

SYCAMORE TOWNSHIP

SCOPE OF SERVICE

1. PROJECT IDENTIFICATION:

Road Name(s): 1. Culvert on Gideon (11481 Gideon Lane).

2. PROJECT INFORMATION:

Limits: The Removal 84" Steel Culvert and the Construction of 84" Culvert, Headwall/Wingwalls, Embankment Construction, Stream Restoration, Rip Rap and Rock Channel Protection (See Additional Information Section).

3. AGREEMENT BETWEEN CONSULTANT AND:

Sycamore Township

ADDITIONAL PARTIES INVOLVED IN PROJECT:

N/A

4. METHOD OF FINANCING:

Engineering: Sycamore Township funds

Construction: Sycamore Township funds & OPWC funds

5. WORK PHASES INCLUDED IN AGREEMENT:

PHASE A Plan Submission: Line, grade and typical sections on Base Sheets to be used in final plans. Critical cross sections are to be plotted. Potential design problem areas are to be identified.

PHASE B Plan Submission: To conform to Phase A recommendations. Final review submission is to include Special General Notes and Specifications and quantities.

6. PLAN SCALES:

PLAN: 1" = 20' Min.

PROFILE: Hor. 1" = 20' Min. Vert. 1" = 5' Min.

CROSS SECTIONS: Hor. 1" = 5' Min. Vert. 1" = 5' Min.

7. **ALIGNMENT:**

Same as existing. See additional information

8. **PROFILE:**

Profile of stream restoration is to be followed as much as possible. Slight adjustment in profile may be required to establish/maintain drainage patterns.

9. **MAINTENANCE OF TRAFFIC:**

Maintenance of Pedestrian Traffic: _____

Maintenance of Railroad Traffic: _____

Maintenance of Vehicular Traffic: X

Temporary Road(s): _____ Phase A to Recommend: _____

Temporary Road Plans & Notes by: County _____ Consultant _____

Detour Plan Prepared by: County _____ Consultant X

During the construction of the improvements, it is currently presumed that the road will be detoured to traffic and that local traffic maintained at all times.

To the satisfaction of and subject to the Township's review and approval, a tentative outline for the sequence of construction, a maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area shall be prepared.

As may be applicable during the preparation of the plans, the Consultant shall work with the Township and Engineer to determine if alternative methods of handling traffic would be warranted and desirable during the construction of the project. These measures may include, but not be limited to, the detouring of all through traffic while maintaining local traffic or the maintaining of through traffic on a one-way only basis. If the Engineer authorizes other methods, the Consultant will work with the Engineer to determine if special restrictions are to be enforced during the implementation of the alternate measure(s), i.e. a total time duration, a daily time/hour restriction, etc. The Consultant will also work with the Engineer's Traffic Department to determine the detour route and prepare the necessary detour plan(s). As necessary for the alternative measures, the Consultant is to prepare a tentative outline for the sequence of construction, a maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area.

This item of work shall also include the preparation of any necessary plans that indicate temporary work zone pavement markings and/or signs that are to be included in the project, especially where the number of traveled lanes and/or the width of traveled pavement are to be decreased during construction.

All items of work relating to the maintenance of traffic are to be submitted with the final plan review submission.

10. UTILITIES AND OTHER AGENCIES:

Water	(X)	Sanitary	(X)
Electric	(X)	Gas	(X)
Telephone	(X)	Cable TV	(X)
Public Works	()	ODOT	()

Others: _____

ALL utility companies and other agencies, including any that may have facilities within the project limits and **ARE NOT** listed above, shall be contacted in writing. **ALL** existing facilities and utilities, including house connections, shall be indicated on the plans as required by Section 153.64 O.R.C. (H.B.538).

In cases where the abutting properties are **NOT** served by public utilities, e.g. water treatment is provided by septic system or water is supplied through a cistern system, contact **ALL** pertinent agencies, i.e. Board of Health, to determine the possible location of the private systems and **FIELD** locate and indicate on the plans these systems.

ALL utilities and other agencies shall be furnished with the necessary copy/copies of the preliminary plans so that utility or agency may indicate and/or verify the location of any facility.

ALL utilities and other agencies shall also be furnished with a copy of the final, detailed plans for a final review. The final review by the utility is intended to provide the utility with an opportunity to suggest changes in the proposed design so as to protect and/or lessen the impact on their facility or to determine if special precautions will be required during construction to protect their facility.

A copy of **ALL** transmittal letters and a copy of **ALL** responses shall be submitted to the Township.

