

First Reading: November 19, 2024

Second Reading: dispensed

RESOLUTION 2024 - 132

**A RESOLUTION AUTHORIZING A CONTRACT FOR CONSTRUCTION
ADMINISTRATION AND INSPECTION SERVICES WITH WSP USA, INC. FOR THE
HAM SYCAMORE TOWNSHIP PREEMPTION, PID 119073 AND DISPENSING WITH
THE SECOND READING**

WHEREAS, the Board of Township Trustees is desirous of making improvements to traffic signals in the Township (the "Sycamore Township Preemption, PID 119073"), and wishes to provide for Construction Administration and Inspection Services, in regard to the project; and

WHEREAS, the Board of Township Trustees desires to contract for Construction Administration and Inspection Services and has followed the procedure set forth in Ohio Revised Code for selection of an engineering firm for said services for the Sycamore Township Preemption, PID 119073; and

WHEREAS, the Board of Trustees desires to proceed with the traffic signal improvements and to contract with WSP USA, Inc. for the Construction Administration and Inspection Services for the Sycamore Township Preemption, PID 119073; and

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

SECTION 1. The attached proposal from WSP USA, Inc. is hereby approved, and the Township Administrator is hereby authorized and directed to contract with WSP USA, Inc. to provide the Construction Administration and Inspection Services for the Sycamore Township Preemption, PID 119073.

SECTION 2. The contract price for the Construction Administration and Inspection Services shall not exceed \$65,167.

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

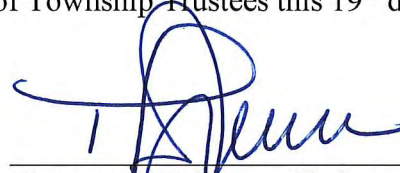
VOTE RECORD:

Mr. Kellums Aye

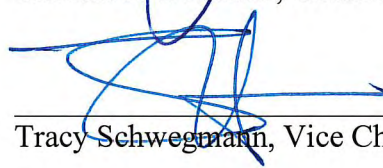
Ms. Schwegmann Aye

Mr. Weidman Aye

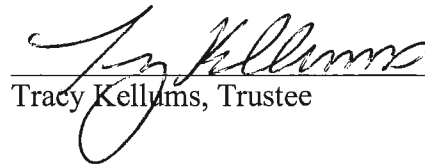
PASSED at a meeting of the Board of Township Trustees this 19th day of November, 2024.



Thomas J. Weidman, Chairman



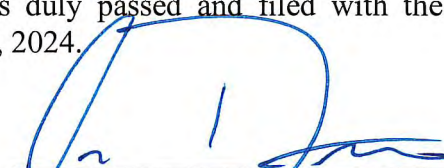
Tracy Schwegmann, Vice Chairman



Tracy Kellums, Trustee

AUTHENTICATION

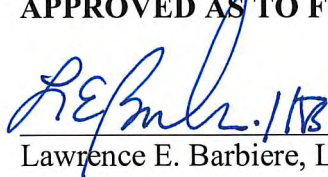
This is to certify that this Resolution was duly passed and filed with the Sycamore Township Fiscal Officer this 19th day of November, 2024.



Jonathan T. Deters

Sycamore Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Law Director



November 14, 2024

Mr. Steve Reutelshofer - Superintendent
Mr. Mike Gould - Assistant Superintendent
8540 Kenwood Road
Sycamore Township, OH 45236

RE: Construction Inspection and Administration
HAM – Sycamore Township
PID 119073

Dear Mr. Reutelshofer/Mr. Gould:

We have reviewed the scope of services provided and have an understanding of the project and information provided. As requested, we are pleased to submit the following:

SCOPE OF WORK

The installation of traffic signal preemption equipment at (approx. 46) various signalized intersection locations throughout Sycamore Township.

This is based on starting construction on December 1, 2024 and completing June 27, 2025.

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the Sycamore Township, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Document Control and Setup

WSP will provide construction documentation in accordance with the current Ohio Department of Transportation (ODOT) documentation practices and policies for LPA projects. WSP will create, distribute, utilize, retain, store, maintain, protect,



preserve, retrieve, and final the documents, files, logs, and forms for the project, in accordance with the current version of the ODOT Construction Administration Manual of Procedures. WSP will utilize WSP's Cloud Based System (Appia) and construction drive to store construction diaries, meeting minutes, photos, and project correspondence. We will also utilize ODOT's SharePoint site to allow file access for all stakeholders. Pay item folders, tracking logs, quantity tracking files and forms, material testing logs and forms, and correspondence logs will be generated specifically for construction activities planned for this project. WSP will complete this work prior to the beginning of construction activity.

Pre-construction Meeting

WSP will lead the pre-construction meeting and prepare minutes for meeting. The meeting will be recorded, and minutes will be distributed electronically to all attendees with an email address within 5 business days. The minutes will be generated using Microsoft Office.

