



January 6, 2023

Mr. Jeff Garverick
Ohio Department of Rehabilitation and Correction
Facility Planning Project Manager
4545 Fisher Road, Suite D
Columbus, Ohio 43228

Dear Mr. Garverick:

Subject: Proposal for Professional Services
Richland Correctional Institution (RiCI) Housing Stair Replacement
DRC-23L044
City of Mansfield, Richland County, Ohio
CEC Project 328-523

Civil & Environmental Consultants, Inc. (CEC) is pleased to present our technical/fee proposal for professional services to assist the Ohio Department of Rehabilitation and Correction (ODRC) with providing Contract Documents for replacing stairs at the Richland Correctional Institution (RiCI), located in the City of Mansfield, Richland County, Ohio.

1.0 BACKGROUND

The “project site” is located at 1001 Olivesburg Road, Mansfield, OH 44905. The following sections of this proposal present our purpose, scope of services, estimated costs, schedule, and closing remarks.

2.0 PURPOSE

The purpose of this proposal is to provide professional services, as outlined in the following section. We understand the scope of this project will involve providing contract documents (drawings, specifications, and bidding requirements) for bidding and permitting purposes, as well as assistance in bidding and administration of the construction contract.

Personnel assigned to the project:

- Dustin Doherty, P.E., CPESC, MS4-SCP – ODRC Client Manager and Construction Observation
- Robert Johnson, P.E. – Structural Engineer
- Seth Transue, E.I – Project Engineer

3.0 SCOPE OF SERVICES

This proposal for professional services is based on CEC's current involvement through the ODRC and with the Project Site and CEC's past experience on similar projects. The following information forms the basis for our scope of services:

- (1) CEC will prepare construction documents, in AutoCAD format and other electronic formats.
- (2) CEC will submit the construction documents as applicable to the appropriate reviewing agencies.
- (3) CEC expects that the following items shall be completed and/or provided by the ODRC:
 - a. Existing records for onsite utilities and existing architectural plans,
 - b. Standard details, construction standards and documents,
 - c. CEC will pay, provide backup, and submit for reimbursement for review and permit application fees for regulatory Agencies and other reimbursable expenses.
- (4) CEC assumes that land disturbance will be less than one acre and that a Notice of Intent (NOI) will not be needed.
- (5) ODRC shall provide written approval of the Design Professional's Schematic Design and Construction Document submissions to the Design Professional within a reasonable time from receipt of each submission. ODRC shall inform the Design Professional of sequence and timing of the solicitation of construction bids for the Project.

CEC has prepared a scope of services for each of the major project components. It should be understood that our scope of services are presented as base services anticipated by CEC. The project team will need to check with ODRC to make sure there is capacity to cover the amendment, in case, there needs to be a future amendment on this project, if conditions change.

Task 1. Pre-Design Services

The CEC team will perform an internal kick off meeting, and prior to beginning any field work, the CEC team will research and review record information pertaining to the project. This could be in the form of reports, record drawings, GIS shapefiles, technical memorandums, etc. From our preliminary review and desktop analysis, we will familiarize ourselves with the existing conditions including utilities and other potential challenges that will affect the proposed infrastructure upgrades.

To gain a better understanding of existing conditions, the CEC team will visit the project site, allowing for what is presented on paper to reflect work that can actually be constructed. A clear understanding of how to best prepare a design will benefit the ODRC in achieving their goals, and has the least amount of impacts on the environment, residents, and other stakeholders. The purpose of the site visit and documentation is to record existing conditions and generate background drawings for use in the project documentation. Additionally, while on-site, the CEC team will participate in a kickoff meeting with the ODRC.

Task 2. Schematic Design

The Schematic Design Documents shall consist of drawings and other documents including partial building plans and elevations. The CEC team will review and prepare a written evaluation of the DRC's program, schedule, budget for the cost of the work, existing project conditions, and the proposed procurement or delivery method. The documents shall also include outline specifications or material cut sheets that identify various materials to be used as replacement and establish in general their quality levels. During this phase, a building and local code analysis, itemizing potential implications on the Project will be defined.

CEC will provide structural engineering services related to the replacement and repairs of the front stairs and railing. The stairs consist of two flights and a mid-level landing. Based on site observations and record drawings, the stairs are framed with structural steel members and plate steel. Treads and landing deck are cast-in-place concrete.