11. ESTIMATED QUANTITIES:

Phase A: _____

Phase B: X

11A. CONSTRUCTION COST ESTIMATE:

Submit with Letter of Interest: X

Each Stage Submittal: X

Final Plans: X

12. EXTENT OF FIELD SURVEYS:

Survey Information Required:

- Main Road Alignment (X)
- Main Road Profile (X)
- Side Road Alignment ()
- Side Road Profile ()
- Reference Points & Bench Marks (X)
- Alignment & Profile of Driveways ()
- Cross Sections (X)
- Pavement Salvage Sections ()
- Ex. Drainage Facilities/Drainage Survey (X)
- Profile of Channel (X)
- Channel Cross Sections (X)
- Topo Identification (X)
- Utilities (public and/or private facilities) (X)
- Property Lines (X)
- Existing Right-of-way lines (X)
- Aerial Control ()

13. DRAINAGE:

Drainage Criteria: State X County X

HC Planning & Design X Other
(Public Works)

Preliminary Plan:

Existing: Surface Closed X

Proposed: Surface Closed X

Special Flood Hazard Area (SFHA): X

Storm Water Pollution Prevention Plan: X

Flood Plain Study Required: _____

Channel Change Study Required: _____

14. RIGHT-OF-WAY AND EASEMENTS:

R/W Summary (X)

Final Right-of-way Plans (X)

R/W & Easement Descriptions (X)

Registered Land Plats & Descriptions (X)

Establishment Plat ()

Establishment Descriptions ()

Property Map ()

Centerline Plat (X)

Right-of-way Staking (X)

Approximate Number of Parcels _____ To Be Determined by Consultant.

Preparation of Right-of-way, descriptions and plans **WILL** be handled by an addendum.

15. GEOTECHNICAL/SUBSURFACE INVESTIGATION:

State _____ Township X Consultant _____

Other _____

Work to be completed **as needed**. The Consultant is to determine, in conjunction with the Township, the amount and type of work to be performed. The Consultant shall work with the geotechnical firm to ensure that the geotechnical information necessary for the design of the various components of the improvements, i.e. pavement section, retaining walls, is obtained. This information may include the determination of the CBR, the Atterburg limits and the moisture content of the soil. The Consultant will be responsible for establishing the required field control and for field locating the boring locations.

16. The project will include all office and field work necessary to a) prepare final construction plans, b) write general and special notes, c) calculate quantities, and d) determine existing right-of-way, easement and property lines and e) prepare right-of-way plans and legal descriptions (**by addendum**).

The Consultant **will prepare** bid documents, prints, etc. for bidding process.

17. At a minimum, plan development will require the following submittals and each submittal will be subject to a review by the Engineer:

A. Submittal of **Phase A** plans

Includes line, grade and typical sections; plotting of critical cross sections; preliminary drainage details and plans; information regarding the location of all existing underground utilities, either public or private.

B. Submittal of **Phase B** plans

Includes detailed plans and cross sections; specifications and special notes; preliminary maintenance of traffic plans/notes; preliminary quantities.

C. Submittal of **Final** revised plans

Includes final detailed plans and cross sections, revised in accordance with Township's review comments; final quantities, revised in accordance with Township's review comments; quantity calculations for the required items; final specifications and special notes, revised in accordance with Township's review comments; final maintenance of traffic plans/notes, revised in accordance with Township's review comments.

In addition to these reviews, the Township may also require **MONTHLY** progress reports.

18. The **Phase A** submission is to be approved by the Township **PRIOR** to the preparation of the final, detailed construction plans. No written report is required.

AFTER the Phase B submittal and **PRIOR** to the Phase B review meeting, the Township will schedule a field walk of the project to visually verify the existing features indicated on the plans. The Consultant will be required for this field walk and shall take notes of any such findings during the field walk.

19. The addresses, i.e. house numbers, shall be indicated on the plan sheets.

20. The necessary fieldwork shall be completed and the plans prepared so as to have the stationing for the project increase from South to North or from West to East, as may be applicable, unless otherwise approved by the Engineer.

21. Project Survey Control shall have the following Horizontal and Vertical Parameters:

Vertical Positioning

NAVD 29

Horizontal Positioning

Reference Frame: NAD 83 (86 Adj.)

Ohio South Zone (3402)

Show the Scale Factor at the center of the job:

Origin of Coordinate System: 0, 0

Units are in U.S. Survey Feet. Use the following conversion factor: 1 Meter = 3.280833333 U.S. Survey

Feet

The construction and right-of-way plans are to be referenced to the Ohio South State Plane **Grid** Coordinate System and the following shall be required and provided on the plans:

A **Table** listing the coordinates for all Project Survey Control; Proposed PC, PI, and PT of each curve; all angle points; intersections and termination points on the proposed right-of-way.

