

VILLAGE OF BOLIVAR SPECIAL COUNCIL MEETING August 14, 2017

The Bolivar Village Council met in a **special session** on **Monday, August 14, 2017**. Mayor Hubble called the meeting to order at 5:31 p.m. The Pledge of Allegiance was said. Gettan, Lang, Lapp, Lebold, Lloyd & Vincent answered roll call.

The Mayor began the meeting by stating its purpose as advertised in the Times Reporter. The top three engineering firms that were scored at the previous council meeting will each be giving a short presentation followed by an opportunity for council to ask questions.

The first engineering firm to speak was Tom Powell with Hammontree and Associates. He introduced Karl Oprisch then went on to highlight their signature projects including the Hall of Fame Bridge.

Karl expanded on some of their projects that are similar in nature to our proposed project. He spotlighted their project in downtown Canton on Walnut Street which included bike lanes, crosswalks and aesthetic lighting. He went on to discuss a project in Cuyahoga Falls that was a street area converted over to a pedestrian only area. They also recently completed the parking project at the Akron Canton Airport and the entry way; including sidewalks. Karl also referenced the Ohio & Erie Canal Corridor projects where they performed the 77 overpass bridge. They also rehabilitated the historic bridge by the Canal Tavern as well as a few other local sites. They are very familiar with the area; and have done several projects with small municipalities.

Tom went on to discuss the water line portion of the project and how that will tie into existing service. Connections for the festival and other activities were also discussed.

Carl mentioned that he and Tom have walked through the past couple of weeks to get some insight on the project. He went on to note, whether they were awarded the project or not, they would still be visiting the area to see the progress. He noted they enjoy eating at our local restaurants and like the area. Karl went on to reference the proposed brick crosswalks; they prefer not using brick for the walking surface and instead would use them in the bump outs. They would also have recommendations for the type of landscaping for the bump outs vs trees. They prefer to see planters and such instead of trees with roots.

They went on to discuss the catch basins and a few concerns they have. Additionally they reviewed a few other design issues they would want to address.

Council had additional questions for Hammontree regarding project schedules, project design, and attendance of meetings and keeping an open line of communication throughout the project. Tom Powell addressed the questions and interacted with council. He went on to recap that he has 41 years of experience and Karl has over 30 years experience. They have successfully completed multiple projects.

The second interview was with Quicksall and Associates. Those in attendance were Don Quicksall (President), Nathan Quicksall (Vice President) and Justin Krantz who is the lead designer.

Don acknowledged they submitted a statement of qualifications. He also provided a brief overview of their company. Quicksall as a company has been around since 1959; Don has been with the company for 41 years. Their services include: water distribution, water treatment, sanitary, transportation work, roadways, sidewalks, storm sewers and such. They also have construction administration services. However, according to the TAP funds, Quicksall can't be involved in the construction phase. He noted they also offer grant services to obtain grants and loans. Basically that is an overview of what they offer. Don concluded his segment by thanking the village for having them there.

Nathan Quicksall reviewed the handout they provided which is basically a summary of their qualifications and references.

Nathan noted in October 2015 Bolivar contacted Quicksall to look at providing a cost estimate, update current plans and to look at funding sources for this project. He recapped that they came up with some funding scenarios which included TAP funds, OPWC and ARC funds. Miraculously the Village has been successful on all three applications.

Now that the funds are in place, it's to the point to look for an engineer. Nathan stated at Quicksall and Associates, they do transportation and ODOT work. He noted they have a real good relationship with the LPA coordinator Greg Guerney. In addition to them there are other reviewers that they know very well. Nathan feels it's important to note the significance of knowing who you're working with and what they are looking for.

Since he joined Quicksall in 2010, they have had over a dozen projects working on either traditional ODOT projects or LPA jobs that went through them. He said they usually get a job with them once or twice a year and have had a good relationship with them.

Nathan said they are a local firm that has been around since 1959. He also noted a couple projects they currently have or have coming up in the township. He concluded by stating they are very familiar with the area; only 15 minutes away and would like the opportunity to work with the Village and continue a relationship that they started a couple years ago.

Justin introduced himself and started going through the process of the plant projection. He said their first step is to take those plans and make sure they are still good. He wants to ensure we have a good foundation which starts with assembling a team. They have already been in contact with a highly reputable environmental engineering firm in Columbus who would be handling the environmental aspect of the project.

Justin continued to review procedural steps during different stages of the project. He noted this project does have an accelerated schedule.

Gettan asked if they can meet the stage 2 deadline at this point. They said yes, it would take approximately 8 weeks from authorization. Lebold asked under the TAP funds, if Quicksall would be basically doing the design and then it would be turned over to ODOT to begin their engineering; Lebold had questions

about the fee structure including engineering fees. He wanted to ensure there wouldn't be any additional fees over and above what they already quoted.

It was noted there could be an additional cost based on the environmental study; there are three potential buried tanks.

As a recap, Gettan asked Nathan how long has he been with Quicksall and he stated since 2010. She went on to ask Justin how long has he been with the company and he said approximately four years.

