

First Reading: February 7, 2013
Second Reading: dispensed

RESOLUTION 2013- 13

**A RESOLUTION APPROVING A PROPOSAL FOR CONSTRUCTION
ADMINISTRATION/INSPECTION SERVICES FOR THE KENWOOD ROAD UTILITY
AND ROADWAY IMPROVEMENTS PROJECT**

WHEREAS, the Board of Township Trustees making improvements to Kenwood Road by placing utilities underground and installing a median in Kenwood Road south to the Interstate 71 entrance ramp (the "Kenwood Road Utility and Roadway Improvements Project"); and

WHEREAS, the Board desires to hire a construction administrator and inspector to oversee the project and advertised for a manager as required by law; and

WHEREAS, Brandstetter/Carroll, Inc. submitted the lowest and best proposal for the services;

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

SECTION 1. The attached proposal with Brandstetter/Carroll, Inc. for the construction administration/inspection services for the Kenwood Road Utility and Roadway Improvements Project is hereby approved and the Township Administrator or Assistant Township Administrator or Township Road Superintendent is hereby authorized and directed to execute the proposal on behalf of the Board.

VOTE RECORD:

Mr. Bishop AYE Mr. Connor AYE Mr. Weidman ABSENT

PASSED at the meeting of the Board of Trustees this 7th day of January, 2013.

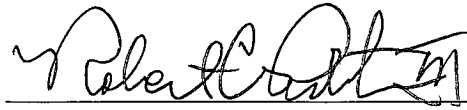
absent
Thomas J. Weidman, President

Cliff W. Bishop
Cliff W. Bishop, Vice President

Dennis W. Connor
Dennis W. Connor, Trustee


AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Sycamore Township Fiscal Officer, this 7th day of January, 2013.



Robert C. Porter, III
Sycamore Township Fiscal Officer

APPROVED AS TO FORM:


R. Douglas Miller, Law Director



Brandstetter Carroll Inc.
ARCHITECTS ENGINEERS PLANNERS

308 EAST 8th STREET, CINCINNATI, OHIO 45202
513.651.4224 VOICE 513.651.0147 FAX

January 28, 2013

Tracy Kellums, Road Superintendent
Sycamore Township
8540 Kenwood Rd.
Cincinnati, OH 45236-2010

RE: Kenwood Road Improvements
Euclid to Montgomery Roads

Dear Mr. Kellums:

We are pleased to present this Proposal to provide supplemental Construction Administration/On-Site Observation Services for the Kenwood Road Improvements. During the course of the construction of this project, Brandstetter Carroll Inc. shall represent the best interest of the Township and its project. More specifically, we propose to provide the following services:

1. Review the project plans, bid tabulations, and contract documents.
2. Attend the pre-construction meeting.
3. Attend the progress meetings.
4. Review and maintain a file copy of all contractors' submittals as approved by the design engineers.
5. Assist in the correspondence, coordination, and overall communication with the adjacent property owners.
6. Review the estimated quantities on the monthly and final pay requests. Assist in the preparation of periodic punchlists and final punchlist.
7. Review and provide input on the appropriateness of change orders.
8. Provide on-site observation/site inspection services on a part-time basis, estimated to be 3-5 days per week depending upon the construction taking place at the time.
9. These services shall be both during regular working hours as well as evenings, nights and weekends.
10. Assist in other construction-related issues on this project as requested by the Township.

The BCI staff proposed to be involved in this project:

Bruce G. Brandstetter, P.E., Principal in Charge/Project Manager
David J. Stenger, Construction Administrator
Tim Lewis, Construction Inspector

As per previous Sycamore Township projects, Robert W. Stegeman shall serve as a back-up for Mr. Stenger during vacations.

Tracy Kellums, Road Superintendent
Sycamore Township

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A copy of Tim Lewis's resume is attached. Mr. Lewis has over 20 years of experience in underground utility construction and specializes in nighttime construction projects.

Based upon a six month construction period, and our recent discussions, we are estimating twenty to thirty hours of services required per week during the first three months of the project, and twenty hours per week for the remaining three months. This is our best understanding of the schedule. Both the Township and BCI will have a better understanding of the overall schedule after the preconstruction meeting on January 30, 2013.

If issues arise during construction that require additional time or if the Contractor exceeds the contract completion date, additional services will be provided by BCI upon written authorization of Sycamore Township.

The fees for these services shall be hourly at a cost not to exceed \$53,000.00. The billing rate for Construction Administrations/Inspection shall be \$70/hour.

The general terms and conditions of the NSPE contract used for the Towers of Kenwood Drive construction phase shall apply.

Billing and payment for these services shall be monthly.

Please review and contact us with questions. As always, we appreciate this opportunity to continue to be involved in the redevelopment of Sycamore Township.

Sincerely,
BRANDSTETTER CARROLL INC.

Bruce G. Brandstetter, P.E.
Vice President

cc: Benjamin Brandstetter
File
BGB

Attachments

PROPOSED BY:

BRANDSTETTER CARROLL INC.

Name: _____
Lawrence W. Brandstetter
Title: _____
President
Date: _____

ACCEPTED BY:

SYCAMORE TOWNSHIP, OHIO

Name: Tracy Kellums
Title: SUPERINTENDENT
Date: 2/5/13