Where a baseline has been established and utilized in place of the right-of-way centerline, the plans **MUST** indicate the relationship between the baseline and the centerline of proposed right-of-way.

The construction and right-of-way plans shall also indicate all existing and set survey monumentation (centerline, right of way, subdivision, property corners and/or civil boundaries) found to be within the project limits. This monumentation shall be located, identified, shown and coordinates be labeled with a station offset in a **table** on the plans.

Ties (check in) to the nearest Hamilton County Engineer Benchmarks must also be shown on the plans noting which Benchmark numbers were used.

A minimum of two Benchmarks must be used. If surveying with GPS using VRS, a minimum of four Benchmarks surrounding the site must be used to calibrate to the site. The Site Calibration Results with residuals must be submitted to the Hamilton County Engineers Office. The Hamilton County Engineer Survey Department can be reached at 513-946-4265 to obtain the information regarding the nearest established benchmarks.

22. The baseline and/or centerline shall be adequately marked in the field. The points set in the field shall be shown on the plans. As required, the points to be witnessed in the field shall be witnessed from a **MINIMUM** of three (3) points, located outside of the work limits.
23. As required by the design of the proposed improvements, the existing drainage systems are to be left in place, modified, replaced and/or new systems are to be installed.

A **FIELD VISUAL INSPECTION** of **ALL** of the existing systems/conduits shall be completed so as to determine the type and size of the conduit(s) and to evaluate the condition of the conduit(s). This shall require that, at a minimum, a visual inspection of the existing conduits at the inlet end, at the outlet end and at each catch basin, manhole, or other junction point.

After the Phase A submittal, the Consultant and Township together will field inspect the existing systems/conduits and will determine which conduits are to remain in place or are to be replaced under the project. The Township will supply this information to the Consultant as quickly as possible. The Phase B plans shall be prepared, to be in accordance with this information.

24. When the Scope of Service indicates that the improvements could impact a Special Flood Hazard Area (SFHA), the design of all improvements **MUST** meet the requirements of the County's "Flood Damage Prevention Regulations for Unincorporated Hamilton County, Ohio".

SFHA areas are under the jurisdiction of HC Planning & Development (Public Works). The plans and supporting documentation **MUST** be submitted to Public Works for review and approval.

The project will include the preparation of **ALL** necessary supporting documentation, calculations, plans,

etc. Unless otherwise directed by the Engineer, the project will include obtaining of any and all required permits from HC Planning & Development (Public Works), including, but not limited to, the requirement to calculate and certify a “No-rise” determination for any proposed improvement(s) in the floodway.

PRIOR to preparing the proposal for the work, the Consultant **MUST** contact Mr. Greg Smorey of HC Planning & Development (Public Works) (513-946-4760) to determine the extent and type of supporting documentation that will be required.

25. During the initial phases of the preparation of the Stage 1 plans, the Consultant **MUST** contact **ALL LOCAL** agencies that may have jurisdiction over and/or regulations covering storm water, storm water facilities and/or other drainage features, such as Special Flood Hazard Areas (SFHA). These local agencies will include, but not be limited to, the Metropolitan Sewer District (MSD) and HC Planning & Development (Public Works).

The Consultant **MUST** determine if any special design considerations/issues/restrictions, e.g. detention, will have to be addressed during the preparation of the plans. The Consultant **MUST** report these special design considerations/issues/restrictions to the Township as a part of the Stage 1 submittal.

During the initial phases of the preparation of the Stage 1 plans, the Consultant **MUST** also contact **ALL STATE** and/or **FEDERAL** agencies that may have jurisdiction over and/or regulations covering any creeks, streams, rivers or other drainage areas that may be impacted by the improvements. These agencies will include, but not be limited to, the Ohio Department of Natural Resources (ODNR), the Ohio EPA, the Army Corps of Engineers and FEMA. The Consultant **MUST** determine if any special design considerations/issues/restrictions, e.g. flood mitigation, will have to be addressed during the preparation of the plans; whether these other agencies will require a review of the plans and whether any of these agencies will require any special permits, e.g. 401/404 permits, for the project. The Consultant **MUST** report these special design considerations/issues/restrictions to the Township as a part of the Stage 1 submittal.

