

(Mayor Potter)

CITY OF KIRTLAND

RESOLUTION NUMBER 22-R-36

A RESOLUTION AUTHORIZING THE MAYOR TO RETAIN THE SERVICES OF THE C.W. COURTNEY COMPANY AS ENGINEERS FOR THE CONSTRUCTION ADMINISTRATION OF THE 2022 STREET REPAIR AND MAINTENANCE PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kirtland has proceeded with the advertisement for bids for a public improvement project, that being the 2022 Street Repair and Maintenance Project (hereinafter "Project"); and

WHEREAS, in accordance with the Project, the City must retain the services of an engineer to provide the construction administration; and

WHEREAS, the City has previously retained the services of The C.W. Courtney Company and Douglas G. Courtney to serve as the City Engineer of the City of Kirtland when it passed Ordinance 20-O-20; and

WHEREAS, both the City and Douglas G. Courtney have signed an employment agreement which was incorporated into Ordinance 21-O-72 and addresses The C.W. Courtney Company's role with various public improvement projects within the City; and

WHEREAS, the City has approved 22-R-18 to retain the services of The C.W. Courtney Company for the design of the Project; and

WHEREAS, The C.W. Courtney Company has furnished to the City a proposal for the construction administration of said Project, which is incorporated hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kirtland, County of Lake and State of Ohio, that:

SECTION I: The Mayor be and is hereby authorized to retain the services of The C.W. Courtney Company to provide services in connection with the construction administration of the 2022 Street Repair and Maintenance Project, more specifically enumerated in Exhibit A, which includes but is not limited to the following services: bidding and negotiating, contract administration, field surveys, pavement coring and testing, and construction inspection. Said authorization is not to exceed an amount greater than \$52,775.00.

SECTION II: The Mayor or his designee is hereby authorized and directed to enter into a contract or to execute any purchase orders in the furtherance of this Resolution. However, any

expenditures beyond the amount listed in Section I above shall be subject to further authorization by this Council.

SECTION III: The Director of Finance is authorized and instructed to issue such vouchers and expend all funds necessary in the furtherance of this Resolution.

SECTION IV:

(a) It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

(b) This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that it is necessary to provide the engineering services required of the City for the 2022 Street Repair and Maintenance Project; therefore, this Resolution shall be in full force and effect immediately upon its passage by the affirmative vote of five (5) members of Council and approval by the Mayor, otherwise this Resolution shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: _____

Second Reading: _____

Third Reading: _____

DATE PASSED: _____

President of Council

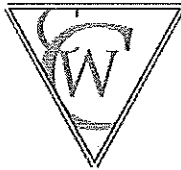
Submitted to the Mayor for his
Approval on this _____ day of
_____, 2022.

ATTEST:

Approved by the Mayor, this _____ day
of _____, 2022.

Clerk of Council
Retain CW Courtney for Const. Admin. of 2022 Street Project

Mayor Kevin F. Potter



THE C.W. COURTNEY COMPANY

700 Beta Drive, Suite 200
Mayfield Village, OH 44143

www.cwcourtney.com

L.G. Courtney, PE, PS

C.L. Courtney, PE, PS, CPSWQ, CPESC

D.G. Courtney, PE

MEMORANDUM

To: Kevin Potter, Mayor
From: Douglas Courtney, PE, City Engineer
Re: 2022 Street Rehabilitation Project
Date: June 3, 2022

Mayor,

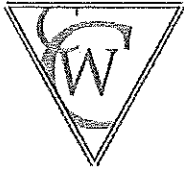
Attached is our March 2, 2022, proposal for engineering fees related to the 2022 Street Rehabilitation project. Also included is a copy of Resolution 22-R-18 which authorized \$65,000 of the base engineering fees for the design and preparation of bidding documents for the project.

