

BY: JOHN B. SHEPHERD

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH QUALITY CONTROL INSPECTION, INC. FOR THE BRADSTREET'S LANDING WATERFRONT PHASE II IMPROVEMENT PROJECT CONSTRUCTION MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$217,134.00, AS FURTHER DESCRIBED IN EXHIBIT "A"

WHEREAS: Article VII, Section 4 of the Charter of the City of Rocky River provides for the acquisition of personal services such as unique engineering services; and

WHEREAS: the City of Rocky River issued a Request for Qualifications for the 2022 Bradstreet's Landing Waterfront Phase II Improvement Project Construction Management Services, and one (1) response was received on April 29, 2022, copy of which is on file in the Safety Service Department; and

WHEREAS: the proposal was reviewed and evaluated by the Director of Public Safety Service, and it was determined to be in the best interest of the City of Rocky River to accept the proposal from Quality Control Inspection, Inc. in an amount not to exceed Two Hundred Seventeen Thousand One Hundred Thirty Four Dollars and 00/100 (\$217,134.00) as further explained in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROCKY RIVER, COUNTY CUYAHOGA, STATE OF OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into an agreement with Quality Control Inspection, Inc., 40 Tarbell Avenue, Bedford, Ohio 44146 for the Bradstreet's Landing Waterfront Improvement Phase II Project Construction Management Services in an amount not to exceed Two Hundred Seventeen Thousand One Hundred Thirty Four Dollars and 00/100 (\$217,134.00) as further explained in Exhibit "A".

SECTION 2. That funds for said services shall be paid from the Capital Improvement Fund-Engineering Service account.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of public peace, health and safety, and for the further reason that the professional services are required to manage all facets of this project and provided it receives the affirmative vote of two-thirds (2/3) of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: November 28th, 2022


JAMES W. MORAN
President of Council

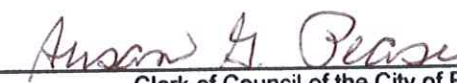
PRESENTED
TO THE MAYOR: November 28th, 2022 APPROVED: November 28th, 2022

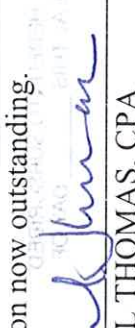
WITNESSETH:


SUSAN G. PEASE
Clerk of Council


PAMELA E. BOBST
Mayor

I, the undersigned, Clerk of Council of the City of Rocky River, State of Ohio, do hereby certify that publication of the foregoing ordinance was duly made by posting a true copy thereof in the lobby of the Rocky River City Hall, in accordance with the charter of Rocky River, commencing on the 28th day of November, 20 22.


Clerk of Council of the City of Rocky River, Ohio


MICHAEL THOMAS, CPA
Director of Finance

City of Rocky River } ss
County of Cuyahoga }

THE UNDERSIGNED CLERK OF THE COUNCIL OF THE CITY OF
ROCKY RIVER, OHIO DOES HEREBY CERTIFY THAT THE
FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE
NO. 165-22 ADOPTED BY THE COUNCIL OF SAID CITY
ON THE 28th DAY OF November 2022 THAT THE
PUBLICATION OF SUCH ORDINANCE HAS BEEN MADE AND
CERTIFIED OF RECORD ACCORDING TO LAW, THAT NO
PROCEEDINGS LOOKING TO A REFERENDUM UPON SUCH
ORDINANCE HAVE BEEN TAKEN; THAT SUCH ORDINANCE AND
THE CERTIFICATE OF PUBLICATION THEREOF, ARE OF RECORD
IN ORDINANCE RECORD NO. 165-22

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED
MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 28th DAY OF
November, 2022

Angela A. O'Neil
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

Quality Control Inspection, Inc.

9500 Midwest Avenue, Garfield Heights, Ohio 44125
Telephone 440 359-1900 Fax 440 359-1935

Engineering Support Services. Quality on the job.



October 10, 2022

Mr. Rich Snyder
City of Rocky River - Director of Public Safety Service
21012 Hilliard Blvd.
Rocky River, Ohio 44116

Re: Fee Proposal for Contract Management, Inspection Services on the Bradstreet's
Landing Phase II Improvements Project

Dear Mr. Snyder:

QCI has prepared the following fee proposal per your notification of QCI's selection to provide Construction Management in the form of Contract Administration and Inspection services on the above listed project.

