORM

TO: Finance (Community Development, Safety, Service or Finance)

FROM: Nathan Burd, Service Director DATE: February 12, 2015

REQUEST FOR: Amend Section _____ of Chapter _____
Discussion only _____ Other Legislation _____

SUBJECT: Authorizing EMH&T to conduct design engineering and bidding services for 2015 Street Program

***** INCLUDE ALL PERTINENT INFORMATION BELOW AND/OR ATTACHED.*****

This legislation authorizes EMH&T to conduct design engineering and bidding services for the 2015 Street Program and appropriates $16,068 from the unappropriated CIP Fund to 410.000.0149.5651. The attached memo outlines the streets identified for repair. This project will also include the replacement of the damaged brick crosswalks on Main Street (Olde Reynoldsburg) and the construction of the Olde Reynoldsburg public parking lot.

Request for: Rules Suspension _____ or Emergency ✓
Reason for Emergency: _____ Immediate preservation of the public peace, health or safety
✓ Financial needs of the City's government
Statement of Necessity: We need to bid this item soon in order to secure a contractor and begin the work as soon as possible this spring.

Re: *Contracts or expenditures exceeding State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets.*

----*City Attorney action requested:*
(1) _____ approval as to form;
(2) _____ approval as to form with comments;
(3) _____ not approved as to form with comments;
(4) _____ additional comments from City Attorney: _____

----*City Auditor action requested:*
(1) NA Unencumbered funds available in Account # 410 000.0149.5651
(2) _____ Funds expected to be available on _____ (Date)
From _____ (Source)
(3) _____ additional comments from City Auditor: _____

****

Note: *Please submit nine copies of request on Yellow paper to the Council Office by deadline (see Council Rules).*
Jan2006

Attachment: 2015-02-12 Finance Leg. Reg. 2015 Street Program (1013 : Authorization for 2015 Street

Nathan Burd
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068
(614) 322-6884
nburd@ci.reynoldsburg.oh.us

MEMORANDUM

Date: February 11, 2015
To: Reynoldsburg City Council Members
Re: 2015 Street Program

This legislation would authorize EMH&T to begin design engineering and bidding services for the 2015 Street Program. The appropriation needed for design engineering and bidding services totals $16,068 (identified as Part 1 page 4 of the EMH&T memo). After bids are received, we will return to Council with a contract. The anticipated total cost of the program including construction and all related engineering is likely to be $925,000 to $960,000.

The street repair needs throughout the city are numerous. With our limited financial resources, we are not able to undertake as large of a project as we would like. There are many roads throughout the city designated as poor or very poor. The roads we have identified for this year's program all have a pavement condition rating (PCR) below 70, identifying them as in very poor condition. The roads included in this proposal are:

Radekin Road (PCR of 32)
Mirandy Place (PCR of 46.6)
Needlewood Lane/Old Church Way (PCR of 58.6)
Trailblazer Way (PCR of 64.2)
Pathfinder Drive (PCR of 67.5)
Wigwam Way/Tomahawk Trail (PCR of 69.7)
Portions of Kingsley Drive (PCR of 67.8, possible alternate bid)

This year's street program proposal also includes the removal of the damaged brick crosswalks in Olde Reynoldsburg and the construction of a public parking lot in Olde Reynoldsburg. These items were approved last fall, but we were unable to secure a contractor due to the time of the year. Including them with the street program is preferable to doing them as separate projects.

We would like to have this legislation approved as an emergency preferably no later than the second reading so we can move quickly to secure a contractor and get the work started as soon as possible this spring. I'll speak on this item during the Feb. 17 Finance Committee agenda. Please let me know if you have any questions. Thank you.

