

RESOLUTION NO. 4-2017

A RESOLUTION ACCEPTING AND APPROVING THE SCOPE OF SERVICES AND COMPENSATION PROPOSAL OF ADR & ASSOCIATES, LTD. FOR THE PROVISION OF ENGINEERING SERVICES FOR THE PROJECT KNOWN AS THE EAST MAIN STREET SIDEWALK IMPROVEMENTS PROJECT

WHEREAS, the Council of the Village of Loudonville desires to engage engineering services for certain improvements in the Village of Loudonville; and

WHEREAS, the Village of Loudonville has complied with all necessary and required steps in selecting an engineer for such services; and

WHEREAS, ADR & Associates, Ltd. has been selected pursuant to Ohio law and has agreed to carry out the required services.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF LOUDONVILLE, STATE OF OHIO:

SECTION 1: That the Construction Inspection and Administration Services Proposal of ADR & Associates, Ltd, attached hereto as Exhibit A and made part hereof by reference, is hereby approved and accepted. The Village Administrator shall take such actions as are necessary to proceed with the engineering services.

SECTION 2: That this Ordinance shall take effect and be in force at the earliest date allowed by law.

Dated: _____

Stephen Stricklen, Mayor

Attest:

Elaine Van Horn, Fiscal Officer

Approved as to form:

Thomas R. Gilman, Village Solicitor



**CONSTRUCTION INSPECTION
AND ADMINISTRATION SER-
VICES PROPOSAL**

DATED: 1/11/2017

**ASD-SR39-9.70
EAST MAIN ST. SIDEWALK
IMPROVEMENTS PROJECT**

**FOR:
VILLAGE OF LOUDONVILLE, OHIO**



ASD-SR39-9.70—East Main Street Sidewalk
Improvements Project
Village of Loudonville, Ohio

January 11, 2017

Curt Young, Village Administrator
Village of Loudonville
156 North Water Street
P.O. Box 150
Loudonville, Ohio 44842

Phone: (419) 994-3214

Email: c.young@loudonville-oh.us

Re: ASD-SR39-9.70 East Main Street Sidewalk Improvements
Construction Inspection and Administration Scope of Services and Price Proposal

Dear Mr. Young,

Please find enclosed our Construction Inspection and Administration Scope of Services and Price Proposal for the Village of Loudonville East Main Street Sidewalk Improvements Project, an ODOT LPA project designated ASD-SR39-9.70. Our Scope of Services and Price Proposal does not include material testing services per ODOT CMS. We have included labor rates for Geotechnical Consultants Inc. to perform the material testing if it's required.

We look forward to receiving authorization to proceed and beginning work on this important project for the Village of Loudonville.

Please keep us in mind for all your future Planning, Engineering, Surveying, and Environmental needs.

If you have any questions or need additional information, please do not hesitate to call me at 740-345-1921 or email me at rkrock@adrinnovation.com.

Sincerely,

ADR & Associates, Ltd.

Russell B. Krock, PE
President

Damon P. Fulk
Construction Services Manager



**ASD-SR39-9.70—East Main Street Sidewalk
Improvements Project
Village of Loudonville, Ohio**

Clientcentric Consulting
Design . Engineering . Innovation

Scope of Services & Price Proposal

OVERVIEW:

This Proposal defines the Scope of Services for full-time and part-time inspection of the East Main St. Sidewalk Improvements Project and provides a cost estimate based on a 4.5 week construction process.

Task 1 PRIME CONSULTANT - ADR: Construction Inspection

- Due to the potential variability of the Contractor's work schedule during the project, ADR would propose services be provided at a time and material basis on an ODOT Agree Hourly Rate basis; ADR's ODOT Corporate Overhead and Cost of Money numbers are provided on an attached sheet.
- ADR would estimate fees for proposed services as follows based on full-time services for 23 work days, or approximately 4.5 weeks:
 - o Inspector: $4.5\text{wks} \times 40\text{h/wk} = 180\text{hr} \times \$68/\text{hr} = \$12,240$
 - o Vehicle Use: $\$43/\text{day} \times 23\text{d} = \989
 - o Engineer: $4.5\text{wks} \times 6\text{hr/wk} = 27\text{hr} \times \$84/\text{hr} = \$2,268$
 - o Vehicle Use: $\$43/\text{day} \times 7\text{d} = \301
 - o Non-Overhead Clerical: $4.5\text{wks} \times 2\text{h/wk} = 9\text{h} \times \$47/\text{h} = \$423$

These prices are based on a full time construction schedule for 23 work days. If the contractor anticipates the construction to be longer than 23 work days ADR will perform part-time inspection to reduce cost for the Village and District when practical. This estimate does not account for potential time extensions for the Contractor. ADR intends to be flexible and responsive to control costs for the Village and the District, and will work to minimize costs incurred by those situations.

