

First Reading: August 18, 2020  
Second Reading: dispensed

**RESOLUTION NO. 2020 - 56**

**A RESOLUTION AUTHORIZING A CONTRACT WITH CHOICE  
ONE ENGINEERING CORPORATION FOR ENGINEERING  
SERVICES, DISPENSING WITH A SECOND READING  
AND DECLARING AN EMERGENCY**

**WHEREAS**, the Board of Township Trustees of Sycamore Township wishes to make improvements to Larchview Drive and Plainfield Road in the Township by pavement reconstruction and resurfacing, curbing, storm water and pedestrian improvements (the "Plainfield Road and Larchview Drive Improvement Project") and wishes to provide for surveying, designing, engineering, construction and bidding documents with regard to the project; and

**WHEREAS**, the Board of Township Trustees desires to contract with Choice One Engineering Corporation for the surveying, designing, engineering, construction and bidding document services for the Plainfield Road and Larchview Drive Improvement Project;

**NOW THEREFORE**, be it resolved by the Board of Township Trustees of Sycamore Township, State of Ohio:

**SECTION 1.** The attached agreement with Choice One Engineering Corporation is hereby approved and the Township Administrator or Assistant Township Administrator are hereby authorized and directed to contract with Choice One Engineering Corporation to provide the surveying, designing, engineering, construction and bidding documents for the Plainfield Road and Larchview Drive Improvement Project.

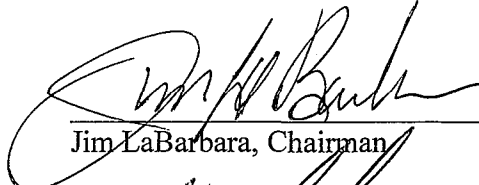
**SECTION 2.** The Board of Township Trustees of Sycamore Township, by at least two-third vote of all of its members, dispenses with any requirement that this Resolution be read on two separate days and authorizes its passage upon onereading.

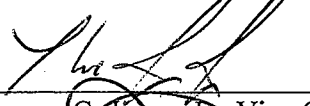
**SECTION 3.** Upon Unanimous vote of the Sycamore Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for immediate preservation of the public peace, health, safety, and welfare of Sycamore Township. The reason for the emergency is the need to authorize the contract in order to commence the project as soon as possible.