Street Projects Completed from 2012 – 2014

Lancaster Avenue (from Main to corp. line)
Forrester Way
Connell Court
Ayers Drive
Rippey Circle
Daugherty Drive (from Rodebaugh to Brighstone)
Farmsbury Drive (from Donwich to Campton)
Brice Road (Main Street to corp. limit)

Street Projects Planned for 2015

Radekin Road
Mirandy Place
Needlewood Lane/Old Church Way
Trailblazer Way
Pathfinder Drive
Wigwam Way/Tomahawk Trail
Portions of Kingsley Drive
Main Street Brick Crosswalk Replacement

Street Projects Planned for 2016

Livingston Avenue

Approximate Cost of all projects from 2012 to 2016: $11,400,000
**Over $6.4 million of this funding is in the form of OPWC grants for Brice and Livingston and nearly $2.2 million is in the form of interest-free loans associated with those OPWC projects.*

EMH&T
Engineers, Surveyors, Planners, Scientists

January 23, 2015

Mr. Nathan Burd
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: 2015 Reynoldsburg Street Maintenance Program
Proposal for Construction Phase Engineering Services

Dear Mr. Burd:

EMH&T is pleased to submit our proposal for design and construction phase services for the City's upcoming Street Maintenance Program, which will also include the rebidding and construction administration for the East Main Street Intersection and Parking Lot Improvement.

The East Main Street Improvements were previously bid in September 2014 with an engineer's estimate of $308,000. The City did not receive bids from any of the contractors that purchased bid documents. The plan holders cited the short construction duration and lack of workforce availability as the primary reasons they did not submit a bid. We recommend rebidding the improvement with a slightly higher estimate and longer construction duration. Additionally, bidding this improvement with the Street Program will entice more paving contractors.

The 2015 Street Maintenance Program will include detailed evaluation, cost estimates, program exhibits and specification and bidding services. The following street segments are to be included in the program: Radekin Road, Mirandy Place, Needlewood Lane / Old Church Way, Trailblazer Lane, Pathfinder Drive, Wigwam Way / Tomahawk Trail, and the western section of Kingsley Drive (possible additional bid).

Based on previous meetings, it is our understanding that the construction budget for this improvements is:

- East Main Street Intersection and Parking Lot Improvements.....$350,000
- Street Maintenance Program (Approx. 6-7 streets).....$500,000
  - TOTAL.....$850,000

SCOPE OF SERVICES

The Scope of Services for this improvement will be broken up into the following two parts:

- Part 1 – Field work, engineering design, and bidding services for the 2015 Street Program.
- Part 2 – Construction contract administration, and on-site representation for both the East Main Street Intersection and Parking Lot Improvements and the 2015 Street Maintenance Program.

Part 1

1. Street Maintenance Program Design Services
   a. Conduct kick-off and progress meetings with the City throughout design
   b. Gather necessary field data and measurements
   c. Assess the curb ramps on candidate streets for ADA compliance

4.2.a

Attachment: 2015-02-12 Finance Leg. Req. 2015 Street Program (1013 : Authorization for 2015 Street

d. Perform pavement cores on candidate streets to assess their current thickness and condition.
e. Prepare engineering quantity and cost estimates
f. Develop street program exhibits
g. Prepare detailed construction specifications

2. Bidding Services
   a. Prepare 20 sets of bidding documents and publish the notice to bidders
   b. Respond to any requests for information from bidders during the bidding process
   c. Attend bid opening
   d. Prepare bid tab, award recommendation and conformed copies of the contract documents

Part 2

3. Construction Management/Contract Administration:
   a. Conduct a preconstruction coordination meeting with the City, Contractor, Utilities, Police, Fire, and other stakeholders requested by the City.
      i. EMH&T will provide the following for the meeting:
         - Meeting agenda
         - Sign-in sheet
         - Submittal log
         - Meeting minutes for the City and attendees
   b. Review shop drawings and submittals.
      i. EMH&T will prepare a Submittal Log to coordinate, track and document submittals throughout the execution of the construction contract.
      ii. Review submittals and shop drawings for conformance with the plans and specifications
      iii. Provide to the City those submittals requiring specific comments such as MOT plans and resident/business notifications. EMH&T will meet with the Service Department to discuss these specific submittals and coordinate the comments/approval, as necessary.
      iv. Copies of the shop drawings and submittals will be made available for the City.
   c. Prior to construction, EMH&T will prepare a pre-construction video to record and photo document pre-existing conditions.
   d. Conduct bi-weekly Progress Meetings (or as otherwise directed by the City) with the City, Contractor, and other project stakeholders as requested by the City.
      i. EMH&T will provide for the meeting the following:
         - Meeting agenda
         - Sign-in sheet
         - Meeting minutes for the City and attendees
   e. EMH&T will have weekly meetings with the Contractor onsite to discuss their work plan for the current week and any changes or items which need to be addressed. EMH&T will coordinate with the City on the status and content of these discussions.
   f. Review initial and monthly schedule updates with respect to general project parameters and provide a copy of the schedules and EMH&T's comments to the City for review and comment.