Gettan asked if they can think of a time on any projects where they have had overages or something come up that they weren't anticipating on any projects. Nathan stated he couldn't recall any environmental; Gettan clarified it wouldn't be limited to environmental. Nathan couldn't recall. Don Quicksall said it does happen where sometimes additional work may be added on but only with the approval of the agency. Gettan asked how often does that happen where unexpected issues come up. Don didn't really have a breakdown by percent; he noted things can change but they would sit down and talk about it first. Don went on to go over scenarios as to why costs may change.

Lebold had some questions regarding the turn outs at the intersections; he wants to make sure the design is compatible with our local deliveries. Lebold also noted he would like to see additional receptacles and water connections that would help with festivals. Lloyd agreed he would like to see some connections factored into the plans in during the design phase. Don said they would have a kick off meeting in advance before they start the design phase.

The Fiscal Officer had a few additional questions for Quicksall to include the name of the environmental engineer in Columbus. App also questioned why the contingency fees were reduced by approximately 41% which reduces it to \$69,000.00 from \$116,000.00. App asked if they foresee it as a problem to take a substantial decrease in the contingencies before even putting a shovel in the ground. Nathan said typically when they start out a project they use a 20% contingency but that can change. App specifically referenced the decrease in the contingency balance that occurred after factoring in the paving that was initially not included in the project. Additional discussion took place as to the process of providing a cost estimate and how the contingencies tie into it.

Lastly App asked Quicksall if they had any idea how much we could be looking at for the removal of the fuel tanks. Nathan said they have not identified that yet as they would first need to contact Stone. Several factors play into how much it could cost including the size of the tanks.

(There was a brief break in time while GPD set up for their slide presentation.)

The third interview was with GPD. Those in attendance were Joe Kidder (Principal), Dave Neumeyer (Project Manager) and Josh (Engineer). Joe was the first speaker. He began by stating they have worked in Bolivar before; they were involved with the Towpath. Joe first discussed the proposed team; they are giving Bolivar the very best team to do this project. He went on to discuss their experience and how it directly relates to this project followed by their process which is "tried and true".

GPD is 56 years old; an Ohio company and employee owned. Being employee owned their people tend to stick around a lot longer. Dave has been on 50+ ODOT related projects and Josh has been on 25+ ODOT projects. GPD has a wide range of expertise. They do all the design in house. The surveyors, environmental department and Geo-techs are all in house.

Joe stated Dave has 16 years experience. Dave and Josh are both city engineers for other municipalities which is very important and that's why they were picked for this project. They will understand our municipal needs and atmosphere.

Next Joe spotlighted their client relations. "Our client contact is the most important thing". He went on to highlight their references. Dan Kletcha (who could not be here this evening due to being on vacation) is the main contact for client relations.

Joe noted they have their own surveyors; their survey guys already have a lot of this survey work done for this project since they worked on the Trail.

Dave discussed similar projects with ODOT LPA experience. He referenced their project in Hudson which is the same type of project including bump outs, street trees, decorative sidewalks, new water lines, storm sewer upgrades. It's a much larger project but it's the same type of project. He noted Hudson has a very active historical society. Dave reviewed some details of the project and went on to reference a recent project in Canton with bike lanes, water lines, etc. It was also an ODOT LPA job.

Dave spotlighted a few other downtown projects; including traffic flow and something the community could be proud of. They also worked in pedestrian traffic within the project.

In regards to process; there would be several people providing input for the project. The first part of the process is planning. To be successful, you have to start off with a good foundation and go over the Villages main enhancement features and vision. GPD would first have the surveyor involved and check the utilities located. All that would be taken back to the office to see what works; ensuring positive drainage. Once all that is put together, several proposals would be submitted for review before they go through the design process. They want to ensure everything stays within budget.

GPD wants to bring in all the ideas; see what's feasible and what's not feasible. It will take a lot of input and weeding out. Once this is complete, people can see what the project would look like that's being delivered to the community. In addition to the three renderings, they will have an aerial view to have available for viewing so everyone can see what's going to be happening.

Josh went over the next phase regarding the auto CAD drafting, that the storm sewers are the right size; getting all the detail making sure that the curb ramps are at the right elevation and making sure everything is right before handing it over to a contractor. The contractor would then be able to build what everyone's vision is as well as how to maximize on parking spots.

The goal is to get a project that's buildable within the detailed budget. Josh went on to discuss the next steps including the public bidding process; he

noted they would also be there to help with any questions that may arise with that.

Joe concluded the presentation by recapping how they have talked about their experience and have done many local projects like Bolivar's. "We think more importantly this project is our reputation. We were involved in the Towpath Trail and we are coming back to Bolivar because we think we have something that we can provide you". He went on to thank the Village and asked if anyone had any questions.

Lebold asked if GPD is aware of the funding that has already been lined up which would include ODOT, OPWC and ARC. Lebold said everything we have is funded. He went on to review the history of the downtown project plans that originally weren't ODOT standards. There was continued discussion about how the process would work in order to get the plans upgraded to ODOT standards. Joe explained the sequence of events that would take place in order to get the plans up to speed. Joe stated this is the very first step in the process that they already discussed earlier in the presentation.