ADR will provide the following services at the direction of the Village of Loudonville and District 3:

Pre-Construction Operations

- Pre-construction meeting
- Project schedule review
- Materials, suppliers, and shop drawing coordination/review
- Review of drawings and contract documents

Construction Operations

- Inspection of work in place
- Daily reports maintained on-site by the Inspector
- Quantity tracking and materials management per ODOT procedures
- Progress meetings with contractor
- Utility coordination
- Coordination of resolution of project issues
- Negotiation and preparation of change order requests



**ASD-SR39-9.70—East Main Street Sidewalk
Improvements Project
Village of Loudonville, Ohio**

Clientcentric Consulting
Design . Engineering . Innovation

- Review of pay requests
- Prevailing wage interviews, as required

Post-Construction Operations

- Review of construction with contractor and owner
- Preparation of punchlist items
- Lien releases, payments, and acceptance

Fee Estimate:

TASK No.	TASK DESCRIPTION	FEE	Fee Type
1	Construction Inspection/Administration	\$ 16,221.00	T&M
	TOTAL ESTIMATED FEE	\$ 16,221.00	

T&M = Time and Materials

ADDITIONAL TERMS

- ◆ This price proposal expires 30 days from the date on this price proposal unless an "Authorization to Proceed" is granted.
- ◆ Invoices will be sent every four (4) weeks based on work completed.

EXTRA WORK

- ◆ The following events are considered extra work:
 - ◆ Changes to the original scope of services
 - ◆ Any work performed after the Contractor's original designated completion date
 - ◆ Additional work items, beyond the scope of the original contract
 - ◆ Material testing services per ODOT CMS (provided by GCI, hourly rate sheet attached)

LIMITATIONS

- ◆ The feasibility and success of this project remains the responsibility of the Owner.
- ◆ ADR shall perform engineering and/or surveying work in accordance with this proposal.



ASD-SR39-9.70—East Main Street Sidewalk
Improvements Project
Village of Loudonville, Ohio

Clientcentric Consulting
Design . Engineering . Innovation

APPENDIX A

ADR & ASSOCIATES, INC.

DETAILED BREAKDOWN OF PROPOSED TOTAL HOURS, PERSONNEL CATEGORIES, AND LABOR RATES

ADR & Associates, Ltd.

**DETAILED BREAKDOWN OF PROPOSED
TOTAL HOURS, PERSONNEL CATEGORIES, AND LABOR RATES**

Village of Loudonville
ASD-SR39-9.70
East Main Street Sidewalk Improvements

Project Name: ASD SR39-9.70
CONSULTANT: ADR & Associates, Ltd.

Proposal Date: 1/11/2017

Revised Date:

PROJECT DESCRIPTION: Village of Loudonville - East Main Street Sidewalk Improvements (Full-Time Inspection)

HOURLY BILLING RATES

Construction Engineer	\$84.00
Clerical	\$47.00
Construction Inspector	\$68.00

Yellow indicates not included in Scope of Services

Task #	Task Description	0	0	0	Construction Engineer	Clerical	Construction Inspector	Overall Total Hours	ADR Labor Fee	Subconsultant Fee	ADR Direct Costs	Total Fee
1	Construction Inspection/Administration											
1.01	Construction Inspection						180	180	\$12,240.00		\$989.00	\$13,229.00
1.02	Construction Administration				27	9	36	36	\$2,691.00		\$301.00	\$2,992.00
	TASK 1 SUBTOTAL:	0	0	0	27	9	180	216	\$14,931.00	\$0.00	\$1,290.00	\$16,221.00
	TOTAL:	0	0	0	27	9	180	216	\$14,931.00	\$0.00	\$1,290.00	\$16,221.00

Hourly Rate Calculations

Instructions - Insert information in yellow highlighted cells only. On Sheet 2, input information to determine rates per classification. Hourly rates will be calculated automatically.

Agreement No.:

--

 C-R-S:

ASD SR39-9.70 Loudonville

 Firm Name:

ADR & Associates, LTD

Company Overhead:

134.71%

 Average Overhead:

156.42%

 Cost of Money:

0.356%

 Net Fee %:

10%

 The company records OT premium as:

Direct Labor

 Does the company anticipate billing overtime?

Yes

Classification	1.5X OT?	Avg. Raw Rate	Overhead	C.O.M	Net Fee	Computed Straight Time/OT Exempt Billing Rate ¹	Computed Overtime Billing Rate ¹
Construction Inspector	unknown	\$26.00	\$35.02	\$0.09	\$6.67	\$68	\$98
Clerical	unknown	\$18.00	\$24.25	\$0.06	\$4.62	\$47	\$68
Construction Engineer	unknown	\$32.20	\$43.38	\$0.11	\$8.26	\$84	\$122

¹ **Note:** Rounded the nearest dollar.



ASD-SR39-9.70—East Main Street Sidewalk
Improvements Project
Village of Loudonville, Ohio

Clientcentric Consulting
Design . Engineering . Innovation

APPENDIX B

GCI

DETAILED BREAKDOWN OF PROPOSED LABOR RATES



GEOTECHNICAL
CONSULTANTS INC.