26. Unless otherwise directed by the Township, the improvements/modifications shall be designed to meet all current, applicable regulations/requirements for storm water quality, control of sedimentation, erosion, etc. The regulations/requirements may include, but not be limited to, those of OEPA, the local Storm Water District and/or HC Planning & Development (Public Works). As part of the Stage 1 submittal, the Consultant is to make a recommendation to the Township concerning the most practical and cost effective best management practice (BMP) or practices that could be included in the final plans in order to meet the applicable regulations/requirements either during construction activities and/or post-construction.

After reviewing the recommendations made in the Stage 1 submittal, the Township will determine which, if any, of the BMP's are to be designed and included in the final improvement plans.

27. The capacity of any existing storm sewer system that is to remain in place shall be determined/calculated and the Consultant shall determine if an increase in capacity, i.e. a larger conduit, is required.

Unless otherwise directed by the Township or as may be modified below, when the project includes the construction/installation of new storm drainage facilities, the replacement/modification of existing storm drainage facilities or the construction of open channels/ditches and the Scope of Service indicates that the design of these facilities is to be in conformance with the Design Criteria of the County and/or HC Planning & Development (Public Works), the design of the storm drainage facilities shall be in general conformance with the **guidelines** of the latest editions of “The Ohio Department of Transportation, Location and Design Manual, Volume Two, Drainage Design” and/or “The Rules and Regulations of the Pubic Works Department Governing the Design, Construction, Operation Maintenance & Use in the

County of Hamilton Storm Drainage System”.

Closed Storm Sewers:

The design of a closed storm sewer shall be based upon a ten (10) year storm.

The design of the closed storm sewer system shall also include the determination of spread of the flow on the pavement and the volume of by-pass at each catch basin.

Unless otherwise directed by the Township, the maximum spread and the maximum by-pass permitted shall be in accordance with “The Rules and Regulations of the Public Works Department Governing the Design, Construction, Operation Maintenance & Use in the County of Hamilton Storm Drainage System”.

OUTSIDE of Consoer/Townsend (CT) areas or Special Flood Hazard Areas (SFHA), the hydraulic gradient for a fifty (50) year storm shall be calculated and plotted. **WITHIN** CT or SFHA areas, the hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

Unless otherwise directed and/or approved by the Township and County Engineer, the closed storm system shall be designed so as to contain the hydraulic gradient for the pertinent storm within the facility. The hydraulic gradient **MAY NOT BE HIGHER** than six (6) inches below the elevation of the catch basin grate or the elevation of a manhole rim.

Cross Culverts (opening width less than ten feet):

The design of the facility shall be based upon a twenty-five (25) year storm.

Unless otherwise directed and/or approved by the Township and the County Engineer, the cross culvert shall be designed so that the headwater for the design storm does **NOT** exceed the most restrictive elevation of the following:

- a) two (2) feet below the near, low edge of pavement;
- b) two (2) feet above the inlet crown of the culvert;
- c) above a tailwater elevation that would submerge the inlet crown.

The hydraulic gradient for a one hundred (100) year storm is to be calculated and plotted.

Unless otherwise directed and/or approved by the Township and County Engineer, the cross culvert shall be designed so that the headwater for the one hundred (100) year storm does **NOT** exceed the most restrictive elevation of the following:

- a) one (1) foot below the lowest ground elevation adjacent to an occupied building;
- b) a headwater depth twice the diameter or the rise of the cross culvert;
- c) **NO** overtopping of the pavement;
- d) **NO** significant increase in headwater elevation.

Bridges (opening width ten foot and greater):

The design of the bridge opening shall be based upon a fifty (50) year storm.

The hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

The width of the opening of the existing bridge is to be the **MINIMUM** width to be maintained; **NO DECREASE** in the waterway opening of the bridge will be permitted unless approved by the Engineer.

The above are to be considered as **guidelines only**.

In areas where special conditions may be applicable, the Scope of Service and/or the Engineer may specify that criteria different from the above be followed in the design of the facility.

Prior to or in conjunction with the Stage 1 plan submittal, all drainage calculations, drainage maps, gradient profiles, etc. **MUST** be submitted to the Township.

28. Unless otherwise directed by the Township, the improvements/modifications shall be designed to meet all current, applicable regulations/requirements for storm water quality, control of sedimentation, erosion, etc.
29. All underground facilities shall be located. These underground facilities are to include, but to not be limited to, storage tanks, septic tanks/systems, leach beds, utilities, including service lines (in accordance with Section 153.64 ORC), drain pipes and exposed field tiles shall be located and identified as to the size and type.
30. When the Scope of Service includes cross sections, the sections are to be taken every twenty-five (25) feet. If the Aerial Method is utilized, cross sections are to be field checked every three hundred (300) feet. Critical driveway profiles to be plotted at a scale of 1" = 2' (Horizontal and Vertical). The **location** and **approximate depth** of **underground utilities**, i.e. storm sewers, sanitary sewers, gas lines and water lines, shall also be shown on the cross sections.
31. Right-of-way, plans and descriptions:

The project will include the researching of all right-of-way information and ownership information from all available sources including but not limited to County road records, Commissioners' journals and records of other County offices to the extent necessary to provide an accurate basis for the right-of-way plans.

