

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

Chair: Lisa Evans

Committee Members: Kim Chamberland and Kyle Mitchell

Monday, December 30, 2019 at 4:30 p.m.

Council Chambers, 745 Center Street, Milford, Ohio 45150

- Advancement of Taxes from the Clermont County Auditor during 2020
- 2020 Non-Union Salary Ordinance
- Discussion of a Sound Ordinance for the River District
- Discussion of SR 28 Gravel Parking Lot Owned by the City of Milford
- US 50 Urban Paving Concrete and Catch Basin Project Construction Bids Award
- Road Salt Order
- Water Tower and Water Main Distribution System Improvements Engineering Services Award for Analysis and Preliminary Engineering Report.
- And all additional matters that may properly come before the committee



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150
Phone: 513-831-4192
Fax: 513-248-5096
www.milfordohio.org



To: Honorable Chair Lisa Evans, Committee Members Kim Chamberland & Kyle Mitchell
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: December 24, 2019

Subject: 2020 County Tax Advances

Happy New Year!
Pat

Speeds up the Process

The City typically requests advances of real estate taxes and other County sources. This allows the City to receive these taxes on a monthly basis, more in line with "as earned." Without such a request, the City would receive tax payments twice a year, likely July and November.

The County requires an annual ordinance or resolution to accomplish this. Please see the attached last year's resolution as a benchmark.

Suggestion for Committee Recommendation

Recommendation to authorize the Law Director to create a resolution requesting the county auditor to make advance payments of taxes during the year 2020 pursuant to Ohio Revised Code Section 321.34

RECORD OF RESOLUTIONS

Dayton Legal Blank Co., Form No. 30045

January 7, 2020

Resolution No. 18-612

Passed December 4, 2018

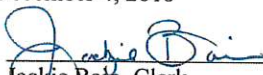
YEAR

A RESOLUTION AUTHORIZING REQUEST FOR ADVANCEMENT OF TAXES FROM THE CLERMONT COUNTY AUDITOR

NOW, THEREFORE, Be It Resolved that the Council of the City of Milford hereby requests the advance payment from the Clermont County Auditor of the taxes due to the City of Milford during 2019 pursuant to Section 321.34 of the Ohio Revised Code.

ADOPTED: December 4, 2018

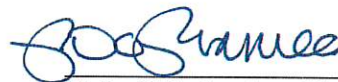
ATTESTED:


Jackie Bain, Clerk


Fred Albrecht, Mayor

LAW DIRECTOR'S CERTIFICATION

I hereby certify that I have prepared the foregoing Resolution in accordance with Sec. 12.02 of the Milford City Charter.