4.2.a

Attachment: 2015-02-12 Finance Leg. Req. 2015 Street Program (1013 : Authorization for 2015 Street

Packet Pg. 10

g. EMH&T's project representative will provide a point of contact for residents, businesses, and traveling public. The Representative and the Contract Administrator will walk the project corridor prior to construction to introduce themselves and provide contact information to the businesses.

h. EMH&T will maintain logs of quantities and prepare/generate pay documentation for City and contractor.

   i. Maintain a log of quantities for payment.

   ii. Generate monthly and final pay estimates.

   iii. Review Contractor's claims and render an opinion as to whether or not Contractor's requests for additional compensation are justified.

   iv. Maintain a record of the work performed to include correspondence and daily inspection reports.

i. EMH&T will conduct final project walk through with the City and generate a punchlist.

   i. Prepare punchlists for work performed not in accordance with the contract documents.

   ii. Re-inspect punchlists until work is completed in accordance with the contract documents

   iii. Submit a recommendation for acceptance of the project.

j. Prepare a 1-Year warranty punchlist and coordinate with the Contractor to address required warranty work. EMH&T will coordinate with the City prior to conducting the 1-Year inspection to allow the City to provide input and participate in warranty inspection.

4. <u>On-site Construction Representation:</u>

   a. Provide on-site construction representation during the contract duration as required.

   b. EMH&T will observe construction activities performed by the Contractor and their subs and note whether the work is in conformance with the plans and specifications and measure project quantities for payment.

      i. We will notify the Service Department of non-conforming work items and coordinate approval for any work stoppages to remedy non-conforming work through the City.

   c. The on-site representative will record their observations in a daily report and record the quantity of items performed and completed in conformance with the contract on a daily basis in a quantity log.

   d. Copies of the daily reports will be made available for the City to review in a manner to be determined by the City and after the 1-Year warranty.

   e. Review completed work and provide the City a recommendation for acceptance.

   f. Prepare a punchlist(s) for work performed not in accordance with the contract documents for the contractor to remedy.

   g. Perform a 1-year warranty review of the project corridor to identify items to be repaired under warranty.

   h. EMH&T will coordinate with their subconsultant, DHDC, Inc., to provide material testing

      i. This will include concrete field testing such as slump and air tests

      ii. Asphalt compaction density testing will be performed during paving operations

EXCLUSIONS:

EMH&T shall not be responsible for:

a. Contractor's means, methods, procedure, or safety precautions.

b. Construction Layout or Topographic Survey

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. The construction duration is expected to be 140 calendar days and the fee outlined below for construction phase services (Part 2) is based on this duration.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed One Hundred Nine Thousand, Four Hundred Eighty Eight Dollars and no cents ($109,488.00) without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
Part 1 (Engineering Services)	
1. Street Program Design Services	$11,260.00
2. Bidding Services	$4,808.00
Subtotal for Part 1	$16,068.00
Part 2 (Construction Services)	
3. Construction Contract Administration	$35,620.00
4. On-site Construction Phase Services	$57,800.00
Subtotal for Part 2	$93,420.00
PROJECT TOTAL FEE	**$109,488.00**

If this description and estimated fee meet with your approval, please authorize with your signature below. If you should have any questions regarding this proposal, please do not hesitate to contact me at (614) 775-4555.

Respectfully submitted,

EMH&T, INC.