MAIN OFFICE
720 Greencrest Drive 614.895.1400 phone
Westerville, OH 43081 614.895.1171 fax

YOUNGSTOWN OFFICE
8433 South Avenue 330.965.1400 phone
Bldg 1, Suite 1 330.965.1410 fax
Boardman, OH 44514

www.gci2000.com

FIELD ENGINEERING DIVISION SCHEDULE OF SERVICES AND FEES

PROJECT PERSONNEL**

Projects often require varying degrees of responsibility and expertise for field technicians. GCI staffs the following:

<i>Engineering Technician</i>	Routine concrete testing for project documentation	\$ 45.00/hour
<i>Sr. Engineering Technician</i>	Testing services with the authority to reject	\$ 55.00/hour
<i>Special Inspector</i>	Site monitoring, on-site recommendations, verification for municipality (special inspections)	\$ 65.00/hour
<i>Steel/Fireproofing Inspector</i>	Bolting and weld inspection, liquid penetrant testing, magnetic particle testing, calibrated wrench torque tension testing, ultrasonic testing, Fireproofing application inspection	\$ 70.00/hour
<i>Project Manager</i>	Site meetings and conferences, Engineering/data review and report preparation	\$ 80.00/hour

ENGINEERING SERVICES**

Projects that encounter field problems requiring the expertise of our engineering staff, professional opinion or an engineering seal.

<i>Staff Engineer</i>	Engineering evaluation and problem resolution	\$100.00/hour
<i>Senior Engineer</i>	Professional opinions and recommendations	\$140.00/hour
<i>Principal</i>	Forensic, Legal and Value Engineering	\$180.00/hour

CORING SERVICES**

Technician (s)	\$ 55.00/hr ea
Coring Equipment (Coring Gun, generator, diamond bit barrel, patch)	\$ 50.00/day

Effective 08/18/13 – Columbus, OH

TESTING SERVICES**

Partial listing of most common laboratory/field services

SOIL

Nuclear Density Equipment Charge per day	\$ 50.00
Standard Proctor Soil (ASTM D-698A)	\$160.00/sample
Standard Proctor Aggregate (ASTM D-698 B & C)	\$180.00/sample
Mechanical Sieve Analysis – Gradation	\$ 95.00/sample
Gradation with Hydrometer	\$130.00/sample

CONCRETE

Concrete Compression Tests for Cylinders (tracking, curing, testing, reporting)	\$ 13.00/each
Compression Tests for Mortar (tracking, curing, testing, reporting)	\$ 15.00/each
Compression Tests for Grout Prisms (tracking, curing, capping, testing, reporting)	\$ 20.00/each
Concrete Compression Test for cylinders made by others	\$ 15.00/each
Concrete Flexural Strength Tests (simple beam & 3 rd point loading ASTM C-78)	\$ 50.00/each

ASPHALT

Extraction, Dust, Gradation	\$250.00/sample
Thickness and Density (cored sample)	\$ 30.00/each
Flow and Stability (Marshall Method)	\$250.00/sample

SPECIALIZED SERVICES

Windsor Probe Tests	\$ 50.00/each
Windsor Pin Tests	\$ 10.00/each
Floor Flatness/Levelness Profiling – per session	\$ 75.00
Vapor Emission Tests	\$ 25.00/each
Relative Humidity Probes	\$ 25.00/each
Rapid Relative Humidity Probes	\$ 50.00/each
Field Ph Tests	\$ 10.00/each
Fire Resistance Material Density Tests	\$ 35.00/each
Fire Resistance Material Pull Tests	\$ 15.00/each
Roof Cut Tests	\$ 50.00/each

TRAVEL CHARGES**

Zone I	Franklin and Delaware Counties	\$ 44.00/trip
Zone II	60 mile radius of Westerville Office	\$ 66.00/trip
Zone III	Remaining portion of Ohio and out of state	\$ 0.60/mile
Per Diem	Meals and lodging for out of town sites	\$150.00/night

Sample Only Pick-up Charge (in-lieu of time or mileage)

Zone I	Franklin and Delaware Counties	\$ 80.00
Zone II	60 mile radius of Westerville Office	\$125.00
Zone III	Remaining portions of Ohio and out of state	\$ 50.00/hr & \$ 0.60/mile

BILLING:

Hourly rates are portal to portal with a two hour minimum per visit. Weekday work over 8 hours per day, work scheduled before 6:00am or after 6:00pm, and Saturday will be charged at 1.5 times the listed rates. Sunday and legal holiday work will be charged at 2.0 times the listed rates. Engineering review will be at the rates listed above.

SCHEDULING:

Please notify our office before 3:00pm the day (Monday through Friday) prior to our services being required for scheduling and/or cancellation. After that time, we make every effort to schedule or cancel, but we cannot guarantee results. If personnel have been sent as scheduled and services are cancelled without notification prior to a technician departure, a two-hour charge will be assessed at the above rates.

**** Charges include secretarial services for initial distribution of reports.**

**** Projects can be quoted with a Lump Sum fee if a defined scope of services and time frame can be established.**

***** Rates are subject to change.**