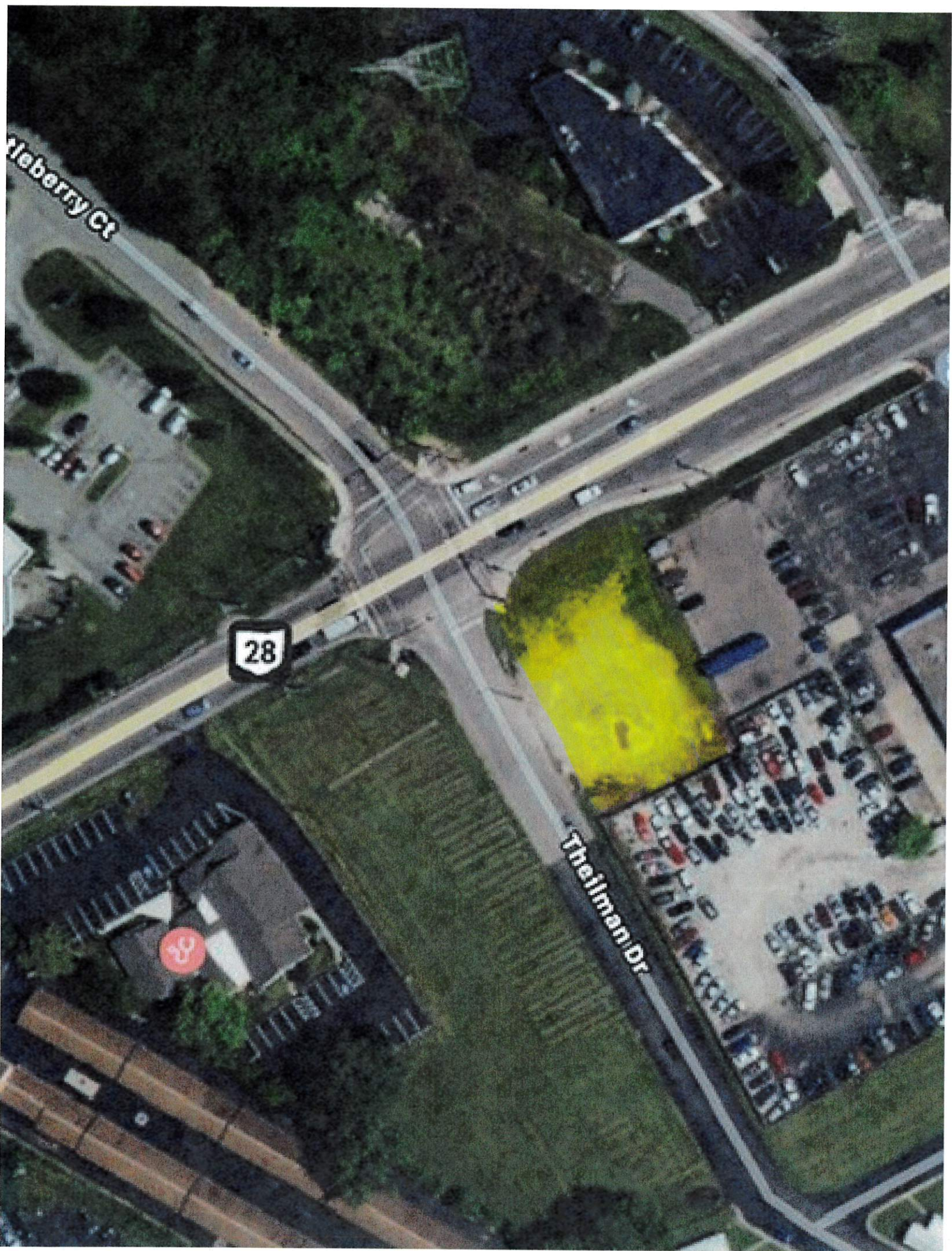


Michael Minniewar, Law Director

CLERK'S CERTIFICATION

I Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Resolution was published by posting the complete text of said Resolution at five (5) of the most public places in said Municipality as determined by Council as follows: at Peoples Bank, 735 Lila Avenue, Milford, Ohio; at Park National Bank, 25 Main Street, Milford, Ohio; at Milford Community Fire Department, 687 B US 50, Milford, Ohio; at the Milford Post Office, 100 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center St., Milford, Ohio each for a period of fourteen (14) days commencing on the 6th day of December, 2018.


Jackie Bain, Clerk of Council





December 20, 2019

Michael Doss, MPA, ICMA-CM
City Manager, Milford, Ohio
745 Center Street, Suite 200
Milford, OH 45150

Dear Michael,

**Subject: Contract No. STM-2020-01
US 50 Concrete and Catch Basin Repair Package
Review of Apparent Low Bid
Submitted by Adleta Construction, Inc.**

Per your request, we have reviewed the bid package submitted by Adleta Construction, Inc. at 1:21 PM on 12/11/19, the apparent low bidder for the subject project. We found the Bid Tabulation on page A8 to be accurately tabulated and that the Bid Bond on page A9 has been completed as required.

Therefore, it is our opinion and recommendation that the bid package submitted by Adleta Construction, Inc. to the City of Milford be accepted.