General Information:

QCI has considered the following information in preparing our fee proposal to the City of Rocky River:

1. The City of Rocky River's Request for Qualifications and Proposal with Letter of Interest for the Bradstreet's Landing Phase II Improvements Construction Management Contract Administration and Inspection Services.
2. QCI's response to the above request submitted to the City of Rocky River on April 16, 2022.
3. Bradstreet's Landing Waterfront Improvement Bid specifications prepared by Smith Group of 44 East Mifflin Street, Suite 500, Madison, WI, 53703, dated April 8, 2022.
4. The Projects Plan set prepared by the Smith Group of 44 East Mifflin Street, Suite 500, Madison, WI, 53703 Dated August 7, 2020, Smith Group Project Number 13358.000, including base bid and Alternate. This plan includes the bridge and site plane prepared by Mackay Engineering & Surveying Company.
5. Conversations with the City of Rocky River's Director of Public Safety Service, Mr. Rich Snyder.
6. ODOT 2019 CMS

Project Understanding:

The improvement of Bradstreet's Pier consists of the reconstruction of the Bradstreet's Landing area including construction of a stepped revetment wall, boardwalk, pedestrian bridge, turnaround, concrete walks, and landscaping and appurtenances in the base bid, and an alternate bid for construction of a new driveway, parking lot and restored and sodded park area.

The City is requesting a fee proposal for construction management, contract administration and full-time inspection services. The estimated construction cost is approximately \$2,500,000 (\$2,000,000 for base; \$500,000 for add alternate). The city anticipates awarding the work early January of 2023 and construction to start on March 1, 2023. The project will reach final completion by October 31, 2023, providing the contractor 244 calendar days on site to complete the work.

Cleveland • Columbus • Philadelphia



Mr. Rich Snyder
City of Rocky River - Director of Public Safety Service
October 10, 2022

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Schedule of Services:

QCI's Fee Proposal assumes the following phases of services:

A. Preconstruction Phase: QCI's services will begin in the Preconstruction Phase of the work. The Construction Engineer will:

- Establish the projects document controls, for example: submittal log, Request for Information (RFI) log, work activity matrix, progress reports, etc.
- Develop a project communication plan and materials and coordinate plan with City personnel.
- Schedule and Administer the Preconstruction Meeting and distribute meeting minutes.
- Review and approve the contractors schedule for acceptance.
- Organize and support project start-up communications for resident and key stakeholders.
- Manage Submittal Process: Secure material submittals for all materials incorporated into the work, including required start-up documents and create the submittal log to track responses from the designer.
- Review quality and conformance of project preconstruction video provided by the contractor.

B. Construction Phase: We anticipate the City of Rocky River issuing the contractor NTP as soon as January 1, 2023, and that the project will reach final completion on or about October 31, 2023. QCI's fee proposal assumes a full winter shutdown from January 1, 2023, to March 1, 2023.

QCI will provide the following construction management, contract administration and inspection services:

- QCI's Structural Inspector will provide full time inspection and documentation of work: daily inspection reports; field notes; journal entries; track material, labor, and equipment; maintain material logs; monitor all testing; photographic documentation; field sketches; and act as liaison between the contractor, residents to resolve constructability conflicts, MOT, site access issues.
 - QCI will utilize the software program Pegasus for daily construction activity reports, tracking of quantities, various logs, and reports. The city will be provided a remote view login into the Pegasus system to view project records and print reports as needed.



Mr. Rich Snyder
City of Rocky River - Director of Public Safety Service
October 10, 2022

