



# RIDGE ROAD PLEASANT VALLEY - PEARL ROAD

City of Parma | October 11, 2018 | Scope of Services and Fee Proposal

EXHIBIT A  
L-219-18  
tabbles



October 11, 2018

Mr. Paul W. Deichmann, PE  
City of Parma Engineer  
6611 Ridge Road  
Parma, Ohio 44129

Attn: Mr Jim Mihelich, PE, MBA

**RE: Ridge Road Scope of Services and Fee Proposal**

Dear Mr. Mihelich:

DLZ very much appreciates your award of this project to us and meeting with us on Tuesday. We understand that you need the design completed as quickly as possible and have incorporated that approach into the scope of services.

Attached is a scope of services, based on the project approach we included in our submittal and the results from the scoping meeting. We have also included a draft fee proposal, based on this scope and assumptions included in the descriptions. Please review these and let me know if you have any comments. We'll send a final scope and fee to you no later than end-of-day Friday, October 12<sup>th</sup>, pending your review.

Should you have any questions, or need any additional information, please do not hesitate to reach out to me at [VWildeman@DLZ.com](mailto:VWildeman@DLZ.com) or via my office at 216.931.4036 or my cell phone at 216.392.7642.

Respectfully Submitted,  
DLZ

Vickie L. Wildeman, PE  
Project Manager

# SCOPE of Services

## PROJECT UNDERSTANDING

The goal of this project is to maximize your budget of \$3.6M to conduct resurfacing and pavement repairs on Ridge Road between Pleasant Valley Road and Pearl Road. This is an ODOT LPA project and ODOT will provide 80% funding for items from face-of-curb to face-of-curb. The City is responsible for the remaining 20% of the roadway costs and 100% for items from the curb back, including curb, sidewalk, curb ramp and drive removal and replacements. Work within the faces-of-curb will include casting adjustments and pavement markings. A copy of the ODOT LPA Scope of Services Form is attached as a reference for this document.

*Existing conditions* - Ridge Road is the main north-south roadway within your City. It has 5 lanes and the section from Pleasant Valley Road to Pearl Road is approximately 3.4 (18,000 feet) miles long. The section from Pleasant Valley Road to Ridgewood Drive is concrete and approximately 1.4 miles (7,600 feet) long. The remaining section from Ridgewood Drive to Pearl Road is asphalt and approximately 2.0 miles (10,400 feet) long. The pavement width is approximately 50 feet from Pleasant Valley Road to south of Regency Drive. From here the pavement widens to approximately 64 feet, which is carried up to Ridgewood Drive. Just north of this intersection, the pavement narrows slightly to approximately 60 feet, which is carried all the way to Pearl Road.

The land use is a mix of residential and commercial businesses, along with several churches, private and public schools and the Parma schools' Byers Field. This is a very busy corridor with 23,000 ADT, large traffic generators such as the Cancer Center of the Parma Community General Hospital. With this mix, there are many driveways along both sides of the road. Ridge Road is the heart of the City.

In our field visit on September 24, 2018, we found evidence of both transverse and longitudinal cracking in both the asphalt and concrete pavement sections. In the concrete section we noted long stretches where the longitudinal joint needs repair but there were little transverse joint or cracking problems. We did note that there were several locations of spot asphalt pavement repairs, mostly in the wheel track near the curb. The curb reveal, in general, was good through most of the project, but there were stretches where the reveal was non-existent, or the curb was in poor condition. There were also a few sections of parking "bumpouts" between Day Drive and Ridgewood Drive.

## PROJECT PROCESS

*Survey and basemapping* - DLZ will prepare the basemapping for the design plans based on available County and ODOT mapping. The intent is to show enough detail that DLZ can identify various existing details, such as water castings, drainage manholes and basins, etc. This will allow us to display proposed work, such as adjustment of castings.

We will not conduct any field survey or establish monumentation. DLZ will create a baseline of construction that matches the centerline of pavement for the length of the project. Because we will not use any established datum, DLZ will not provide any existing or proposed elevations for any design features within the plans.

The project will include spot curb repairs where needed. Therefore, we propose that since this is straightforward resurfacing and repair project, with little work done outside the curb line, we will prepare plan/plan views without utilities shown.

*Pavement composition* - ODOT will conduct pavement corings along Ridge Road, at locations agreed upon by ODOT and the City. The City will forward the coring information to DLZ as soon as they are available. From this information, DLZ will create existing typical sections for both the asphalt and concrete sections and partial- and full-depth pavement repair details in both sections. We assume that we will not conduct resurfacing in the concrete pavement stretch, just do a combination of partial- and full-depth pavement repairs. The asphalt section will include both the partial- and full-depth pavement repairs, along with a 3" milling and 3" asphalt resurfacing.