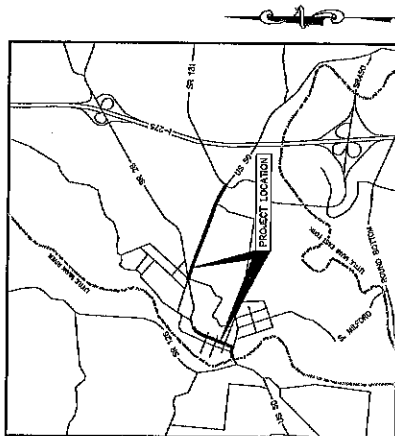
Very truly yours,

ROBERTS ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read 'RW Roberts', is written over the company name.

Ronald W. Roberts, P.E.
President

**CITY OF MILFORD
CLERMONT COUNTY**

LOCATION MAP
N.T.S.

ATTITUDE: 39°10'37" N LONGITUDE: 84°17'13"

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PROJECT DESCRIPTION

STREET REHABILITATION OF APPROXIMATELY 1.5 MILES OF US 50. IMPROVEMENTS INCLUDE CURB REPAIR, SIDEWALK REPAIR, DRIVE APRON REPAIR, CATCH BASIN REPAIR AND LIGHTING CONDUIT INSTALLATION.

EARTH DISTURBED AREAS

PROJECT EARTH DISTURBED AREA:
ESTIMATED CONTRACTOR EARTH DISTURBED AREA:
NOTICE OF INTENT EARTH DISTURBED AREA:

2016 SPECIFICATIONS

THE STANDARD SPECIFICATIONS OF THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION, INCLUDING SUPPLEMENTAL SPECIFICATIONS LISTED IN THE PLANS AND CHANGES LISTED IN THE PROPOSAL SHALL GOVERN THIS IMPROVEMENT.

I HEREBY APPROVE THESE PLANS AND DECLARE THAT THE MAKING OF THIS IMPROVEMENT WILL NOT REQUIRE THE CLOSING TO TRAFFIC OF THE HIGHWAY AND THAT PROVISIONS FOR MAINTENANCE AND SAFETY OF TRAFFIC WILL BE AS SET FORTH ON THE PLANS AND ESTIMATES.

APPROVED: _____
CITY OF MILFORD ENGINEER

[illegible]