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- Field Start-Up Documents: The Inspector to visit site in advance of the contractor starting work, review existing site conditions, and complete start-up documents.
- QCI's Inspector will monitor implementation of Contractors SWPPP and turbidity curtain.
- Traffic Control: QCI's Inspector will review and monitor the contractor's traffic control on a daily basis.
- Contractor Mobilization: QCI's PM/CE Level 1, Inspector, and contractor to meet on-site and review key activities, milestones, and critical path items. They will check compliance of all contract requirements at the time of commencement (i.e.; traffic control, resident notification(s), equipment and material storage, easements, construction ingress-egress, placement of erosion control, contractor's job safety plan, testing requirements, contractor's readiness to perform the work, etc.).
- Key Phases of Work: QCI's CE-1 will identify key phase(s) of work or Quality CheckPoints; QCI will closely coordinate these items between City, Inspector, Project Manager/CE Level 1, contractor, Design Engineer, and design engineer's surveyor.
- Work in non-compliance: QCI's CE-1 will establish with the City communication flow and procedures for work non-conforming to the contract documents.
- Request for Information (RFI): QCI's CE-1 will issue to the City and Design Engineer contractor's RFI (i.e.; written form submitted by the contractor and log date received, nature, engineer response, and date).
- Extra Work Orders (EWO): QCI's CE-1 will manage the EWOs issued to the contractor by the City (i.e.; prepare construction change directive, review proposed extra cost, make recommendation to City for approval).
- Extra Work Request (EWR): QCI's CE-1 will advise the City and Design Engineer as to notice of EWR either verbal or written as may be given by the contractor(s).
- Change Orders (CO): QCI's CE-1 will prepare COs for execution by the City and contractor, encumbering only approved EWR and/or EWOs.
- Claims: QCI's CE-1 will review all costs submitted for EWO and EWR. Make recommendation to the City and Design Engineer as to acceptance or denial of claim/cost (track EWO, EWR, and CO by spreadsheet).
- Application for Payment – estimates: QCI's CE-1 and Inspector will prepare estimate worksheets, review contractor estimates, and prepare the Applications for Payment forms.
- Applications for Payments – estimate supportive documents: QCI will establish with the City supportive documents required with each Application for Payment. Verify documents are submitted by contractor as may be required (i.e.; schedules, prevailing wage, affidavits of lien, warranties, and bonds).



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- Job Meetings: QCI's CE-1 will establish with the City frequency and dates of progress meetings and contact the City when a job meeting may be necessary (prepare agenda, and issue job meeting minutes).
- Schedule: QCI's CE-1 and Inspector will monitor the contractor's approved schedules and update, as required or as warranted (i.e.; progress vs. production; identify milestones or critical path items, substantial completion dates, and final completion).
- Complaints: QCI's Communications person will develop a communication plan for approval by the City, the plan will include, but not be limited to recording all complaints including nature of complaint and action. They will notify the City of complaint and final resolution.
- Project progress photos: During the work, QCI's Inspector will provide project progress photos.
- Monthly Report: QCI will provide the City with a Monthly Report detailing job progress and project costs.

C. Post Construction Phase: It is anticipated close out will start on November 1, 2023 and be complete on November 30, 2023 for a duration of 30 calendar days.

- Substantial and final completion: Establish dates of substantial and final completion; communicate these dates to the City.
- Project walk-through: Once substantial completion is reached, or as may be specified, schedule project walk-through with City. Prepare either an interim or a final punch-list.
- Job records: Examine Inspection records for contractor incomplete work items, Inspector record drawings/field sketches and reconcile units of work for payment. Review contract documents for closeout document requirements – consult with City.
- Final application of payment – estimate: review retainage requirements to determine what, if any, amount can be reduced prior to final completion or what, if any, is held for restoration, etc. Prepare final list of quantities for contractor's estimate and acquire final estimate. Process final pay application once all work is complete and all supportive closeout documents are acquired.

Fee:

QCI's total for services as described above **\$217,134.00**. The attached spreadsheet (Exhibit A) provides a detailed breakdown of each item and task, in order of construction phase with estimated dates, number of hours and hourly rates by discipline.

The following provides a summation of the hours and cost per discipline:



Rich Snyder
City of Rocky River - Director of Public Safety Service
October 10, 2022

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QCI Estimated Hours and Rates for Construction Engineering & Inspection			
	Hours	Rate	Total
Structural Inspector	1,420	\$95.00	\$134,900.00
Structures Inspector OT	124	\$142.50	\$17,670.00
Document Controls	82	\$63.00	\$5,166.00
Communications	46	\$63.00	\$2,898.00
CPM/CE Level I	500	\$110.00	\$55,000.00
Project Executive	49	\$0.00	\$0.00
QCI Estimated Hours Sub-Total =			\$215,634.00
Resource/Task	Unit	Rate	Total
Reimbursable, Supplies, Marking Paint, Paper, Exp	1	1,500.00	\$1,500.00
No materials testing in this fee proposal	0	0.00	\$0.00
QCI Estimated Total =			\$1,500.00
QCI Estimated Total =			\$217,134.00
Total QCI NTE Cost Proposal			\$217,134.00

Material testing services are not included in the proposed NTE as per our discussions with the City. If the City determines that material testing services are to be added to this scope of services, as of this date we estimate an additional \$11,934.00 would be needed.

QCI's Fee Proposal is based on the aforementioned information as contained within this proposal. QCI developed this proposal taking in to account the contractor will complete the construction within one construction season (2023). Once the contractor's actual schedule has been reviewed and approved, this proposal may require adjustments to correlate our services to the contractor's schedule. Any substantial changes in scope of services, tasks, duration, hours, unknown conditions, project staffing, delays, or extension outside of our control, may require an adjustment to our fee.