With the bidding documents complete and the project scheduled for advertisement on Monday June 6, 2022, we are requesting authorization for the balance of the project fees in the amount of 52,775.00. The balance of fees will cover our services and consultant services for bidding & negotiating, contract administration, completed field surveys, pavement coring & testing, and construction inspection.

Please feel free to contact me with any questions.

Doug...

C: Matt Lallo, Law Director
Louis Slapnicker, Finance Director
Joe Fornaro, Service Director



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D.G. Courtney, PE

Proposal to Provide Professional Services

From: Douglas Courtney, PE
City Engineer
dcourtney@cwcourtney.com

To: The City of Kirtland
9301 Chillicothe Road
Kirtland, Ohio 44094
ATTN: Kevin Potter, Mayor
kpotter@kirtlandohio.com

Project: 2022 Street Repair & Maintenance Project,
Various Locations

March 2, 2022

Scope of Services

Based on the 2022 City of Kirtland Street Plan and the City's 2022 Budget allocation for street repair and maintenance, the C.W. Courtney Company will provide surveying, design, bidding, construction administration and construction inspection services for the 2022 Street Maintenance & Repair Project in the City of Kirtland. Scope of Services will be in accordance with the *Agreement Between the City of Kirtland and The C.W. Courtney Company* dated December 9, 2021 and The C.W. Courtney Company's standard Scope of Services Document. Budgeted total project cost for the work including construction costs and overhead is \$1,350,000. Rehabilitation streets for the 2022 program will include Prelog, Shadowbrook, Loreto Ridge, N. Locust, S. Locust, and Fox Hill. Maintenance streets for the 2022 program will include Hobart, Kirtland Chardon, and SR 306.

Proposed Fees:

The attached sheet provides a breakdown of design fees and total project cost based on an estimated construction cost of \$1,225,000. For Base Engineering Services, The C.W. Courtney Company will bill the City of Kirtland on a lump sum basis, the not to exceed amounts as indicated below.

Base Engineering Services:

Preliminary Design	\$22,175.00
Final Design	\$39,925.00
Bidding & Negotiating	\$8,875.00
Contract Administration	<u>\$17,750.00</u>
Total Base Engineering Services:	\$88,725.00

Supplemental Services:

Supplemental Services as indicate below per Section IV D. of the referenced agreement will be billed on an hourly or pass-through basis to the estimated amounts indicated.

Field Survey & Base Plans (Fox Hill)	\$6,500.00
Estimated Pavement Coring & Testing	\$7,000.00
Estimated Construction Inspection	<u>\$20,000.00</u>
Total Supplemental Services:	\$33,500.00
TOTAL BASE AND SUPPLEMENTAL SERVICES:	<u>\$122,225.00</u>

Kevin Potter
2022 Street Maintenance & Repair Project
March 2, 2022

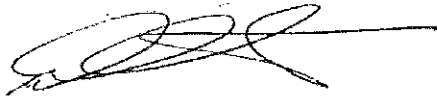
Services requested outside the above listed Scope of Services will be billed on an hourly basis at the contract rates currently in force. Written Authorization shall be given before any additional services are undertaken.

Currently, we are requesting authorization to proceed and a purchase order for \$65,000 to prepare the project design and bid specifications. Authorization for bidding services, contract administration, and other supplemental services will be requested at a later date.

We appreciate the opportunity to provide for the City's engineering needs and assuming you agree with the above proposal, we are prepared to move forward with the work upon authorization from the City and issuance of a Purchase Order.