Property ownership data for the right-of-way plan development shall be based on a search of County records conducted no more that six (6) months prior to preliminary right-of-way plan submission.

Within fourteen (14) days prior to the submission of the final right-of-way tracings, an in-depth field review of the plan shall be conducted to assure that no topographic features, structures or utilities have been changed or omitted.

In addition, no more than fourteen (14) days prior to the submission of the final right-of-way tracings, the property ownership data shall be checked and verified and copies of the deeds for any new ownership transactions that impact the project shall be submitted to the Engineer. The actual date that the ownership data was checked and verified shall be contained in the submittal letter.

Descriptions shall be prepared on 8 1/2" x 11" letter size sheets, using letter quality printing on the final submissions. Descriptions shall be written so as to conform to the format designated by the County, samples to be furnished by the Engineer upon request. Descriptions shall be written so as to read in a

clockwise direction, unless otherwise approved by the Engineer. Parcel designations for parcels to be acquired shall conform to the Engineer's requirements. The descriptions must also be formatted in accordance with the latest Hamilton County Recorder's requirements, e.g. a minimum margin of 1 1/2" at the top of each page and a minimum margin of 1" along the bottom and each side of the page.

The right-of-way plans shall indicate/contain the following information for each parcel: Owner's name, Property Address, Auditor's information, Deed reference, Project Parcel number and Area of tract to be acquired. In cases where an Owner's Summary Sheet is to be prepared, the Auditor's information, Deed reference and Area of tract to be acquired may be shown on the Summary Sheet instead of the plans.

The name(s) of the owner(s) shall be shown on the above items **EXACTLY** as indicated on the pertinent deeds. Unless otherwise approved by the Township, each parcel, as indicated by the Auditor's plats or Auditor's tax information, shall be treated as a separate, individual parcel in the preparation of the right-of-way/easement documents and plans.

In cases where the deed distance on a property line is different than the calculated project distance on that line, the right-of-way plans and the descriptions shall indicate/contain both the deed distance and the calculated distance.

The area(s) calculated for the proposed right-of-way take or easement shall be based upon the deed distance.

In cases where the affected property is a Registered Land parcel, the right-of-way plans and the descriptions shall indicate/contain both the Registered Land bearings and the project bearings. All plat(s) and description(s) of the parcel(s) **MUST** be prepared in accordance with the Hamilton County Registered Land rules, regulations and requirements, including the preparation of a plat and description(s) for the residue parcel.

Unless **otherwise approved** by the Township, the construction plans and the right-of-way plans **MUST** be separate plans. Unless **otherwise approved** by the Engineer, the right-of-way plans shall consist of screened mylars of the construction plans on which the necessary right-of-way and/or easement information has been indicated.

A copy of **ALL** deeds, surveys, record plats and/or other documents that were used to determine the existing right-of-way and/or property lines and were used as the basis for the preparation of the project descriptions **MUST** be furnished to the Township.

32. Along with the **FINAL** submission of the project plans and documents, a copy of **ALL** field notes; a listing of point coordinates and point descriptions for **ALL** points on the existing **AND** proposed centerline, baseline and right-of-way line; a closure for **EACH** easement or right-of-way take; and a copy of **ALL** quantity calculations **MUST** be furnished to the Township.
33. Calculations for the **Excavation quantity, the Embankment quantity, all the pavement quantities/items and all driveway quantities/items** **MUST** be prepared and submitted to the Township.

A calculation for the **area disturbed by construction** **MUST** also be made and submitted to the township for the NOI permit application. The Consultant shall assist the township in obtaining the NOI Permit.

34. All construction plans **MUST** be prepared by or under the direct supervision of a Professional Engineer who is registered in the State of Ohio. A Professional Engineer **MUST** stamp and sign the Construction

Improvement plans.

35. Along with the **FINAL** submission of the project plans and documents, the Consultant **MUST** submit a "Useful Life" statement for the project. The useful life **MUST** be a minimum of twenty (20) years. A Professional Engineer who is registered in the State of Ohio **MUST** stamp and sign the Useful Life statement.
36. The drainage calculations **MUST** be prepared by or under the direct supervision of a Professional Engineer who is registered in the State of Ohio. A Professional Engineer **MUST** stamp and sign the final drainage calculations.
37. All surveying and/or fieldwork **MUST** be done by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio. All right-of-way plans and descriptions, and registered land plats and descriptions **MUST** be prepared by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio.