PLAIN PAPER BAGS



502 LILA AVE., MILFORD, OHIO 45150
PHONE: (513) 831-0888 FAX: (513) 831-2284

UNDERGROUND UTILITIES

**CONTACT BOTH SERVICES
CALL TWO WORKING DAYS**

**CALL TWO WORKING DAYS
BEFORE YOU DIG**

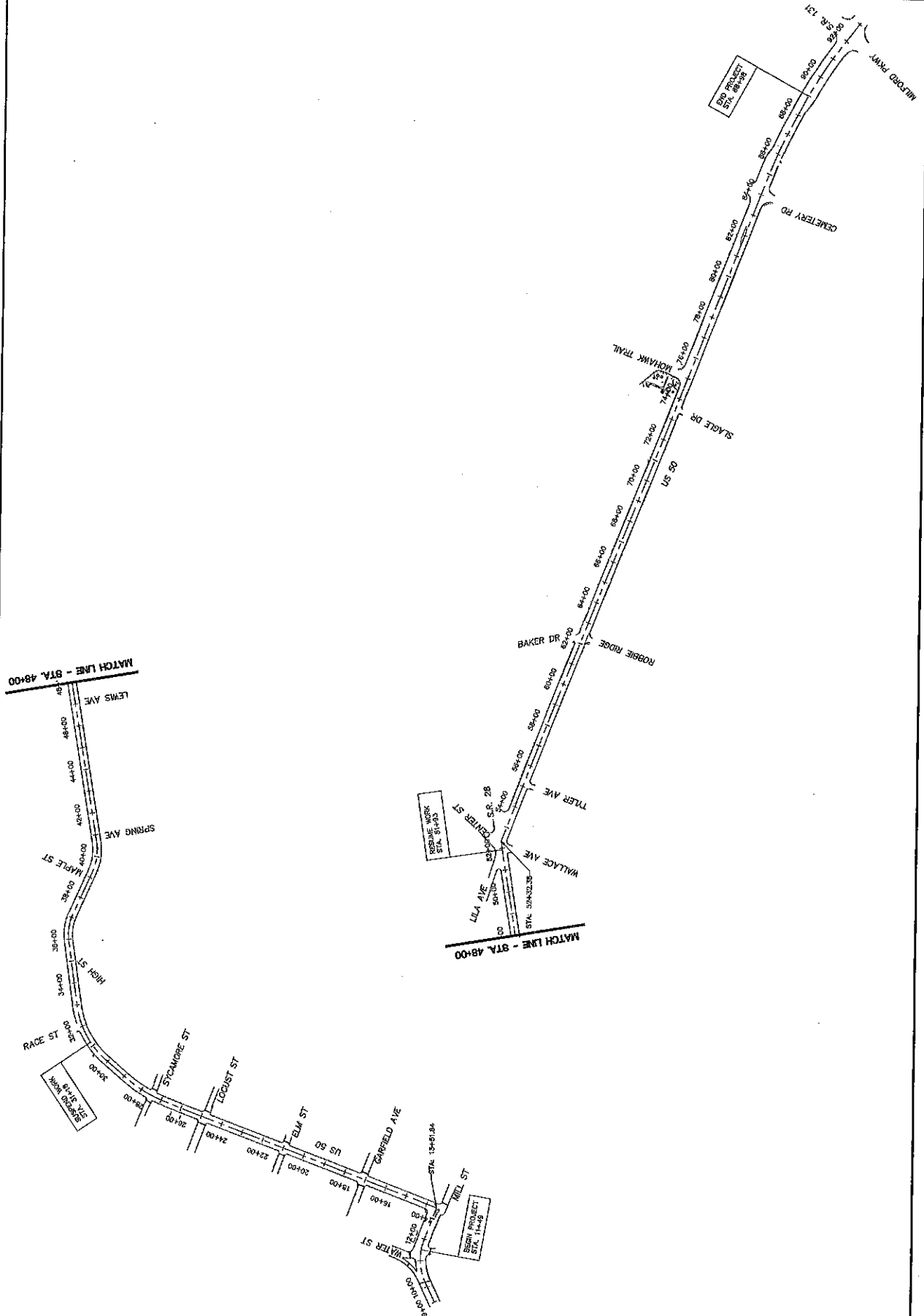
CALL
1-800-362-2764
(TOLL FREE)

OHIO UTILITIES PROTECTION SERVICE

NON-MEMBERS
MUST BE CALLED DIRECTLY

MUST BE CALLED DIRECTLY

OIL & GAS PRODUCERS PROTECTIVE
SERVICE CALL 1-800-925-0988



PROFILES AND ALIGNMENT

THE CENTERLINE OF US 50 IS THE ASSUMED CENTERLINE OF ROADWAY AND IS USED FOR REFERENCE ONLY. PLACE THE PROPOSED PAVEMENT TO FOLLOW THE ALIGNMENT AND PROFILE OF THE EXISTING US 50 PAVEMENT.

WORK LIMITS

THE WORK LIMITS SHOWN ON THESE PLANS ARE FOR PHYSICAL CONSTRUCTION. THE WORK LIMITS FOR THE PROPOSED CONSTRUCTION OF ALL WORK ZONE TRAFFIC CONTROL AND WORK ZONE TRAFFIC CONTROL ORDERED BY THESE PLANS WHETHER INSIDE OR OUTSIDE THESE WORK LIMITS SHALL BE DETERMINED BY THE ENGINEER.

WALK REPAIR

WALK REPAIR LOCATIONS SHOWN ESTIMATE LOCATIONS ONLY. REPAIR WALK LOCATIONS AT THE DISCRETION OF THE ENGINEER.