The steel has significant rust and potential steel section loss due to apparent corrosive effects of deicing salt. The damage to the upper flight appears to be less significant.

2.1 Structural Assessment and Value Engineering

CEC will provide a licensed professional engineer to visit the facility and perform a limited structural assessment of the stairs. The purpose of this assessment is to determine the extent of the damage and determine if some components can be salvaged by reasonable repair methods (e.g.,

sandblasting and repainting). This assessment will be limited to the front stair areas of the building, though observations of adjacent, supporting elements (e.g., supporting walls, columns, etc.) will be included to the extent that these elements are accessible and visible during the assessment site visit. No man-lifts, ladders, or other means of accessing structural elements will be included in this assessment, unless provided by the Client.

Photographic documentation will be obtained as well as general observations related to condition, configuration, and other relevant information. It is assumed that there are no restrictions to photography on site. If this is not the case, notify CEC prior to site visit with restrictions. Such restrictions may require an amendment to this proposal.

A letter report documenting the assessment will be prepared and submitted for your records and to document issues that may be pertinent to the subsequent design of new stairs. This may include the identification of areas requiring investigation beyond the scope of this proposal. Additional scope items may include, but are not limited to, the determination of the structural integrity of adjacent elements or the configuration of hidden structural elements that cannot be viewed or assessed visually at the time of the assessment site visit. Such additional items can be addressed, at your request, by an addendum to this agreement.

Limited record drawings for the stairs have been provided to CEC and reviewed prior to preparing this scope of work. However, these drawings do not provide sufficient information for analysis and design. CEC will provide staff to visit the site, take field measurements and make observations to confirm the configuration of the stairs and the dimensions of the structural elements.

CEC will coordinate with facility to arrange and schedule the site visit. CEC staff will follow site specific protocols for entry.

If the structure or any portions of the structure are deemed 'unsafe' by the engineer conducting the assessment, CEC staff will not enter. Assessment by remote means will be conducted to the extent practical. If assessment of these areas is critical, CEC will provide recommendations for temporary repairs and will revisit the site after such repairs have been made. These efforts are not included in this scope and fee and will be addressed by a change order to this proposal.

Task 3. Design Development

CEC will prepare plans based on the approved schematic design for the project on one (1) set of construction drawings. The plans will contain the specifications and material quantities necessary for the contractor to construct the project as follows:

- Cover Sheet – CEC will prepare a project Cover Sheet that indicates the project name, project location, address, relevant contact information, relevant project information, and sheet index as required by the City.
- General Notes – CEC will prepare a General Notes sheet that provides relevant information for the general contractor to adequately construct the proposed improvements.
- Drawing Index and Project Information
- Miscellaneous Construction Details – CEC will prepare miscellaneous construction details
- Existing Conditions Plan – CEC will prepare an existing conditions plan showing existing conditions, based on the aforementioned survey
- Demolition Plans, Elevation, Photos, and Notes
- General Arrangement
- Structural Drawings and Details

CEC will develop designs for the new stairs based on the available record drawing information, and the Ohio Building Code. It is assumed that the new stairs and rails will, generally, be of the same construction and configuration as the existing system. However, all new construction will be required to conform to current code requirements so some alterations may be required.

CEC will provide staff to visit the site to verify as-built information from record drawings, take field measurements and make observations to confirm the configuration of the stairs and the dimensions of the structural elements.

Construction drawings will be developed for the proposed project. The drawing package shall include, but is not limited to:

- General Notes
- Statement of Special Inspections
- Demolition Plan
- Foundation/Framing Plans, Sections, and Details
- Typical Details

Technical Specifications for the proposed construction will be prepared as part of the construction package.

A formal calculation package will not be required to be submitted and is not included in this proposal.

The construction package will be developed to 90% completion and provided to the Owner for review/comment. Upon resolution of the comments, CEC will complete the package for permit

submittal. This package will be sealed by a licensed professional engineer. CEC will address and resolve comments from the permit review as required.

Based on observation, it has been assumed that the general configuration and construction of the stairs are similar for each building. As such, CEC will develop construction plans that can be (to the extent practicable) applicable to all buildings.