A Professional Surveyor who is registered in the State of Ohio **MUST** stamp and sign **ALL** Right-of-way plans and Registered Land plats.

38. All surveying and/or fieldwork **MUST** be done by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio.
39. Construction plans and right of way shall be separate plans. Plan sheets shall be 22" x 34" trimmed size. **EACH** sheet of the final approved plans shall have **ONLY** the date of final approval by the Township shown on the sheet, i.e. no Consultant revision dates are to be indicated on the final plan sheets.
40. A computer disk or disks containing all the project information **MUST** be furnished to the Township. Unless otherwise directed by the Township, the electronic files shall be in a format compatible with "Autocad". The project files **MUST** be stored in a manner that will allow the Township to recall all line types, wording and layers and make prints of the plans that will be the same as the approved plans received from the Consultant.

A hard copy of all the project information, including the plans, notes, quantities, descriptions, **MUST** be furnished to the Township. A computer disk or disks containing all the project information **MUST** also be furnished to the Township. Unless otherwise approved by the Township, the electronic files shall be in a format compatible with the Township's software, i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat "PDF".

41. Required Consultant Insurance:

Consultant Insurance Provisions:

It shall be the responsibility of the Consultant to insure the protection of all life and/or property. It shall be the responsibility of the Consultant to protect itself; its employees and/or its agents; the employees and/or agents of any and all sub-consultants; and the Township, its officers, employees and/or agents, from any and all liability claims that may arise from operations carried out in the performance of the services involved in the project.

During the term of the Agreement, the Consultant will provide, pay for and maintain in full force and effect the insurance outlined here for coverage at not less than the prescribed minimum limits of liability covering the Consultant's activities.

Certificate of Insurance:

The Consultant shall provide the Township with certificates of insurance, completed by a duly authorized representative, evidencing that at least the minimum coverage and limits herein required are in effect.

The certificates of insurance shall contain a standard ACORD Form 25 S provision that the coverage afforded under the policy or policies will not be canceled or terminated without thirty (30) days prior written notice to:

Mr. Tracy Kellums, Road Superintendent
8540 Kenwood Road
Cincinnati, OH 45236

The Consultant shall maintain all required coverage without interruption during the entire term of the Agreement.

Failure of the Township to demand such a certificate or other evidence of full compliance with these requirements or failure of the Township to identify a deficiency from evidence provided will not be construed as a waiver of the Consultant's obligation to maintain such insurance.

The acceptance of delivery by the Township of any certificate of insurance evidencing the required coverage and limits does not constitute approval by the Township or agreement by the Township that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

The certificates of insurance shall be submitted by the Consultant to the Township in conjunction with the original documents of the Agreement that have been signed by the Consultant. The further processing of the Agreement by the Township will be dependent upon the Consultant submitting and the Township approving the necessary certificates of insurance.

If the Consultant fails to maintain the insurance as set forth here, the Township will have the right, but not the obligation, to, at the Township's option, either purchase said insurance at the Consultant's expense or terminate the Agreement.

Insurer Qualifications:

All insurance must be provided through companies authorized to do business in the State of Ohio and rated at least A-:VII by the A. M. Best Company.

Insurance Primary:

All coverage required of the Consultant will be primary over any insurance or self-insurance program carried by the Township, but only to the extent caused wholly or in part by the Consultant's negligent acts, errors or omissions.

No Reduction or Limit of Obligation:

By requiring insurance, the Township does not represent that the coverage and limits will necessarily be adequate to protect the Consultant. Insurance effected or procured by the Consultant will not reduce or limit the Consultant's contractual obligation to indemnify and defend the Township for claims or suits that result from or are connected with the performance of the services involved in the project.

Insured & Additional Insured:

The general liability and automobile policy or policies shall endorse "The Sycamore Township Board of Trustees, Hamilton County, Ohio, their officers, employees and agents" as insured.

Where the Scope of Service indicates that additional parties will be involved in the project, i.e. another County, a Township, a City or a Village, the policy or policies shall endorse as additional insured the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineers, officers, employees, agents and volunteers.

A Waiver of Subrogation shall be endorsed on the policy.

If sub-consultants are to be utilized on the Project, the Consultant's policy or policies shall endorse the sub-consultants as additional insured or separate policies, meeting all the requirements herein, shall be furnished by the Consultant or the sub-consultant(s) to the Township for each of the sub-consultants.