Ryan M. Andrews, PE

Enclosures: Fee Calculation Spreadsheet

Acceptance and Authorization to Proceed:

Authorized Signature/Date

PO Number/Date

Print Name

CITY OF REYNOLDSBURG - 2015 STREET PROGRAM DESIGN, BIDDING, AND INSPECTION

January 22, 2015

Detail	Labor Rates: Principle	Senior Engineer / Project Manager	Engineer I	Project Designer II	Construction Project Manager	Construction Inspector II	Administrative / Clerical	Total Task Hours	Task Labor Cost	Reimbursible Expenses: Sniaes, prints, postal, special deliver and miscellaneous items	Mileage	Filing fees, subconsultant services, permitting fees, etc.	Total Reimbursable Expenses	Fee Per Task
TASK 1 - Street Program Design Services	0	24	60	40	0	0	0	124	$ 10,860.00	$ 300.00	$ 100.00	$ -	$ 400.00	
Field Data Collection for Street Program		8	24						$ 3,000.00		$ 100.00			$ 3,100.00
Detailed Estimate of Quantities and Costs		8	20						$ 2,660.00					$ 2,660.00
Street Program Exhibits		4	8	40					$ 4,040.00	$ 200.00				$ 4,240.00
Street Program Specifications		4	8						$ 1,160.00	$ 100.00				$ 1,260.00
TASK 2 - Bidding Services	0	6	28	4	0	0	0	38	$ 3,388.00	$ 1,000.00	$ 20.00	$ 400.00	$ 1,420.00	$ 11,260.00
Prepare Bid Documents		2	16	4					$ 1,888.00	$ 1,000.00		$ 400.00		$ 3,288.00
Respond to Bidder RFIs, Issue Addenda, and Attend Bid Opening		2	4						$ 580.00					$ 580.00
Evaluation of Bids and Award Recommendation		2	8						$ 920.00		$ 20.00			$ 940.00
TASK 3 - Construction Contract Administration	0	28	16	0	225	0	80	349	$ 33,870.00	$ 500.00	$ 1,250.00	$ -	$ 1,750.00	$ 4,808.00
Construction Management		20	16		175				$ 23,010.00	$ 200.00	$ 1,250.00			$ 24,460.00
Contract Administration - Quantity and Pay Verification		8			50		80		$ 10,860.00	$ 300.00				$ 11,160.00
TASK 4 - On-site Construction Phase Services	0	0	0	0	0	720	0	720	$ 50,400.00	$ 200.00	$ 2,200.00	$ 5,000.00	$ 7,400.00	$ 35,620.00
Construction Representation						720			$ 50,400.00	$ 200.00	$ 2,200.00			$ 52,800.00
Material Testing (Subconsultant Service - DHDC, Inc.)									$ -			$ 5,000.00		$ 5,000.00
														$ 57,800.00
Total Hours	0	58	104	44	225	720	80	1231	$98,518.00	$2,000.00	$3,570.00	$5,400.00	$10,970.00	

Total Labor Cost = $ 98,518.00
Reimbursable Expenses = $ 10,970.00

Total Fee = $ 109,488.00

Principal	$ 150.00	0
Senior Engineer/Project Manager	$ 120.00	58
Engineer II	$ 105.00	0
Engineer I	$ 85.00	104
Engineer Aide	$ 78.00	0
Structural Engineer	$ 78.00	0
Senior Surveyor	$ 105.00	0
Surveyor II	$ 90.00	0
Surveyor I	$ 80.00	0
Senior Environmental Scientist	$ 98.00	0
Environmental Scientist II	$ 86.00	0
Environmental Scientist I	$ 70.00	0
Senior Planner	$ 98.00	0
Landscape Architect/Planner	$ 85.00	0
Project Designer II	$ 72.00	44
Project Designer I	$ 66.00	0
Construction Project Manager	$ 110.00	225
Senior Construction Representative	$ 80.00	0
Construction Inspector II	$ 70.00	720
Construction Inspector I	$ 60.00	0
Survey Field Crew	$ 144.00	0
Administrative/Clerical	$ 55.00	80
SUBTOTAL (ENG)		1231.0

Attachment: 2015-02-12 Finance Leg. Req. 2015 Street Program (1013 : Authorization for 2015 Street