

First Reading: May 20, 2025
Second Reading: dispensed

RESOLUTION 2025-041

**A RESOLUTION AUTHORIZING A CONTRACT WITH CHOICE ONE
ENGINEERING FOR ENGINEERING SERVICES FOR THE ROSSASH ROAD
IMPROVEMENTS, DISPENSING WITH A SECOND READING,
AND DECLARING AN EMERGENCY**

WHEREAS, the Board of Township Trustees wishes to make improvements to roads in the Township by reconstructing Rossash Road in the Township (the "Rossash Road Improvements") and wishes to provide for engineering services in regard to the project; and

WHEREAS, the Board of Township Trustees desires to contract for engineering services and has followed the procedure set forth in Ohio Revised Code for selection of an engineering firm for the Rossash Road Improvements; and

WHEREAS, the Board of Trustees desires to proceed with the roadway improvements and to contract with Choice One Engineering for engineering services for the Rossash Road Improvements;

NOW THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Sycamore Township, State of Ohio:

SECTION 1. The attached proposal from Choice One Engineering is hereby approved, and the Township Administrator is hereby authorized and directed to contract with Choice One Engineering to provide the engineering and survey services for the Rossash Road Improvements.

SECTION 2. The contract price for the design shall not exceed \$97,350.00.

SECTION 3. The Board upon at least a majority vote does hereby dispense with the requirement that this resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

SECTION 4. Upon the unanimous vote of the Board of Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of Sycamore Township and shall take effect immediately. The reason for the emergency is the need to begin engineering on the project as soon as possible.

SECTION 5. That the Board finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board,

and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.


SECTION 6.

This Resolution shall take effect on the earliest date allowed by law.

VOTE RECORD:

Mr. Kellums Aye Ms. Schwegmann Aye Mr. Weidman Aye

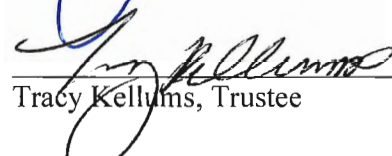
PASSED at a meeting of the Board of Township Trustees this 20th day of May 2025.



Tracy Schwegmann, Chairman



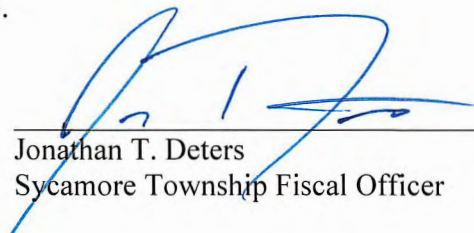
Tom Weidman, Vice Chairman



Tracy Kellums, Trustee

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Sycamore Township Fiscal Officer this 20th day of May 2025.



Jonathan T. Deters
Sycamore Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Law Director

**Date**

May 15, 2025

Attention

Steve Reutelshofer
SReutelshofer@SycamoreTownship.org
Township Road Superintendent

Address

Sycamore Township
8540 Kenwood Road
Cincinnati, Ohio 45236

Subject

Agreement for Professional Services
Rossash Road Improvements Design
HAM-SYC-2502

Dear Mr. Reutelshofer:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Rossash Road Improvements Design.

This Agreement is by and between Sycamore Township, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute and return to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office via email or hard copy.


This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of four pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

Sycamore Township



Authorized Signature



Date

Choice One Engineering Corporation



Troy A. Niese, P.E., Project Manager

5/15/25

Date

W. Central Ohio/E. Indiana

440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky

8956 Glendale Milford Rd., Suite 1
Loveland, OH 45140
513.239.8554 Phone



Scope of Services

Project Snapshot

Choice One intends to prepare construction plans for the reconstruction of Rossash Road in Sycamore Township, Hamilton County, Ohio.

Project Details

- The Township plans to reconstruct Rossash Road for its entire length (approximately 950') utilizing local funds. Construction is planned for fiscal year 2026.
- The preliminary construction estimate for the project is \$1.1M-\$1.3M.
- The road will be constructed to have two 15' lanes, 31' back of curb to back of curb.
- The pavement section will follow the anticipated section in the scoping document attached to the RFQ dated 3/21/2025 unless otherwise recommended by a geotechnical engineer, should a geotechnical investigation be performed by the Township.
- The Township desires an improved terminus to the road to serve as a vehicle turnaround at the dead end. Choice One will provide two recommendations for the turnaround during the preliminary design period.
- Choice One will perform turning movements using AutoCAD software to help with the turnaround layout.
- No changes to the Rossash/Rossplain intersection are expected.
- The road's reconstruction is anticipated to follow the existing alignment as closely as possible. The profile of the road will be adjusted to enhance the drainage of the corridor.
- Specifications will be handled by ODOT and Hamilton County standards.
- The anticipated design speed is 25 miles per hour. The road's speed limit is 25 miles per hour.
- The construction plans will include new storm sewer for the roadway. All other utilities are expected to remain in their existing condition, unless relocations are needed for storm sewer installation.
- The storm sewer design for the project will need to be approved by Hamilton County. Choice One will facilitate reviews with Hamilton County at each of the submittals outlined below.
- Underdrains will be provided behind the new curb through the corridor.
- Retaining walls are not anticipated to be needed for the reconstruction.
- Access management for the abutting parcels is not expected to be part of this design, although Choice One may make recommendations for the pavement connections on certain parcels to help convey runoff.
- Drive aprons will be per Hamilton County's standard, with cross sections at each drive to indicate the tie-in slopes.
- Sidewalks will not be added to this corridor.
- Right-of-Way acquisition is anticipated to be necessary for the expanded turnaround and may be needed for temporary tie-ins. Right-of-Way plan preparation is not included in this scope of work, but may be added as an amendment to the scope when the number of affected parcels is determined.
- Construction estimates will be provided to the Township with each stage submittal in the anticipated schedule.
- The plans will not be ODOT style, but will be submitted in 22x34 and 11x17 sizes.
- A stage submittal process will be followed. Per Choice One's Letter-of-Interest, the anticipated schedule is as follows, but will be finalized at the project kickoff meeting.
 - Authorization by May 30, 2025
 - Kickoff meeting by June 5, 2025
 - Stage 1 (50%) submittal and conceptual right-of-way by August 8, 2025
 - Stage 3 (90%) submittal and final right-of-way by October 24, 2025
 - Final tracings and estimate by December 19, 2025
- Utility coordination will be handled by Choice One during each stage submittal. Electric, telecom, watermain, or gas relocations, if necessary, will be designed by their respective owner but shown on the roadway plans for reference.