Note: QCI's proposal contains 10% overtime hours. Overtime will be billed in accordance with actual hours worked by the Contractor and the contractor's schedule.



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City of Rocky River - Director of Public Safety Service
October 10, 2022

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Rates:

QCI's rates and services are in conformance with QCI's General Service Agreement and are as follows:

- a. Project Manager/CE Level 1 - \$110.00 per hour, per person.
- b. Document Clerk/Communications - \$63.00 per hour, per person.
- c. Project Structures Inspector - \$95.00 regular time, \$142.50 overtime, per hour, per person.
- d. OWNER shall contact QCI one (1) hour prior to the start of any scheduled work to terminate any scheduled daily inspections. QCI shall forgo compensation for properly terminating scheduled daily inspection services. QCI shall be compensated for TWO (2) hours per person, for all scheduled inspection terminated before a two (2) hour working period, compensated for FOUR (4) hours per person for all scheduled inspection which exceeds two (2) hours, but has not exceeded a four (4) hour working period, and compensated for EIGHT (8) hours per person for all scheduled inspection exceeding four (4) hours and not exceeding an eight (8) hour working period.
- e. Reimbursable expenses; mean the actual expenses incurred directly or indirectly, plus 10%, in connection with the project including: expendable materials, transportation and subsistence incidental thereto; reproduction of reports, drawings and specifications and similar project related items. Reimbursable expenses will require prior approval by the City of Rocky River.
- f. QCI's Terms for payment of invoices are 30 days

In closing, if the above proposal is acceptable to the City of Rocky River, we are prepared to enter into an agreement for services upon request.

Should you have any questions, concerns or require any additional information, please do not hesitate to contact me at 440-359-1900.

Sincerely,

Rick Capone
President

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City of Rocky River, Ohio

City of Rocky River Bradstreet Landing Improvement Phase II

Phase by	Week	Months	Description	Category	WK	HR	Total Hrs.	Rate	Sub-Total	Total	Notes
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35	7.5 Construction Mar 1, '23 to Oct 31, 23 (244 Cal. Days)	0.5 Preconstruction Phase Jan 01, 2023 - March 15, 2023	Structures Inspector	Structures Inspector	2	4	8	95.00	760.00		
			Document Controls	Document Controls	2	4	8	63.00	252.00		
			Communications	Communications	1	3	3	63.00	189.00		
			PM/CE Level 1	PM/CE Level 1	8	4	32	110.00	3,520.00	4,721.00	Pass Project Information Flyers, Establish Communication Plan
			Project Executive	Project Executive	2	5	10	0.00	0.00		Gather Submittals / QA Plan for Materials Testing/Admin.
35	7.5 Construction Mar 1, '23 to Oct 31, 23 (244 Cal. Days)	0.5 Preconstruction Phase Jan 01, 2023 - March 15, 2023	Assume completion of:	Structures Inspector OT	31	4	124	142.50	17,670.00		Utilizing one inspector (Structures) to cover Project
			* Revetment Wall	Document Controls	35	2	70	63.00	4,410.00		1 hours per week assisting Project Manager/CE Level 1
			* Bridge	Communications	35	1	35	63.00	2,205.00		Average 12 hours a week Project Management/Engineering
			* Turnaround and Boardwalk	PM/CE Level 1	35	12	420	110.00	46,200.00	203,485.00	
				Project Executive	35	1	35	0.00	0.00		
4	1 Project Finalization Services Nov 1, '23 to Nov 30, '23 (30 Cal. Days)		Structures Inspector	Structures Inspector	4	3	12	95.00	1,140.00		
			Structures Inspector OT	Structures Inspector OT	4	0	0	142.50	0.00		
			Document Controls	Document Controls	4	2	8	63.00	504.00		
			Communications	Communications	4	2	8	63.00	504.00		
			PM/CE Level 1	PM/CE Level 1	4	12	48	110.00	5,280.00	7,428.00	
41	9		= Sub-Total =						215,634.00		
			Reimbursable, Supplies, Marking Paint, Paper, Expenses						1,500.00		Does not include Project Trailer/Assume Contractor to provide
			Materials Testing ST/ECSS						0.00		No Testing
			= Total =						\$217,134.00		

QCI Estimated Hours and Rates for Construction Engineering & Inspection											
				Hours	Rate	Total					
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				QCI Estimated Total =							
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				Total QCI NTE Cost Proposal							