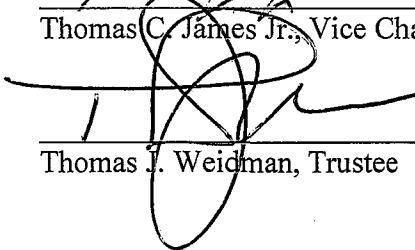
**VOTE RECORD:**

Mr. James: Aye      Mr. LaBarbara: Aye      Mr. Weidman: Aye

**PASSED** at the meeting of the Board of Trustees this 18<sup>th</sup> day of August, 2020.

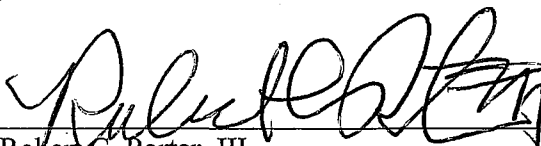
  
\_\_\_\_\_  
Jim LaBarbara, Chairman

  
\_\_\_\_\_  
Thomas C. James Jr., Vice Chairman

  
\_\_\_\_\_  
Thomas J. Weidman, Trustee

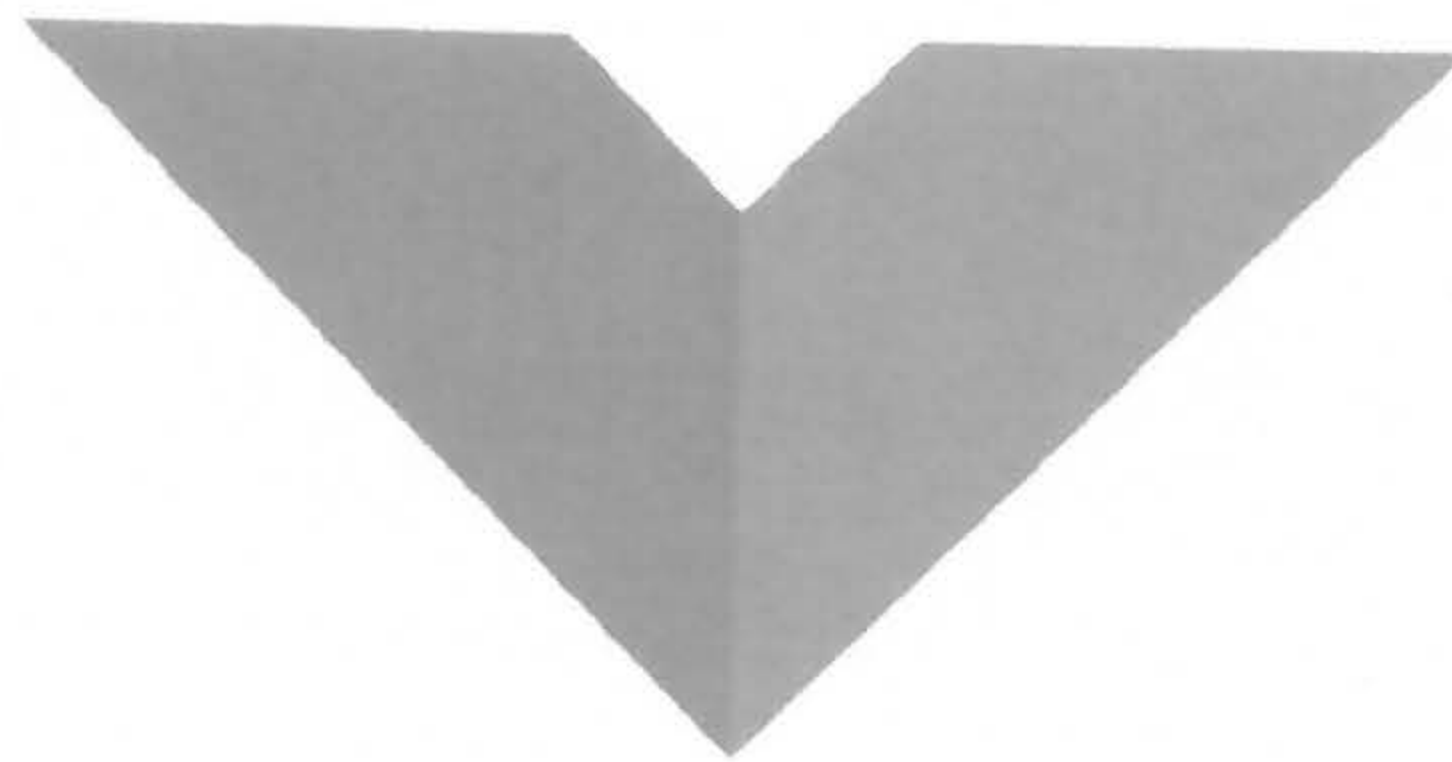
**AUTHENTICATION**

This is to certify that this Resolution was duly passed, and filed with the Sycamore Township Fiscal Officer, this 18<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
Robert C. Porter, III  
Sycamore Township Fiscal Officer

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Deepak K. Desai, Law Director



Date  
August 12, 2020

Attention  
Tracy Kellums  
Road Superintendent  
tkellums@sycamoretownship.org

Address  
Sycamore Township  
8540 Kenwood Road  
Cincinnati, OH 45236

Subject  
Agreement for Professional Services  
Larchview Drive and Plainfield Road Improvements  
HAM-SYC-2001

Dear Mr. Kellums:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Larchview Drive and Plainfield Road Improvements Project.

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 two originals, keeping one for your files and returning one to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office.