The form of the additional insured endorsement will be ISO CG 20 33 03 97 (Form B) or its equivalent. The amount of Consultant's insurance will not be reduced by evidence of such other insurance.

Retroactive Date and Extended Reporting Period:

If any insurance herein required is to be issued or renewed on a claims-made form, as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project.

Joint Ventures:

If the project is to be completed as a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverage specified herein or the joint venture will be a named insured under each policy specified.

Sub-consultants:

If the Consultant engages sub-consultant(s) for the performance of any portion of the services involved in the project, the Consultant shall be responsible for guaranteeing that the portion of the project that is to be accomplished by the sub-consultant(s) is adequately covered by the insurance as specified herein.

The Consultant will cause each sub-consultant employed by the Consultant to purchase and maintain insurance of the type specified herein. When requested by the Township, the Consultant will furnish copies of certificates of insurance evidencing coverage for each sub-consultant.

Cooperation:

The Consultant and the Township agree to fully cooperate, participate and comply with all reasonable requirements and recommendations of the Consultant's insurers and insurance brokers issuing or arranging for issuance of policies required here, in all areas of safety, insurance program administration, claim reporting, investigating and audit procedures.

Insurance Limits and Coverage:

To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverage of Insurance Service Office (ISO) policies, forms and endorsements.

If the Consultant or the Consultant's sub-consultant(s) has/have any self-insured retention or deductible under any of the following minimum required coverage, the Consultant and the Consultant's sub-consultant(s) must identify on the certificate of insurance the nature and amount of such self-insured retention or deductible. All self-insured retention or deductible will be the Consultant's or the sub-consultant's responsibility.

Commercial General Liability:

The Consultant will maintain commercial general liability insurance covering all operations by or on behalf of the Consultant on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these limits and coverage:

Minimum limits: \$1,000,000 each occurrence;
 \$2,000,000 general aggregate;
 \$1,000,000 products and completed operations aggregate.

- Coverage:
1. ISO commercial general liability form CG 00 01 12 07 (occurrence form);
 2. Products and completed operations coverage maintained for at least 3 years beyond completion of Agreement;
 3. Blanket contractual liability (included in 2007 ISO form or its equivalent subject to the policy terms, conditions and exclusions);
 4. Broad form property damage (included in 2007 ISO form or its equivalent subject to the policy terms, conditions and exclusions);
 5. Severability of interest (included in 2007 ISO form or its equivalent subject to the policy terms, conditions and exclusions);
 6. Underground explosion and collapse coverage (included in 2007

- ISO form or its equivalent subject to the policy terms, conditions and exclusions);
7. Personal injury;
 8. Waiver of subrogation endorsement;
 9. Additional insured endorsement.

Automobile Liability:

The Consultant will maintain business auto liability covering liability arising out of the Consultant's use of any auto (including owned, hired, and non-owned autos).

Minimum limit: \$1,000,000 combined single limit each accident.

Workers' Compensation:

The Consultant will maintain workers' compensation insurance.

Minimum limits: 1. Workers' compensation - statutory limit.

Umbrella/Excess Liability:

The Consultant will maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance herein described. The amounts of insurance required herein may be satisfied by the Consultant purchasing coverage for the limits specified or by any combination of underlying and umbrella limits so long as the total amount of insurance is not less than the limits specified herein.

Minimum limits: \$2,000,000 combined single limit per occurrence and aggregate limit.

Professional Liability (Errors & Omissions):

The Consultant will purchase and maintain professional liability insurance.

Minimum limits: \$1,000,000 each claim and annual aggregate.

Coverage: 1. Retroactive date prior to work.

Valuable Papers:

The Consultant will purchase valuable papers and records coverage for plans, specifications, drawings, reports, maps, books, blueprints, and other printed documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers or records related to this project.

Indemnification of Sycamore Township:

The Consultant shall save, protect, defend, indemnify and hold harmless The Sycamore Township Board of Trustees, Hamilton County, Ohio, and their respective officers, employees, and agents from and against any and all liabilities, penalties, damages, settlements, costs or losses of every kind and character to the extent they arise out of or in connection with the

intentional, wrongful, or negligent acts, errors or omissions of the Consultant, its employees officers, agents or sub-consultant(s) in the performance of the services involved in the project.