Respectfully submitted,

THE C. W. COURTNEY COMPANY



Douglas Courtney, PE
City Engineer

Via email
Attachments as stated

C: Joe Fornaro, Service Director
Matt Lallo, Law Director

City of Kirtland Public Improvement Project Engineering Fee Calculation
Per Kirtland/C.W. Courtney Agreement dated December 9, 2021
2022 Street Repair and Maintenance Project
March 2, 2022

Base Fee Calculation per § IV B.(See Schedule Below):

Estimated Construction Cost: **\$1,225,000**

Base Engineering Fee: **\$88,725.00** 7.2%

Base Fee Proportions

Preliminary Design (25%):	\$22,175.00
Final Design (45%):	\$39,925.00
Bidding & Negotiating (10%):	\$8,875.00
Construction Administration (20%):	<u>\$17,750.00</u>

Base Engineering Fee: \$88,725.00

Supplemental Services

Survey and Base Plans (Fox Hill):	\$6,500.00	
Pavement Coring & Testing:	\$7,000.00	
Est. Construction Inspection:	\$20,000.00	To be authorize at later date when contractor schedule is known

Supplemental Services: \$33,500.00

Total Base & Supplemental Services: \$122,225.00 10.0%

Estimated Total Project Cost: \$1,347,225.00

Project Budget \$1,350,000.00

Agreement Schedule IV B.

Cost of Construction

\$0 to \$100,000 10% or Hourly Rate

\$100,000 to \$500,000 Base fee of 13% of \$100,000; Plus 7.6% of amount over \$100,000

\$500,000 to \$1,000,000 Base fee of 8.7% of \$500,000; Plus 6.3% of amount over \$500,000

1,000,000 to \$5,000,000 Base fee of 7.5% of \$1,000,000; Plus 6.1% of amount over \$1,000,000

Over \$5,000,000 Base fee of 6.4% of \$5,000,000; Plus 5.6% of amount over \$5,000,000

(Mayor Potter)

CITY OF KIRTLAND

RESOLUTION NUMBER 22-R-18

A RESOLUTION AUTHORIZING THE MAYOR TO RETAIN THE SERVICES OF THE C.W. COURTNEY COMPANY AS ENGINEERS FOR THE DESIGN OF THE 2022 STREET REPAIR AND MAINTENANCE PROJECT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kirtland is proceeding with the advertisement for bids for a public improvement project, that being the 2022 Street Repair and Maintenance Project (hereinafter "Project"); and

WHEREAS, in accordance with the Project, the City must retain the services of an engineer to provide the design services of said Project; and

WHEREAS, the City has previously retained the services of The C.W. Courtney Company and Douglas G. Courtney to serve as the City Engineer of the City of Kirtland when it passed Ordinance 21-O-72; and

WHEREAS, both the City and Douglas G. Courtney have signed an employment agreement which was incorporated into Ordinance 21-O-72 and addresses The C.W. Courtney Company's role with various public improvement projects within the City; and

WHEREAS, The C.W. Courtney Company has furnished to the City a proposal for the design for the Project, which is incorporated hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kirtland, County of Lake and State of Ohio, that:

SECTION I: The Mayor be and is hereby authorized to retain the services of The C.W. Courtney Company to provide "Base Engineering Services" in connection with the design of the 2022 Street Repair and Maintenance Project, more specifically enumerated in Exhibit A. Said authorization is not to exceed an amount greater than \$65,000.00.

SECTION II: The Mayor or his designee is hereby authorized and directed to enter into a contract or to execute any purchase orders in the furtherance of this Resolution. However, any expenditures beyond the amount listed in Section I above shall be subject to further authorization by this Council.

SECTION III: The Director of Finance is authorized and instructed to issue such vouchers and expend all funds necessary in the furtherance of this Resolution.

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Second Reading: _____
Third Reading: _____

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President of Council

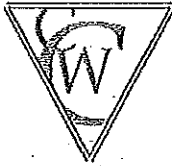
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Approval on this _____ day of
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Various Locations

March 2, 2022

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Kevin Potter
2022 Street Maintenance & Repair Project
March 2, 2022

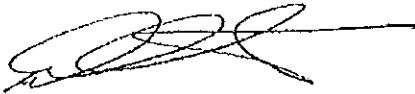
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THE C. W. COURTNEY COMPANY



Douglas Courtney, PE
City Engineer

Via email
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C: Joe Fornaro, Service Director
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