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 6 pages, Sycamore Township Scope of Services consisting of 27 pages, and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

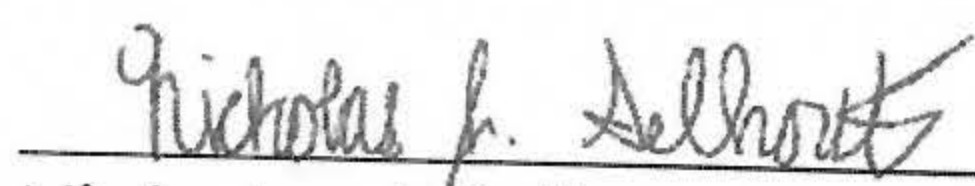
Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

**Sycamore Township**

  
Authorized Signature

8/25/20  
Date

**Choice One Engineering Corporation**

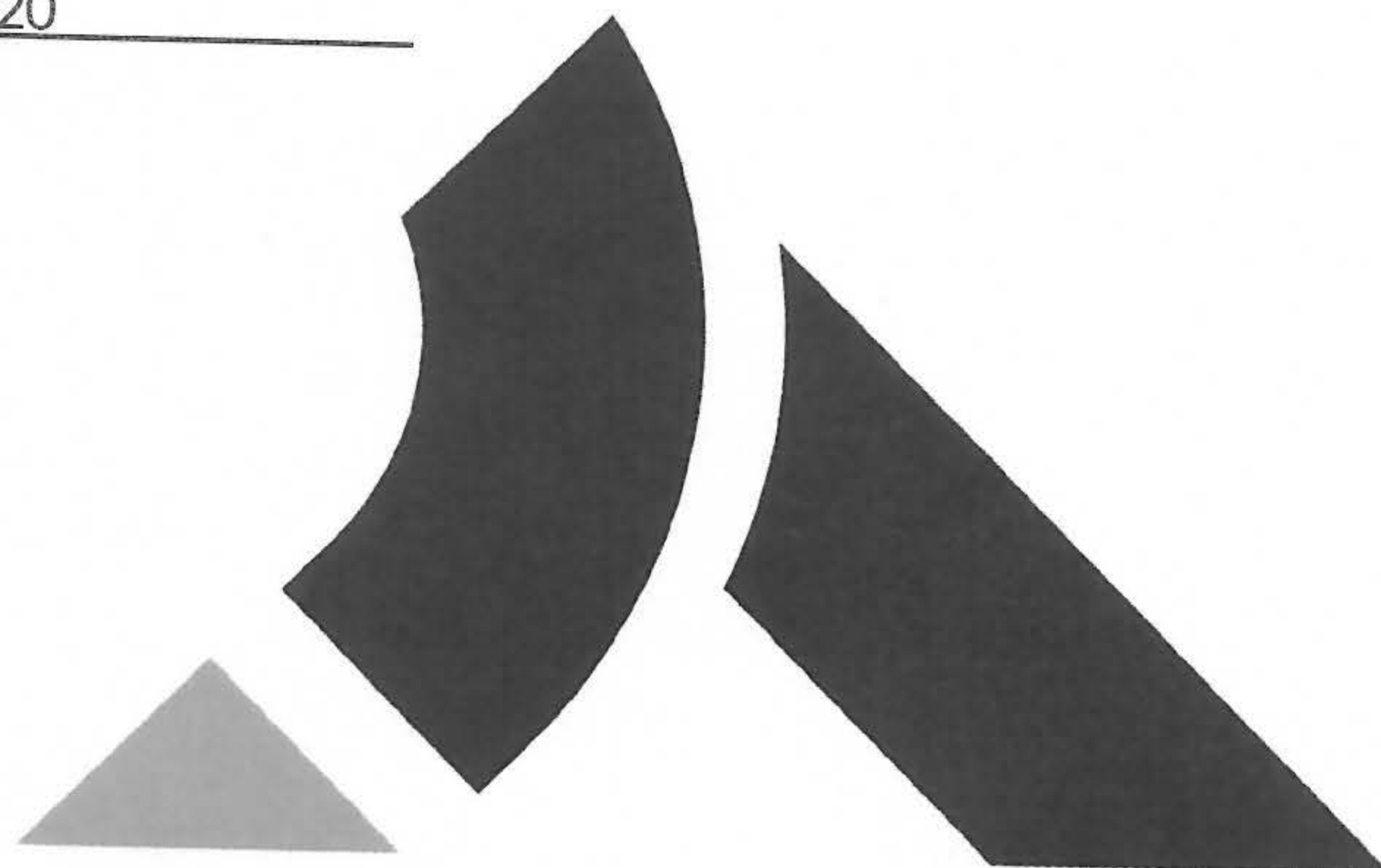
  
Nicholas J. Selhorst, P.E., Project Manager

8/12/2020  
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

[www.CHOICEONEENGINEERING.com](http://www.CHOICEONEENGINEERING.com)





# Scope of Services

## Project Snapshot

Choice One intends to provide design services for the reconstruction of Larchview Drive between Plainfield Road and Eldora Drive, the re-striping of Plainfield Road between Donna Lane and Larchview Drive, and the replacement of two traffic signals along this route.

## Project Details

- Larchview Drive will be completely reconstructed between Plainfield Road and Eldora Drive (approximately 3,500 feet).
- Roll curb will be installed on Larchview. Width of curb to be determined in Phase A plans.
- Proposed back of curb to back of curb width on Larchview will be 26 feet.
- Existing sidewalk on Larchview to remain unless already damaged. Curb ramps will be replaced along route (including Plainfield) if not ADA-compliant.
- Design speed of Larchview Drive is 25 mph. Profile may be modified to fit existing features.
- Storm sewer trunkline will not be replaced on Larchview but catch basins and pipes from catch basins to trunkline will be replaced.
- GCWW will be designing a new water line on Larchview between Plainfield and Glenbar. Choice One will coordinate project with GCWW and provide CAD file to them but the design of the water main will be handled by GCWW. GCWW will provide quantities for bidding as well and the water work will be bid as part of the roadway project.
- Larchview will be closed to through traffic during construction. Project to be built in phases, and a detour plan will be provided. Traffic to be flagged on Plainfield following ODOT's standards.