Task 4. Construction Documents

The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The ODRC and Design Professional acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the CEC team shall review if engaged to do so.

CEC will provide final specifications and a final opinion of probable cost. In providing opinions of probable construction cost, the ODRC understands that the CEC team has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the CEC team's opinion of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The CEC team makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the CEC team's opinion of probable construction cost.

CEC will meet with the ODRC to review the final Contract Documents, and upon approval, CEC will provide documents, stamped and signed by registered professionals, as required by the Building Department having jurisdiction over the project. CEC will submit the application(s), Contract Documents, and permit fees, as well as respond to comments from the Building Department, in order to secure the required permits/approvals for the project. These Contract Documents will be provided to the ODRC for competitive bidding purposes. CEC will pay, provide backup, and submit for reimbursement for the Authorities Having Jurisdiction (AHJ) for the building permit submission and/or plan review fees.

Task 5. Bidding and Award

CEC will coordinate with the ODRC to upload the bidding documents, construction plans, and specifications into Bid Express for electronic bidding. Hard copy plan sets and book form specifications will not be distributed to Contractors.

In conjunction with the ODRC, CEC will conduct a Pre-Bid Meeting on-site with interested Bidders, and prepare an agenda for the meeting, and minutes of the meeting, for distribution to those in attendance. CEC will answer questions, and clarify the intent of the Contract Documents, for Bidders. CEC will issue an addenda to Bidders if required.

CEC will review the bids received for completeness. Verify references for the lowest bidder, and issue a letter summarizing results.

Task 6. Conformed Documents

Upon acceptance of a Contactor's bid, CEC will prepare conformed documents for the specifications, bid books, and construction plans for distribution at the pre-construction meeting.

Task 7. Construction

In conjunction with the ODRC, CEC will conduct a Pre-Construction Meeting on-site with the Contractor, and prepare an agenda for the meeting, and minutes of the meeting, for distribution to those in attendance.

CEC will review Contractor schedules, submittals, and payment applications. CEC will respond to Contractor requests for information from field personnel and issue and/or review proposal requests, and construction change directives.

CEC will provide shop drawings review of contractor's approved submittals for the limited purpose of checking for conformance with the information and quality given in the Contract Documents. Provide consultation to answer question, respond to inquiries and assist in resolving issues arising from the work. All contractors' submittals, where applicable, are to be forwarded to CEC in electronic format.

CEC will perform site visits to observe construction and attend progress meetings for two (2) hours per week.

Task 8. Contract Close-Out

CEC will perform a walk-through review with the ODRC and Contractor at Substantial Completion and document any discrepancies and/or items to be completed. Based on observations, a punch list will be developed and issued. CEC will perform a final walk-through review with the ODRC and Contractor at Final Completion to verify all requirements have been met and punch list items have been addressed. Record drawings will be prepared utilizing Contractor "as-builts." The CEC team will prepare electronic files for this project and provide one digital set to ODRC.

Task 9. Reimbursable Expenses

CEC assumes that reimbursable expenses will be required, including printing, building permit, and advertisement fees. Supporting documentation is attached for anticipated reimbursable expenses.

4.0 INVOICING AND PROJECT COSTS

OFCC requires the consultant list firm to enter a monthly pay request for completed services in the SFC-21E999 OFCC FY22-23 Consultant List project. Subcontracted services will be invoiced at cost, plus a 12% administrative fee. Reimbursable expenses will be invoiced on an as-incurred basis. Reimbursable expenses will need backup documentation attached to the OAKS CI pay request to receive reimbursement for these expenses. No markups are allowed on reimbursable expenses.

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| Task 1 | Pre-Design Services | \$ 2,130 |
| Task 2 | Schematic Design | \$ 6,390 |
| Task 3 | Design Development..... | \$ 6,390 |
| Task 4 | Construction Documents..... | \$ 12,780 |
| Task 5 | Bidding and Award | \$ 2,130 |
| Task 6 | Conformed Documents | \$ 852 |
| Task 7 | Construction..... | \$ 10,650 |
| Task 8 | Contract Close-Out | \$ 1,278 |
| | TOTAL BASIC SERVICES (LUMP SUM) | \$ 42,600 |
| Task 9a | Reimbursable Expenses: Printing | \$ 500 |
| Task 9b | Reimbursable Expenses: Advertisement..... | \$ 800 |
| Task 9c | Reimbursable Expenses: Permit | \$ 2,000 |
| | TOTAL (AS INCURRED) | \$ 3,300 |
| | TOTAL OF FEE PROPOSAL | \$ 45,900 |

The project team will need to check with OFCC to make sure there is capacity to cover the amendment, in case, there needs to be a future amendment on this project.