Availability

WSP is committed to this project, applying their technical knowledge and understanding of complex project issues. Their commitment to teamwork will ensure project milestones are met and deliverables are completed that exceed the expectations of the Township.

Construction Engineering/Inspection:

WSP will support the Township inspector on an as needed basis and provide guidance on forms and procedures to meet the ODOT LPA requirements. WSP will ramp up or ramp down staff as needed depending on the contractor's schedule and approval by the Township. We will work with the Township to verify compliance with the technical requirements of the project, to verify the validity of amounts claimed for payment by the construction Contractor, and to report on the construction work in the field. WSP will perform construction daily reports describing work location, manpower and equipment, duration worked, weather, and work activities and entered into WSP's Cloud Based System (Appia).

WSP will utilize Appia and our construction drive or other acceptable means to store, track, and manage project correspondence and records including transmittals, schedule updates (copies), contract modifications, shop drawings, requests for proposals, requests for information, letters, and submittals.

WSP shall process change orders to the Contract Documents to document changes to the work dictated by these conditions.

WSP will maintain a list of items requiring correction by the contractor and document when deficiencies have been corrected. WSP will notify the Township when the project is complete, deficiencies have been corrected, and the work is ready for final inspection.



WSP will assist in preparing recommendations for final acceptance of the work.

WSP will store photo documentation of project construction activities in our Appia system and the ODOT SharePoint site.

WSP shall provide monthly status reports during construction indicating the progress of the work, contract modifications, requests for proposals, critical issues, progress schedules, summary of the work performed for that period, total dollar amount of the contract, amounts paid to the contractor, and funds remaining.

WSP will perform as a construction engineer/advisor during the construction process and make recommendations for site changes and issues related to construction as requested by the Township.

WSP will provide documentation and reporting in accordance with ODOT Standards.

WSP will have marked "WSP" vehicles in good condition with proper safety flashing lights.

Meetings

WSP shall attend all regularly scheduled project meetings held during the construction phase and such other special meetings as shall be deemed appropriate by the Township.

Progress Meetings:

WSP shall lead progress meetings, including the preparation of agendas and meeting minutes of meetings when needed. WSP will utilize Microsoft Office software to prepare agendas and minutes. When directed by the Township, WSP shall provide professional engineering attendance at all special construction meetings to discuss project problems, clarifications of the work, and all other issues affecting the project. WSP shall prepare minutes of the meetings to all attendees.

WSP will monitor the Contractor's schedule as per ODOT CMS 108.02.B. WSP will review the Contractor's construction baseline schedule, per ODOT's baseline checklist, to ascertain that the requirements identified in the contract specifications are met. WSP will prepare written response comments. WSP shall review and provide comments and recommendations for all progress, recovery, and impact schedules submitted by the Contractor. WSP shall notify the Township in all instances when the Contractor's progress is not in accordance with the approved schedule. WSP shall make recommendations as to the need for the Contractor to submit a recovery schedule, or the need to delay payment to the Contractor due to schedule problems.



Submittals/RFI/Correspondence/CA:

WSP shall coordinate construction document interpretation with the Design Engineer during construction. If such interpretation involves any monetary, quality, or material/equipment substitution, the final interpretation shall be made by the Township. WSP shall transmit interpretations and clarifications to the Contractor. WSP shall provide written interpretation of any project specific specifications, as required. WSP shall provide and maintain a tracking log of all requests for information for the duration of the project. WSP will maintain submittal, RFI, and correspondence logs using Microsoft Office.

WSP will respond to correspondence items (email, letters, teleconferences, etc.).

WSP shall review and recommend for approval monthly and final estimates of work performed by the Contractor upon which partial payments to the Contractor will be based. WSP shall prepare monthly progress estimates and forward to the Township for final approval and processing. WSP shall review and comment/recommend to the Township the approval of any schedule of values submitted by the Contractor.

Evaluate Substitution Requests:

WSP will provide review and recommendation on substitutions of material and/or equipment submitted by the Contractor, in coordination with the Design Engineer. Final approval shall be made by the Township.

Change Orders:

WSP will prepare change orders to aid in resolution of modifications brought about by actual field conditions encountered, review contractor pricing of said change orders, and make recommendation to the Township regarding entitlement and reasonableness of costs. WSP will assist with the negotiation of said change orders. WSP will maintain an RFP log.

WSP shall provide contract change order services by providing independent cost estimates, review of the contractor's proposals, evaluation of project schedule impacts, negotiation assistance based on ODOT CMS 109.05.B, recommendations and processing. WSP shall process change orders to the contract in a manner approved by the Township and forwarded to the



Township for final approval and processing. WSP shall provide and maintain a tracking log of all change orders to the contract for the duration of the project using WSP's Appia system.

