(Mayor Potter)

CITY OF KIRTLAND

RESOLUTION NUMBER 25-R-53

A RESOLUTION AUTHORIZING THE MAYOR TO RETAIN THE SERVICES OF C.W. COURTNEY & SME AS ENGINEERS FOR THE DESIGN OF THE WISNER STACKED WALL REPAIR AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kirtland and the Board of Lake County Commissioners, through the Lake County Department of Utilities, Stormwater Management Division, entered into a Memorandum of Understanding, relating to funding and/or pre-funding for engineering costs for the Wisner Road Retaining Wall Project; and

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

WHEREAS, the City Engineer has estimated the engineering costs of the said Project to be approximately $50,200.00; 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, IT IS HEREBY RESOLVED by the Council of the City of Kirtland, County of Lake and State of Ohio, that:

SECTION I: The Mayor be and he is hereby authorized to retain the services of the C.W. Courtney Company & SME to provide design services, the terms and conditions of which are set forth in Exhibit "A" attached hereto and made a part hereof. Said authorization is not to exceed the amount of $50,200.00 unless specifically authorized by Council

SECTION II: The Mayor or his designee is hereby authorized and directed to enter into a contract 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 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 maintain the streets and roads of the City; wherefor, 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: The readings
Second Reading: were waived.
Third Reading: _____

DATE PASSED: September 3, 2025

President of Council

Submitted to the Mayor for his Approval on this 3rd day of September, 2025.

ATTEST:

Approved by the Mayor, this 3rd day of September, 2025.

Clerk of Council

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

Exhibit A
25-O-53

FEE BREAKDOWN

From:
Douglas Courtney, PE, City Engineer
440.683.5745 (direct)
dcourtney@cwcourtney.com

To: The City of Kirtland
9301 Chillicothe Rd.
Kirtland, Ohio 44094
ATTN: Joe Fornaro, Service Director
jfornaro@kirtlandohio.com
Project: Wisner stacked wall design services
Revised: June 27, 2025

Work Description	Proposed Fee
CW Courtney Company Services	
CWC Survey & Base Mapping	$6,500.00
CWC Bid Document Preparation & Bidding Services	$9,200.00
	$15,700.00
SME Services contracted by City	
SME Soil Borings (7/3/24 Proposal #2389.24 - Services Complete)	$10,500.00
SME CO / PH2 Scope Addition (Project #097055.00 attached)	$7,500.00
SME Wall Designs & Scour Calculations	$12,000.00
	$30,000.00
Other Services As Necessary	
OEPA/USACE Permitting (assumed)	**$4,500.00**
TOTAL:	**$50,200.00**

Docusign Envelope ID: 940E575A-95FA-42BA-AD95-92DBF56158C1

SME

9375 Chillicothe Road, Kirtland, OH 44094
Phone: 440-256-6500

CHANGE ORDER REQUEST

REQUEST NO.: 1
DATE: 6/3/2025

CLIENT INFORMATION

Contact: Mr. Joe Fornaro
Company: City of Kirtland
Email Address: jfornaro@kirtlandohio.com
Address: 9301 Chillicothe Road
City: Kirtland State: Ohio Zip: 44094
Phone: _____ Cell: _____

PROJECT INFORMATION

Project Name: Wisner Road Retaining Wall
City: Kirtland State: Ohio
SME Project No.: 097055.00
Client P.O. No.: _____

This change order is submitted in response to our project meeting on December 6, 2024. Based on this discussion, in this second phase, we recommend a scope of services to include: laboratory testing, engineering calculations to determine geometry requirements for stability of the retaining wall that will reuse the existing concrete slabs and satisfy global stability, bearing, sliding, and overturning requirements. Laboratory testing will include two direct shear tests and four hydrometer/gradation analyses for scour parameters.

We will prepare a letter summarizing our results and conceptual wall options for the City's consideration. SME will host a meeting to discuss our findings and help the City decide what wall option to proceed with.