GPD said the only thing useful from what was previously done several years back is basically the surveying is all done; all base maps so everything is ready to go. Once authorization is good they can move forward especially since the schedule is tight. Lebold also wanted to make clear they want to be involved in the process regarding the intersections and bump outs, water connections and electric for the festivals.

GPD said the very first thing they do is verify the budget. If for some unseen reason the numbers come up higher than we would stop right there and consult. Lebold said if the numbers come up higher and they were awarded the project, they can find the additional funding.

The next steps in the selection process were laid out. Tonight council would decide the firm that's selected and notify the firm tomorrow. The Mayor stated the Village would need a contract from the engineering firm that is chosen so it could be approved at the next council meeting on August 28, 2017. Gettan wanted a time estimate for them to meet the submittal deadline; GPD said it would take 3-4 weeks as long as everyone worked together as a team.

The Mayor said the one issue she can see is there are three (3) underground tanks that need addressed and acknowledged. GPD has an environmental team. There are unknowns as to the current state of these tanks but it would need identified. The Mayor asked if there are any grant monies available out there to take care of these tanks. GPD said the problem there are grant deadlines that could conflict with the construction schedule. Most grant sources don't allow you to do things retroactively.

GPD stated their environmental team would go out and do a screening to find out what kind of tanks these are; an old gas station or an old farmhouse storing fertilizers.

App asked, since the surveying is already complete, what value does that have towards the whole project. GPD said the schedule is the most important value; monetarily we would be looking at approximately 5-10,000.00. It was

noted additional survey work will still need to be done to be brought up to ODOT standards. The majority of the field work is already done.

App asked who is responsible for the inspection of the project and is that a separate fee or is it already built into the whole cost. GPD said the inspector of the project since this is ODOT funds cannot be GPD; another consultant has to do the inspection. ODOT will most likely be inspecting and that would be a completely separate cost. ODOT normally charges about 8% of the project.

App went on to ask if GPD charges any fees to apply for grant funding. Joe said typically on a job like this it would only be a couple page grant so no they would not charge. He went on to state, "when we are involved in a project, we never charge for that".

App went on to ask how many meetings GPD will attend in the beginning while we are going through all these different phases; to get to stage 2. Joe said "It all depends; as many meetings as necessary to get everybody up to speed. Typically on a job like this, we would normally anticipate 2-3 meetings with council or the administration; however the village wants to do it; then 1-2 public involvement meetings with all the stakeholders. Then there would be follow up at the end with a pre-construction meeting; letting everybody know it's coming.

In midst of the meeting a resident, Tim Cooper, from Parkview Drive came into the meeting with a complaint. He was told the Street and Alley would begin at approximately 7:30 but he is welcome to stay until the Street meeting begins. The Mayor provided him with a sign in sheet and assured Mr. Cooper that as soon as they finish the special session, they could address his complaint.

The Mayor asked if anyone else on council had any other questions for GPD before concluding this segment. Vincent had a question about the three tanks; asking if they had to be identified beforehand. Joe said since we are getting federal funds, the environmental would have to be cleared before getting to the final plans. Vincent's other concern, best case scenario there is no contamination, we're still digging up sidewalks. Joe said they would basically do an ESA and a history on the property to see how the tanks were used. First is an ESA phase 1; then the ESA phase 2 where they would do core samples.

The Mayor asked if there any other questions. No one had any therefore GPD thanked everyone before leaving.

(Brief break in meeting as GPD packed their slide presentation and left)

Once GPD left, council regrouped and continued with the scoring process in the same order as the interviews. The first company discussed was Hammontree. The Mayor announced now that the top three companies have given a presentation, each would be re-scored. She announced she brought the original scoring sheets from the previous meeting. It was clarified the same weights and measures from the first scoring would be used.

Each qualification was reviewed one by one and council discussed the pros and cons of each firm. There was discussion as to the initial scoring and how the scores increased or decreased in light of the interviews this evening.

The final scoring was calculated; GPD scored the highest at 90; The Mayor noted, the next step is she will call the firm tomorrow to let them know they were selected; the others will also be contacted. Having said that they would submit a contract that would be signed on the 28th to get the ball rolling. They should come in with the cost estimates within the next two weeks. Once we get the cost estimates and get a general idea as to the cost of their engineering plus the project itself, if the Village feels that it's too cost prohibitive and can't make it work, then the Village has the option at that time to say we're sorry but unfortunately we aren't going to be able to work with you. The Village would then move on to the next highest score.

Lebold added, if their numbers come in higher than expected, the Village also has the opportunity to back some items out of the project or find more money.

The Mayor asked if there is anything else that council would like to discuss. Gettan moved, seconded by Lapp to select GPD as the engineer for the downtown project. In a roll call vote, all members present voted yes.

There being no further business, Gettan moved, seconded by Lapp to adjourn until the next regular scheduled meeting on **Monday, August 28, 2017**. In a roll call vote, all members present voted yes.

Mayor Rebecca S. Hubble

ATTEST: Maria A. App, Fiscal Officer

Approved: August 28, 2017