- Design fees in this scope are split between *Preliminary Engineering* (up to and including Stage 1 submittal) and *Detailed Engineering* (up to and including Final tracings).
- The Township plans to hold two public meetings between Stage 1 and Stage 3 design, which Choice One will attend and receive comments as requested by the Township.
- A maintenance of traffic and/or sequencing plan will be included in the construction plans to ensure all local business will maintain access throughout the duration of construction.
- A subsurface investigation is not included in this scope of work. The Township will contract with a geotechnical engineer separately if a study is desired and Choice One will coordinate as needed.
- A contingent quantity for undercut will be included in the plans, utilizing geogrid, Tensar TX190 and 12" of Type 2 stone. This will depend on the results of the Geotech report.
- An environmental study is not included in this scope of work and is not anticipated to be necessary.
- Choice One will assist the Township with acquiring an Ohio EPA Notice of Intent permit if the earth disturbed area is determined to be over an acre.
- Lighting design, construction bidding procedures and construction administration services are not included in this scope of work, but can be provided as an amendment to this agreement upon request from the Township.

Project Services

1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research.
- c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates and NAVD 88.
- d. Field reconnaissance and traverse of existing monumentation.
- e. Identify visible features from 10' beyond right-of-way for both sides including utilities and drainage.
- f. Provide roadway cross-sections every 50', at driveways, and other critical areas.
- g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- h. Locate underground utilities as marked by the appropriate utility companies.
- i. The location of existing right-of-way lines is anticipated to be a factor for the project design. Boundary resolution of the properties along the route will be completed to show location of existing right-of-way lines and adjacent property lines based on existing monumentation, plats, deeds, and other readily-available information.
- j. Provide one foot contour intervals.
- k. Completed topographic survey shall be provided in AutoCAD format.

2. Preliminary Engineering (up to Stage 1 submittal)

- a. Design construction plans to include:
 - i. Title Sheet
 - ii. Schematic Plan
 - iii. Typical Sections
 - iv. General Notes and Details
 - v. Quantity Summary and Engineer's Estimate
 - vi. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
 - vii. Preliminary Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
 - viii. Storm Sewer Plan
 - ix. Pavement Markings and Signage Plan

3. Detailed Engineering (up to Final Tracings)

- a. Design construction plans to include:
 - i. Title Sheet
 - ii. Schematic Plan
 - iii. Typical Sections
 - iv. Site Plan to Develop Storm Water Pollution Prevention Plan
 - v. General Notes and Details
 - vi. Intersection Details
 - vii. Quantity Summary and Engineer's Estimate
 - viii. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
 - ix. Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
 - x. Storm Sewer Plan
 - xi. Maintenance of Traffic Notes, Details and Plans
 - xii. Pavement Markings and Signage Plan

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Traffic Signal Design
2. Traffic Impact Studies
3. Traffic Data Collection
4. Landscape Architecture
5. Boundary Survey
6. Off-Site Utility Extension
7. Construction Layout Staking
8. Easement and Right-of-Way Plats or Descriptions
9. Construction Bidding Procedures
10. Record Drawings
11. Construction Observation
12. Construction Administration

Client Responsibilities

- Payment of all development and other agency-related fees.
- Provide Storm Water Notice of Termination.
- Provide benchmark data, traverse data, and related notes, if available.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

Lump Sum Fee Schedule

Topographic Survey	\$10,350.00
Preliminary Engineering (up to Stage 1)	\$38,700.00
Detailed Engineering (up to Final Tracings)	\$48,300.00
Total	\$97,350.00

Schedule

Choice One will follow the anticipated schedule shown in the project details section assuming authorization is complete by May 30, 2025.

This agreement is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

Choice One Engineering Corporation
Standard Terms & Conditions

4/17/2018

Services Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

Additional Services The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

Project Requirements The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Period of Service Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project Schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by Choice One for the Project, whichever is greater so that the total aggregate liability of Choice One and its subconsultants to all those named shall not exceed the available professional liability insurance coverage, currently \$2,000,000.

Compensation In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

Payment Terms Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on

any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. Choice One will be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

Amendment This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

Assignment Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

Authorized Representatives The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

Betterment If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

Buried Utilities Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

Compliance with Laws Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Consequential Damages Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

Construction Observation, If Applicable Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

Cost Estimates or Opinions Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

Defects in Service The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

Design Without Construction Administration The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

Dispute Resolution In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in

accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

Environmental Matters The Client warrants they have disclosed all known potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. ~~The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.~~

Governing Law The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Hiring of Personnel Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

Information from Other Parties The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

Insurance Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: \$1,000,000 per occurrence (bodily injury including death and property damage) \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: \$2,000,000 per claim and \$2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

Permits and Approvals Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

Reuse of Documents All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

Safety Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Severability Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Site Access The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

Standard of Care Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

Suspension of Work The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

Time Bar To Legal Action All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.