After receiving feedback from the City, in the next phase of services, SME will prepare drawings and sketches sufficient for the City's forces to rebuild the wall. The drawings and sketches are not included in this change order budget.

Original Contract Fee: $10,500
Fees for this Task: $7,500
Total Fees of Previous Change Orders: $0
New Total Fee: $18,000

All previously agreed upon terms and conditions remain in effect.

CLIENT REPRESENTATIVE

I authorize the above services to be performed and agree to the additional fees.

Signature
Name:

Date:
Title:

SME

Brendan Lieske

Signature

PREPARED BY: Brendan P. Lieske, PE
Title: Senior Consultant

Alan J. Esser

Signature

REVIEWED BY: Alan J. Esser, PE, BC.GE.
Title: Chief Consultant

© 2025 SME

Docusign Envelope ID: 2E6A98C5-EE34-4453-BE96-2A24C224367C

CHANGE ORDER REQUEST

9375 Chillicothe Road, Kirtland, OH 44094
Phone: 440-256-6500

REQUEST NO.: 2
DATE: June 4, 2025

CLIENT INFORMATION

Contact: Mr. Joe Fornaro
Company: City of Kirtland
Email Address: jfornaro@kirtlandohio.com
Address: 9301 Chillicothe Road
City: Kirtland State: Ohio Zip: 44094
Phone: _____ Cell: _____

PROJECT INFORMATION

Project Name: Wisner Road Retaining Wall
City: Kirtland State: Ohio
SME Project No.: 097055.00
Client P.O. No.: _____

This change order is submitted in response to the City of Kirtland's request for SME to provide design services on the Wisner Road Retaining Wall project.

SME will perform a scour analysis to evaluate the river water erosion to determine scour protection requirements for the design.

As previously outlined in SME's Change Order 1, we will prepare a letter to summarize the results from our soil borings and retaining wall stability analysis and provide conceptual wall options for the City's consideration. After receiving feedback from the City on what wall option they want to proceed with, we will prepare design drawings for the reconstruction of the existing retaining wall. The survey and base mapping services needed for this design will be provided by the City of Kirtland. SME's design services will include the following:

1. Prepare design drawings for the selected retaining wall and site grading required to perform the work. The drawings will include a plan drawing with an appropriate number of sections (and associated details) outlining the proposed sequencing of construction to be followed during construction of the proposed retaining wall and removal of the existing retaining wall. The drawings will be detailed sufficiently for construction by contractors that are experienced with retention walls and earthwork operations.
2. Prepare specifications and a recommended sequencing plan for the retaining wall construction.
3. The design package will be signed and sealed by a professional engineer registered in the State of Ohio. The design drawings will be prepared in digital format and will be presented on 24-inch by 36-inch sheet(s) using the topographic information provided by the City.

Although SME offers other services for the project, our proposed scope of services does not include the following:

- Obtaining permits for the construction of the wall
- Revisions to the design plans after submittal
- Design drawings for alternates
- Attending meetings and/or providing consultation after submittal
- Issuing bid clarifications and addenda
- Pre-bid/post-bid meetings and assistance in the evaluation of bids
- Construction observation and testing services

© 2025 Soil and Materials Engineers, Inc.
SME and the SME logo are federally registered marks.

Docusign Envelope ID: 2E6A98C5-EE34-4453-BE96-2A24C224367C

Original Contract Fee: $10,500
Fees for this Task: $12,000

Total Fees of Previous Change Orders: $7,500
New Total Fee: $30,000

All previously agreed upon terms and conditions remain in effect.

CLIENT REPRESENTATIVE

I authorize the above services to be performed and agree to the additional fees.

Signature
Name:

Date:
Title:

SME

Brendan Lieske

Signature

PREPARED BY: Brendan P. Lieske, PE
Title: Senior Consultant

Joel W. Rinkel

Signature

REVIEWED BY: Joel W. Rinkel, PE
Title: Principal Consultant

© 2025 Soil and Materials Engineers, Inc
SME and the SME logo are federally registered marks.