ITEM 202. REMOVAL AND RECONSTRUCTION OF CONCRETE BOLLARD

THIS ITEM CONSISTS OF REMOVING THE EX. CONCRETE BOLLARD AND RECONSTRUCTING THE BOLLARD TO THE ORIGINAL LOCATION AND FOUNDATION.

ITEM 600. CURB, TYPE 6, AS PER PLAN

THIS ITEM CONSISTS OF CONSTRUCTING A VERTICAL CONCRETE CURB AND INTEGRAL CONCRETE BASE PAVEMENT AS SHOWN ON THE PLANS. THE CURB SHALL BE CONSTRUCTED IN ACCORDANCE WITH CDDT ITEM 600 AND STANDARD DRAWING 60-31 EXCEPT THAT THE EXPOSED CURB HEIGHT SHALL MATCH ADJACENT CURB AND THE INTEGRAL CONCRETE BASE SHALL MATCH ADJACENT CURB AND THE INTEGRAL CONCRETE BASE SHALL BE CONSTRUCTED IN ACCORDANCE WITH CDDT ITEM 600. THE CURB SECTION IS LOCATED WITHIN A DRIVEWAY AREA. CLASS "C" PORTLAND CEMENT SHALL BE USED FOR BOTH THE CURB SECTION AND THE INTEGRAL CONCRETE BASE. THE UNIT PRICE FOR ITEM 600, CURB, TYPE 6, AS PER PLAN SHALL INCLUDE ALL MATERIALS, LABOR, DOWEL BARS, TIE BARS, DOWEL HOLES, REINFORCEMENT AND INCIDENTALS NECESSARY TO CONSTRUCT THE CONCRETE CURB AND BASE AS DETAIL.

ITEM 611. CATCH BASIN, RECONSTRUCTED TO GRADE, AS PER PLAN

WORK SHALL CONSIST OF REMOVING THE TOP SLAB AND REPAIRING THE TOP OF THE CATCH BASIN AS DIRECTED BY THE ENGINEER PER THE REQUIREMENTS OF CDDT CUS ITEM 611. SAWCUT, REMOVE AND REPLACE SIDEWALK AND ROADWAY PAVEMENT AS NEEDED TO REBUILD CATCH BASIN. PAYMENT SHALL BE MADE AT THE CONTRACT UNIT PRICE PER EACH ITEM 611, CATCH BASIN RECONSTRUCTED TO GRADE, AS PER PLAN.

ITEM 652. TRANSVERSE/DIAGONAL LINE, AS PER PLAN

THIS ITEM SHALL CONSIST OF INSTALLING TRANSVERSE/DIAGONAL LINES PER CDDT ITEM 642 EXCEPT THAT THE LINE SHALL BE 4" THICK.

RESURFACING

THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION AND MATERIAL SPECIFICATIONS, DATED JANUARY 1, 2016, AND THE NOTED STANDARD CONSTRUCTION DRAWINGS SHALL GOVERN THIS IMPROVEMENT.

SECTIONING DATA SHEET

THE TOPOGRAPHIC AND/OR BOUNDARY SURVEY INFORMATION CONTAINED IN THESE PLANS WAS PROVIDED BY G. BERTRAM SURVEYING, INC. THE HORIZONTAL COORDINATES ARE BASED ON STATE PLANE COORDINATE SYSTEM, OHIO SOUTH ZONE (NAD83). THE VERTICAL DATUM IS CDDT VRS, NAD83 (2011). ONE BENCH MARK (BM) SET FOR THE PROJECT (BM-1) IS SHOWN ON THE PLANS. BM-1 = 973.06.

PERMITS, FEES, AND NOTICES

THE CONTRACTOR SHALL OBTAIN, AT HIS EXPENSE, ANY AND ALL PERMITS AND INSURANCES REQUIRED FOR THE PROSECUTION OF THE WORK BY LOCAL LAWS, ORDINANCES, RULES AND REGULATIONS.