- Signal at Larchview and Plainfield will be modified, with the most likely scenario being that the poles need to move because of the addition of turn lanes. Modifications include: new LED signal heads, backplates, new poles, pedestrian signal heads & pushbuttons, radar detection, and timing adjustments.
- A road diet safety assessment study will be completed for Plainfield Road. This includes new traffic counts and turning movement counts.
- Plainfield Road will be re-striped based on the road diet study to change it from a 4-lane road to a 3-lane road with parking on both sides (5,500 feet long).
- Existing roundabout at Plainfield and Sycamore Road will not be modified.
- Plainfield Road will be milled 3-1/4" and repaved with 2" leveling and 1-1/2" surface course.
- A rectangular rapid flashing beacon (RRFB) will be added to the mid-block crossing on Plainfield at Bechtold Park. County RRFB permit application to be completed by Choice One and submitted to Hamilton County. Possibly add a refuge island here.
- Traffic signal at Donna, Myrtle, and Plainfield will be completely replaced with a mast arm signal system including radar detection.
- A signal warrant analysis will be completed for both signals.
- A topographic survey will be performed by Choice One for the entirety of the project.
- Choice One will contact affected utility companies directly to request basemaps to confirm the utilities marked by OUPS. Electric, telephone, cable, and gas will be relocated by the appropriate company, if necessary.
- Township to handle hiring geotechnical firm for soil borings and providing the geotechnical report to Choice One.
- Township to handle hiring a firm to camera/video the storm sewer on Larchview and providing information to Choice One. Trunkline may be replaced based on results of video.
- If any easement legals/descriptions or R/W plans end up being needed, that would be an additional mutually-agreed upon lump sum fee.
- Plans will be designed to ODOT and Hamilton County standards and specifications.
- Public bidding procedures can be handled by Choice One and the associated price is included in this proposal. Day-to-day construction observation will be done by Township.
- For further information, please see the attached Scope of Services Form that was included the Request for Qualifications for this project. Construction estimate is \$2.9 million.