*We walk the job and design the plans* - Once we have an established basemap, our first task is to walk the job. We will have several roadway staff engineers walk both sides of the roadway, noting locations of poor curb, locations needing pavement repairs, catch basin grates and manhole lids and/or frames in poor condition and other features that may need addressed during construction. As



part of this effort, we will assign a priority to each of these features:

- 1 - In extremely poor condition and needs complete replacement/repair
- 2 - In fair to poor condition and should be replaced and/or repaired
- 3 - In fair condition and could be replaced and/or repaired

Our intent is that we include all the number 1 items in the plans and as much as possible of the number 2 and 3 items as the budget allows. If there are stretches of number 2 and/or 3 items that can't be included in the plans, we provide the City with our field notes and prioritization, so those areas are already identified for your city forces to address in the future as more monies become available. Again, the goal is to maximize your budget and get as much work done as possible.

Once we've completed this prioritization, we then propose to walk the job again with the City's project manager and review what we found and what we're recommending. This allows the City to see first-hand what we believe can be done within your budget and what can and cannot be included. This way when the City reviews the formal submittal, you'll know what you're going to see and be able to respond quickly. This helps with the overall schedule.

We will also inventory all the curb ramps and note any which are not ADA-compliant. When we walk the project the second time with you, we can discuss where and how we propose to layout the compliant ramp.

Loop detectors???

There are several stretches where the existing curb reveal is either minimal or non-existent. To achieve a proposed 6" reveal with new curb, we need to re-slope the treelawn/sidewalk/drive apron behind the curb. In these areas, we will estimate proposed quantities for the curb, sidewalk, drive aprons and tree lawns that will need replacement and include estimated quantities in plan notes. DLZ will not prepare any cross-sections or drive aprons. Therefore, the field engineer will decide on where the contractor will conduct this work.

DLZ will design the replacement of the existing pavement markings to match the same type of markings now in place. The City will provide DLZ with the type of marking material they preferred used on the concrete and asphalt pavements.

**Maintenance-of-traffic** - Given the high volume of traffic on this roadway, the large number of driveway access points and the potential impacts to the local businesses, we propose at least one lane of traffic be maintained in each direction using part-width construction. In at least one phase, we could maintain one lane in each direction AND a center left turn lane/exclusive left turn lane.

Since this is a combination of asphalt and concrete work, the prime contractor may conduct one type of pavement work and sub the other type out. Because of this potential and because the work type is so different, we propose two segments of work:

- Pleasant Valley Road to Ridgewood Drive (1.4 miles)
- Ridgewood Drive to Pearl Road (2.0 miles)

We will include incentives/ disincentives for the contractor to meet phasing durations as spelled out in the plans. We will also ensure that the contractor is aware of and accommodates special events such as Friday night football and the 2019 Polish Constitution Weekend and Parade.

**Environmental** - since this is an LPA resurfacing project, a minimal amount of environmental coordination is necessary. DLZ talked with ODOT District 12 Environmental Coordination Mark Carpenter, who confirmed that he will conduct all environmental work and documentation. Thus, DLZ does not need to do any environmental tasks, which saves the City money.

**Submittals** – We propose three submittals: Stage 1/2, Stage 3, and Contract Documents. The Stage 1/2 submittal will display the results of our field visit, typical sections, repair details and MOT notes and phasing, and pavement marking plans. The final submittal will include plan quantity sheets and any additional MOT details the City may want to add. We approximate the sheet set will include:

- Title Sheet (1 sheet)
- Typical Sections/Pavement Repair Details (5 sheets)
- MOT Notes (2 sheets)
- MOT Typical and Details (3 sheets)
- MOT Phase Plans Concrete Section – 1400 feet per sheet (12 sheets)
- MOT Phase Plans Asphalt Section – 1400 feet per sheet (16 sheets)
- General Notes (6 sheets) \*
- General Summary (3 sheets) \*
- Subsummaries (6 sheets) \*
- Plan/Plan – 1000 feet per sheet (18 sheets)
- Curb Ramp Details (2 sheets)
- Miscellaneous Detail (1 sheet)
- Pavement Marking Plans (12 sheets)

\*Denotes sheets submitted with Stage 3

This yields a total sheet count of approximately 87 sheets, assuming the City agrees with the format we've proposed. As part of each submittal, we'll include a construction cost estimate that has a contingency percentage that goes down as the design becomes more finalized.

**ODOT/LPA Coordination** – As part of our Stage 3 and Contract Documents submittals, we'll prepare or assist the City in preparing the various documents that an LPA needs to send to ODOT. These include the right-of-way certification letter, Utility Exhibit B, copies of utility correspondence, and 4A notes. We assume that ODOT will prepare the bidding and front-end documents for the project sale to contractors.