Claims

WSP shall negotiate claims and recommend for approval/denial to the Township. WSP shall assist the Township in claim resolutions, monitoring, and documentation.

Prevailing Wage

WSP will perform all wage interviews and review all certified payrolls for compliance. WSP will review any underpaid wages and recommend resolution to the Township. WSP will monitor and document the prevailing wage compliance process.

EEO/DBE Contract Compliance

WSP will ensure all EEO/DBE contract requirements are met by the contractor. WSP will monitor the bulletin board for compliance. WSP will assist the Township with contractor DBE waivers, CUF reviews, and LPA's EEO and DBE compliance process.

Material Testing Services:

WSP shall assist the Township with field inspection of materials from ODOT certified resources. WSP will perform quality assurance field and lab testing of materials and completed work, as normally required in ODOT's standard policies and procedures. WSP will monitor and document the material management process.

In-House Conformance Audits

WSP will perform in-house audits of the construction documentation for compliance with ODOT's applicable documentation standards and policies. WSP will review documentation records and provide a report to the Township regarding findings and recommendations from all ODOT/FHWA audits.

Project Finalization/Close-Out

Upon completion of construction activity and final acceptance of the project, WSP will finalize, compile, organize and deliver the project construction documentation to the Township. The following items, at a minimum, will be provided and completed:

1. Pay item folders will be finalized to include pay quantity measurement records, reconciled with the final estimate.
2. Punch list items resolved.
3. Project construction daily diary reports will be organized on a month by month basis.
4. Final quantities and payments.
5. Correspondence logs will be provided with organized originals/copies on the project.
6. All contracts change documents



7. Completed concrete test log with a record of all concrete tests performed on the project.
8. Materials certifications and testing records for each respective pay item.
9. Hand-written as-built mark-ups will be provided for the Engineer of Record to update the electronic files. No CADD as-builts have been included in this scope of services.

WSP shall not be responsible for construction means, methods, techniques, sequences, procedures, construction Contractor's scheduling, or construction safety. Any review by WSP does not extend to matters of means and methods, manufacturer's special expertise and proprietary areas, and /or safety issues.

SCHEDULE

The scope of services is based on the understanding that the project will begin December 1, 2024, and completed on June 27, 2025.

FEE

Exhibit "A" has been attached to provide a breakdown of the fee for as outlined in the scope of services. The total compensation for the work included in this proposal will be billed monthly as per the approved rates.

CLOSING STATEMENT

If the Scope of work contained herein meets with your approval WSP will commence work upon a contract and written "Notice to Proceed". Thank you for the opportunity to work with you on this project. Please do not hesitate to call should you have any questions or comments or require any clarifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard T. Davis'.

Richard T Davis, P.E.

WSP Vice President

Ohio Construction Management

Exhibit "A"
HAM - Sycamore Township

Classification	Anticipated Man Hours	Over Time	Hourly Rate	Units	Cost
Project Manager/Construction Engineer 2	82	0	\$156	Hour	\$12,792.00
Construction Engineer 1	314	0	\$135	Hour	\$42,390.00
Traffic & Electrical Inspector	40	0	\$104	Hour	\$4,160.00
Documentation Clerk	15	0	\$127	Hour	\$1,905.00
Traffic & Electrical Engineer/Inspector	10	0	\$147	Hour	\$1,470.00
Material Testing Allowance	0	0	\$104	Hour	\$0.00
Vehicle Allowance	350	0	\$7		\$2,450.00
					<hr/>
					\$65,167.00

December 1, 2024 Start
June 27, 2025 Finish

7 Month Duration

Technician rates are portal to portal. Overtime is not expected.
We require a 24-hour notice when any of our personnel are needed in the field
Vehicles rates are \$7/hour

Positions		Avg Pay Rates	Avg Esc Pay Rates	Fixed Fee	Overhead	COM	Net Fee	Lodging	Total Rate
Project Manager/Construction Engineer 2	Senior Level	\$65.80	\$65.80	\$17.55	109.20%	0.43%	0.2667	\$0.00	\$156.00
Construction Engineer 1	Senior Level	\$57.00	\$57.00	\$13.65	109.20%	0.43%	0.2395	\$0.00	\$135.00
Traffic/Electrical Inspector	Mid/Senior Level	\$44.00	\$44.00	\$11.05	109.20%	0.43%	0.2511	\$0.00	\$104.00
Doc Clerk	Senior Level	\$54.00	\$54.00	\$13.65	109.20%	0.43%	0.2528	\$0.00	\$127.00
Traffic/Electrical Engineer/Inspector	Senior Level	\$62.00	\$62.00	\$16.25	109.20%	0.43%	0.2621	\$0.00	\$147.00
Project Inspector	Senior Level	\$44.00	\$44.00	\$11.05	109.20%	0.43%	0.2511	\$0.00	\$104.00