## Project Services

### 1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research at Hamilton County Recorder's office.
- c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates NAD 83 (86 Adj.), Ohio South Zone (3402), and vertical survey control based on NAVD 29.
- d. Field reconnaissance and traverse of existing monumentation.
- e. For Larchview, identify visible features from 25' beyond right-of-way for both sides including utilities and drainage.
- f. For Plainfield, identify visible features from back of sidewalk to back of sidewalk for both sides including utilities and drainage.
- g. Provide roadway cross-sections every 50', at driveways, and other critical areas.
- h. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- i. Locate underground utilities as marked by the appropriate utility companies.
- j. 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.
- k. Provide one (1) foot contour intervals.
- l. Completed topographic survey shall be provided in AutoCAD format.

### 2. Traffic Counts and Road Diet Safety Assessment Study

- a. Perform turning movement traffic counts at the following intersections from 6:00 AM - 7:00 PM to determine the existing traffic volumes.
  - i. Plainfield Road & Mrytle Avenue
  - ii. Plainfield Road & Larchview Drive
- b. Perform a 24-hour ADT count including speed data within the project area on Plainfield.
- c. The road diet safety assessment study will evaluate the following two options:
  - i. Existing 4-lane configuration (do nothing baseline)
  - ii. Reducing Plainfield Road to 3 travel lanes (one through lane in each direction with a two-way left-turn lane)
- d. Prepare crash analysis and diagram for the corridor from Deer Park Corporation Line to the Blue Ash Corporation Line, approximately 5,550'.
- e. Prepare capacity and travel time analysis for the studied intersections.
- f. Prepare signal warrant analyses for the studied intersections.
- g. Prepare turn lane warrant analyses for the studied intersections.
- h. Provide recommendations for roadway improvements.
- i. Evaluate the corridor for additional bicycle, pedestrian, and street parking considerations (if a road diet is recommended).
- j. Exhibits (if a road diet is recommended) of proposed layout will be developed for the section.
- k. Submit the Road Diet Study to the Township and County for review and approval as part of the Phase A submittal.
- l. Address any review comments and deliver final report.



### 3. Construction Plans – Phase A Design

- a. Attend project kick-off meeting
- b. Design preliminary construction plans to include:
  - i. Title Sheet
  - ii. Schematic Plan
  - iii. Typical Sections
  - iv. General Notes and Details
  - v. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
  - vi. Preliminary Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
  - vii. Preliminary Maintenance of Traffic Notes, Details
  - viii. Traffic Signalization Plan
  - ix. Pavement Markings and Signage Plan
  - x. Traffic Control Notes, Details and Plans
- c. Determine if any R/W is needed because of signal pole relocations.
- d. Provide preliminary storm calculations to County for review.
- e. Send preliminary plans to utility companies to confirm utility locations, sizes, etc.
- f. Provide a preliminary construction estimate with quantity splits for Township and County.
- g. Attend design review meeting. Field walk project.
- h. Attend public involvement meeting, provide exhibits, provide sign-in sheets to attendees, and take minutes. Township to schedule the meeting and send notices.