**Comment disposition** – We will prepare a detailed disposition of comments for each plan submittal, so you can be assured we have taken the time to incorporate your comments. We have four levels of response:

- A – Agree/Acknowledged
- B – Agree and Comment
- C – Disagree
- D – Resolution Required

Internally we also assign each comment to a staff engineer who is responsible to ensure the comment is addressed. We add columns to this disposition that lists the initials of the staff member, current status, final resolution and date the disposition was finalized.

**Utility tracking** – While we anticipate few utility impacts, outside of casting adjustments, we still plan to develop and maintain a utility status report. This report details when we call OUPS, the utilities on the project with contacts for each utility, a list of when we sent each plan set to each of the utilities and a record of their response. This constant tracking allows us to develop the Utility Exhibit B and 4A notes easily at the end of the project.

## WORK NOT INCLUDED IN THIS SCOPE OF SERVICES

- Field Survey
- Subsurface Utility Location
- Review of Utility Relocation Plans
- Geotechnical Services
- Environmental Services
- Signing removal and/or replacement
- Public Involvement
- Printing hard copies of plan submittals including contract documents

## SCHEDULE

We're aware that the City has an aggressive schedule to complete these plans and that ODOT is willing to move the construction funds from FY 2023 to FY 2020. The City hopes to obtain OPWC funding and completed plans will assist with that application.

As outlined the LPA SOS Form, DLZ proposes the following submittal and review dates:

- Stage 1/2 Submittal to City and ODOT - February 1, 2019
- ODOT and City Review of Stage 1/2 - February 15, 2019
- Stage 3 Submittal to City and ODOT - March 15, 2019
- ODOT and City Review of Stage 3 - March 29, 2019
- Submittal of Contract Documents to City and ODOT - April 15, 2019

This schedule assumes that the City will issue a Notice to Proceed to DLZ by October 22, 2018.

FEE PROPOSAL

At the City's request, DLZ provides below a breakdown of hours per job classification for four sections of effort: Stage 1/2 Submittal, Stage 3 Submittal, Contract Documents and Ongoing Services During Construction. We assume all plan submittals to the City, ODOT and utilities will be electronic, and no hard copies are needed. We also assume that DLZ will not provide hard copies of the final contract documents for bidding purposes. We assume that the services for Stage 1/2, Stage 3 and Contract Document will be lump sum and that DLZ will bill services during construction on an hourly billing rate. The hours provided for the services during construction are estimates only and the City may want to budget a greater amount than what's shown below to ensure sufficient funds for the completion of the project.

Task/Submittal	No of Sheets	Hours per Job Classification				Total No Hours	Direct Costs	Total Fee (\$)
		Dept Mgr	Project Mgr	Sr. Roadway	Jr. Roadway			
<b>Stage 1/2 Submittal</b>								
Roadway Design	27	16	56	0	728	800	54	\$ 79,776
MOT Design	33	8	13	0	374	395	0	\$ 37,133
Pavt Marking Design	12	0	8	0	80	88	0	\$ 8,871
Proj Coord/QC	0	8	28	20	40	96	17	\$ 14,414
<b>Total Stage 1/2</b>	<b>72</b>	<b>32</b>	<b>105</b>	<b>20</b>	<b>1222</b>	<b>1379</b>	<b>71</b>	<b>\$ 140,194</b>
<b>Stage 3 Submittal</b>								
Roadway Design	15	4	32	0	314	350	0	\$ 35,718
MOT Design	0	2	4	0	48	54	0	\$ 5,508
Pavt Marking Design	0	0	4	0	8	12	0	\$ 1,654
Proj Coord/QC	0	6	22	20	28	76	17	\$ 11,555
<b>Total Stage 3</b>	<b>15</b>	<b>12</b>	<b>62</b>	<b>20</b>	<b>398</b>	<b>492</b>	<b>17</b>	<b>\$ 54,435</b>
<b>Contract Documents Submittal</b>								
Proj Coord/QC	0	10	16	8	54	88	0	\$ 11,496
<b>Total Contract Docs</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>8</b>	<b>54</b>	<b>88</b>	<b>0</b>	<b>\$ 11,496</b>
<b>Total Lump Sum Design</b>							<b>\$</b>	<b>206,125</b>
<b>Ongoing Services During Construction</b>								
Site Visists (assume 2)			8		8	16	55	\$ 2,668
RFIs (assume 10)			4		16	20	0	\$ 2,350
Review Shop Drawings (Assume 2)			1		3	4	0	\$ 500
Attend Pre-Bid Meeting			4		8	12	17	\$ 1,671
Attend Pre-Con Meeting			4		8	12	17	\$ 1,671
Contract and Invoicing			8		4	12	0	\$ 2,266
<b>Total Ongoing Services</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>47</b>	<b>76</b>	<b>89</b>	<b>\$</b>	<b>11,126</b>
							Assume	\$30,000
Design Contingency (10%)								\$ 20,612
<b>TOTAL CONTRACT</b>								<b>\$ 256,737</b>