5.0 TERMS AND CONDITIONS

CEC has read and acknowledges that The State of Ohio Professional Services Agreement for Public Facility Construction, Exhibit A – Consultant Standard Terms and Conditions will apply to this project.

6.0 EXCLUSIONS

The proposed scope of services and estimated fees presented in this proposal do not include the following services, and are not anticipated for this project:

- Architectural design;
- Topographic survey;
- Storm sewer and sanitary sewer extensions;
- Stormwater pollution prevention plan (SWPPP); Existing utility capacity study;
- LEED design and documentation;
- Services in connection with evaluating substitutions proposed by the contractor, and making subsequent revisions resulting therefrom, and deciding disputes between Owner and Contractor(s);
- Consulting concerning replacement of work damaged by fire or other cause during construction;
- Documents for alternate, separate, phased or sequential bids or providing service in connection with bidding, negotiation or construction prior to the completion of the Construction Documents phase;
- Renderings
- Asbestos testing and removal specifications

7.0 ADDITIONAL PROFESSIONAL SERVICES

Additional services are those which arise as a result of unforeseen circumstances during the design of a project and which, therefore, cannot be included in the basic services proposal herein. The project team will need to check with ODRC to make sure there is capacity to cover the amendment, in case, there needs to be a future amendment on this project. If there are remaining funds for the consultant, the additional services will be negotiated.

8.0 SCHEDULE

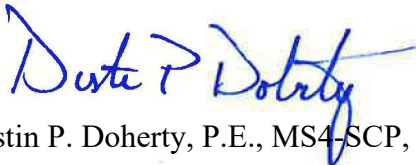
CEC is staffed with experienced engineers and will initiate work on this project upon the execution of the Consultant List Agreement. The CEC team shall perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. The ODRC acknowledges that the completion of CEC team's services is dependent upon third-parties not under the control of the CEC team as well as the cooperation of the ODRC. The CEC team will make all reasonable efforts to complete its work within the ODRC's Time of Performance constraints. However, the CEC team's inability to satisfy the ODRC's Time of Performance constraints for reasons beyond the control of the CEC team will not be deemed a breach of this Proposal.

9.0 CLOSING

CEC appreciates the opportunity to provide you with this scope of services to assist you with this project. Please contact Mr. Dustin Doherty at 614-310-2075 should you have any questions.

Sincerely,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Dustin P. Doherty, P.E., MS4-SCP, CPESC
Principal



Derek Kiss, P.E.
Project Manager

Enclosures: 2023 Rate Schedule

RATE TABLE



2023 COLUMBUS CIVIL & SURVEY CATEGORY RATE SCHEDULE

| Title | Rate |
|---------------------------------|----------|
| Vice-President | \$268.00 |
| Principal | \$248.00 |
| Project Manager-Senior | \$228.00 |
| Survey Crew-2-Man | \$224.00 |
| Project Manager III | \$209.00 |
| Project Land Surveyor | \$182.00 |
| Project Manager II | \$175.00 |
| CADD Manager | \$175.00 |
| Project Manager I | \$157.00 |
| Survey Crew-1-Man | \$150.00 |
| Assistant Project Manager | \$142.00 |
| Senior Construction Technician | \$130.00 |
| Project Consultant | \$128.00 |
| Project Engineer | \$128.00 |
| Project Landscape Consultant | \$128.00 |
| Staff Consultant | \$116.00 |
| Project Scientist | \$103.00 |
| Survey Technician | \$97.00 |
| Archaeological Field Supervisor | \$97.00 |
| Field Technician | \$97.00 |
| GIS Specialist | \$97.00 |
| Administrative | \$92.00 |
| Staff Scientist | \$84.00 |
| CADD Technician | \$84.00 |