### 4. Construction Plans – Phase B and Final Design

- a. Design construction plans to include:
  - i. Title Sheet
  - ii. Schematic Plan
  - iii. Typical Sections
  - iv. General Notes and Details
  - v. Intersection Details including curb ramp blow up details
  - vi. Quantity Summary, split by Township/County
  - vii. Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
  - viii. Cross-Sections (scale 1" = 5' horizontal, 1" = 5' vertical)
  - ix. Water Main Plan (by GCWW. Sheets attached to back of plans).
  - x. Maintenance of Traffic Notes, Details and Plans including detour plan
  - xi. Traffic Signalization Plan
    1. Traffic Control Notes and Details
    2. Cable and conduit plan
    3. Wiring diagram
    4. Vehicle detection and signal timing
    5. Quantity Summary
  - xii. Pavement Markings and Signage Plan
  - xiii. Driveway Details
- b. Engineer's Estimate split by Township/County
- c. Send final plans to utility companies to confirm utility relocations. Schedule utility coordination meeting, track attendees, and provide minutes.
- d. Attend design review meeting. Field walk project.
- e. No sanitary sewer Permit to Install (PTI) or Public Water System (PWS) water main submittal will need to be done by Choice One. A Storm Water Notice of Intent (NOI), will need to be submitted to the Ohio Environmental Protection Agency (OEPA) for review and approval. Fees paid by client.
- f. Send final plans to Township/County in PDF and 22x34 colored paper format.



## **5. Storm Water Pollution Prevention Plan (SWPPP)**

- a. Provide the location of the required temporary sediment and erosion control (TSEC) best management practices (BMPs) for on project earth-disturbed areas.
- b. Provide quantity totals for all TSEC BMPs as applicable.
- c. Provide general erosion control notes and details as applicable.
- d. A Notice of Intent (NOI) will be prepared for submittal by the client to the OEPA. Client to pay fees.
- e. Post Construction Storm Water BMP(s): Design of the Post Construction Storm Water BMP(s) shall be incorporated into the storm water design and storm sewer system for the project. The Post Construction Storm Water BMP(s) that have been designed as part of the site's roadway design will be included into the proposed SWPPP.
- f. The proposed SWPPP will not cover or address any off-site earth disturbed areas.
- g. If revisions are required to the initial accepted and agreed upon SWPPP during the course of construction of the project, they shall be completed at an additional cost.

## **6. Construction Bidding Procedures**

- a. Prepare bidding documents for the bidding process to be sold online, for free, or at Choice One Engineering's office with the cost to be reimbursed to Choice One Engineering by contractor's purchase of plans and documents.
- b. Provide assistance in the bidding process including answering questions during the bidding phase from the Client, contractors, and suppliers, including material alternatives and intent of the plans, general notes, and specifications.
- c. Process addenda, if necessary.
- d. Attend bid opening.
- e. Review bids and contractor qualifications.
- f. Prepare bid tabulations.
- g. Check System for Award Management (SAM) database prior to award to ensure contractor is not suspended or debarred.
- h. Check Ohio Auditor of State's website for unresolved findings.
- i. Prepare contracts for successful bidder.
- j. Attend preconstruction meeting.

## **7. Construction Administration Services**

- a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
  - i. Respond to Contractor's questions.
  - ii. Administrate plan interpretation for contractor and Client during construction, as required.
  - iii. Attend meetings and visit construction site at the request of the Client with contractor.
  - iv. Review and approve pay requests.
  - v. Process necessary change orders.
  - vi. Conduct final inspection and provide a punch list.
  - vii. Review site/civil shop drawings.



## 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. Construction Layout Staking
2. Easement and Right-of-Way Plats or Descriptions
3. Record Drawings

## Client/County Responsibilities

- Payment of all 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.
- 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	\$36,500.00
Traffic Counts and Road Diet Safety Assessment Study	\$23,000.00
Construction Plans – Phase A Design	\$82,500.00
Construction Plans – Phase B and Final Design	\$98,000.00
Stormwater Pollution Prevention Plan (SWPPP)	\$3,200.00
Construction Bidding Procedures	\$3,500.00
<b>Total</b>	<b>\$246,700.00</b>
Construction Administration Services	Hourly Upon Request (\$5,000 budget)

## Schedule

Choice One will have the construction plans completed by May 5, 2021 assuming a signed agreement is received by August 28, 2020. Intermittent dates for preliminary submittals will be worked out at kickoff meeting after project authorization.