The Consultant agrees to pay all damages, costs and expenses of the said The Sycamore Township Board of Trustees, Hamilton County, Ohio, and their officers, employees, and agents in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

Indemnification of Additional parties:

Where the Scope indicates that additional parties will be involved in the project, i.e. another County, a Township, a City or a Village, the Consultant shall also save, protect, defend, indemnify and hold harmless the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineer(s), officers, employees, and agents, from and against any and all liabilities, penalties, damages, settlements, costs or losses of every kind and character, to the extent they arise out of or in connection with the intentional, wrongful, or negligent acts, errors or omissions of the Consultant, its employees officers, agents or sub-consultant(s), in the performance of the services involved in the project.

The Consultant shall also agree to pay all damages, costs and expenses of The Sycamore Township Board of Trustees, Hamilton County, Ohio, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their engineer(s), officers, employees, and agents in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

The Consultant **MUST** submit **ONE CERTIFIED, COMPLETE** copy of those portions of the insurance policy in which the Township and/or any other party to the Agreement is named as an additional insured, i.e. the General Liability Policy or the Automobile Policy. The Consultant **MUST** also submit **TWO CERTIFIED CERTIFICATES** indicating the insurance coverage for all other portions of the insurance policy. The Consultant **MUST** submit these documents to the Township when returning the Agreement for the project.

In the event of the Consultant, the Township and/or any other party to this Agreement is named in litigation related to the PROJECT, the Consultant also agrees to provide to the Township, within ten (10) business days of the Consultant receiving the lawsuit, one certified copy of the **ENTIRE** insurance policy or policies and associated endorsements.

42. The Engineering Agreement will be a LUMP SUM AGREEMENT.

The top ranked consultant will be asked to develop and submit their fees based upon the detailed Scope of Services.

Sycamore Township will attempt to negotiate an acceptable maximum contract fee based upon the Scope of Services. If the firm and the Sycamore Township are unable to reach an agreement, the Sycamore Township will negotiate with the next highest ranked firm.

ADDITIONAL INFORMATION

GIDEON LANE CULVERT IMPROVEMENTS

- 1) The Consultant **MUST** demonstrate that they are qualified to undertake the design work involved in the project.
- 2) The Consultant **MUST** attend any scope and field meeting with Township representatives.
- 3) The Consultant will be required to complete all the **design** work required for the project as noted in the Township "Scope of Services Form".
- 4) All work and the submittal of all information for review must be in strict accordance with the Hamilton County and ODOT requirements/regulations.
- 5) As noted in the Scope, the sources of funding for the construction of the improvements are Sycamore Township funds and OPWC funds. The project will be local let.
- 6) The Consultant shall work with the respective utility companies to ensure that all the data necessary for the design of the improvements, is obtained. The consultant will also be required to schedule "utility coordination meetings" throughout the design phases to ensure that all utility conflicts within the improvements are addressed, and to ensure the relocation of such, is scheduled in a timely manner for the construction of the improvements to commence.
- 7) As necessary, the Consultant shall work with the geotechnical firm to ensure that all of the data necessary for the design of the improvements, i.e. borings, pavement cores, the environmental work, is obtained.
- 8) The Consultant shall note that the schedule for the project as included in the Township "Scope of Services Form". **ALL** work **MUST** be completed in accordance with this schedule.
- 9) The project will include:
 - a) The existing 84" steel culvert on Gideon Lane is in "Serious Condition" due to severe corrosion and numerous perforations. The inventory load capacity is at 50% of the original design. The estimated Sufficiency Rating is at 43%. The existing 84" steel culverts entire bottom is rusted out (invert corrosion) and the creek is now flowing 4" to 6" beneath the culvert. There are moderate bed load volumes of angular sands, gravels and cobble stones evident within the culvert, due to the abrasions. These issues present a prolonged erosional process along the culvert making it susceptible to a potential structural failure.
 - b) The project requires the entire length of the culvert to be removed and replaced with an 84" reinforced concrete pipe along with headwalls at the inlet and outlet ends. Minor creek grading and rock channel protection will be required to help control erosion around the new culvert. The restoration of all disturbed areas as per Hamilton County Engineers requirements.

- 10) The Consultant shall design the improvements to **eliminate the need for additional right-of-way/easement** takes on private property. The Consultant shall indicate the Construction Limits on the plans. If the Construction Limits are outside of right-of-way/easement, the Township will then attempt to acquire a License of Entry (LOE) from the abutting property owners. If not successful, right-of-way plans and legal descriptions will be required and will be handled by an **addendum**.
- 11) The construction of the improvements is to be designed in accordance with the Ohio Department of Transportation (ODOT) Construction and Material Specification and/or ODOT Standard Construction Drawings and/or Hamilton County Standards.