UTILITIES

LISTED BELOW ARE ALL UTILITIES LOCATED WITHIN THE PROJECT CONSTRUCTION LIMITS TOGETHER WITH THEIR RESPECTIVE OWNERS:

- CABLE**
 - TIME WARNER CABLE
 - CINCINNATI BELL
 - 201 E. FOURTH ST.
 - BATAVIA, OH 45103
 - (513) 489-4892
- GAS**
 - DUKE ENERGY
 - 82 S. FOURTH ST.
 - CINCINNATI, OH 45207
 - (513) 287-2366
- SANITARY**
 - CITY OF MIFORD
 - 745 CENTER ST.
 - MIFORD, OH 46180
 - (513) 248-3000
- WATER**
 - CITY OF MIFORD
 - 745 CENTER ST.
 - MIFORD, OH 46180
 - (513) 248-3000

THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE AS OBTAINED FROM THE OWNERS AS REQUIRED BY SECTION 153.64 O.S.C.

EXISTING FACILITIES

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM HIS WORK IN SUCH A MANNER AS NOT TO DAMAGE OR DESTROY ANY EXISTING FACILITY. IF ANY SUCH DAMAGE DOES OCCUR DUE TO THE CONTRACTOR'S OPERATIONS, HE SHALL REPLACE THE DAMAGED PORTION AT HIS EXPENSE AND TO THE SATISFACTION OF THE ENGINEER.

CONSTRUCTION NOTIFICATION

THE CONTRACTOR WILL ADVISE THE PROJECT ENGINEER A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE FOLLOWING: ANY CONSTRUCTION ACTIVITIES, LANE CLOSURES, AND ROAD CLOSURES. THE PROJECT ENGINEER WILL FORWARD THIS INFORMATION TO THE DISTRICT PUBLIC INFORMATION OFFICER (PIO) OR THE CITY ENGINEER. THE CITY ENGINEER WILL, IN TURN, NOTIFY THE PUBLIC, THE LOCAL EMERGENCY SERVICES, AFFECTED SCHOOLS ABOVE LISTED, AND ANY OTHER IMPACTED LOCAL AGENCY OF ANY OF THE ABOVE LISTED ITEM OR MEDIA SOURCES.

CONSTRUCTION NOISE

ACTIVITIES AND LAND USE ADJACENT TO THIS PROJECT MAY BE AFFECTED BY CONSTRUCTION NOISE. IN ORDER TO MINIMIZE ANY ADVERSE CONSTRUCTION NOISE, THE CONTRACTOR SHALL TAKE THE FOLLOWING PRECAUTIONS: DO NOT OPERATE AT ANY TIME ANY DEVICE IN SUCH A MANNER THAT THE NOISE CREATED SUBSTANTIALLY EXCEEDS THE NOISE CUSTOMARILY AND NECESSARILY ATTENDANT TO THE REASONABLE AND EFFICIENT PERFORMANCE OF SUCH EQUIPMENT.

ITEM 614. MAINTAINING TRAFFIC

IT IS THE INTENTION TO PERFORM THE REQUIRED WORK WITH THE LEAST DISRUPTION TO THE TRAVELING PUBLIC. THE CONTRACTOR SHALL MAINTAIN TRAFFIC AS MUCH AS POSSIBLE. THE CONTRACTOR SHALL ADVISE THE PROJECT ENGINEER A MINIMUM OF TWENTY-ONE (21) DAYS PRIOR TO THE START OF CONSTRUCTION ACTIVITIES. THE CONTRACTOR MUST ALSO PROVIDE NOTIFICATION TWENTY-ONE (21) DAYS PRIOR TO ANY DETOURS, LANE CLOSURES, DRIVEWAY CLOSURES OR ROAD CLOSURES. THE ENGINEER PROVIDE WRITTEN NOTIFICATION TO THE LOCAL, STATE, AND FEDERAL AGENCIES, AFFECTED SCHOOLS, AND BUSINESSES OF ANY UPDATING PROJECT DETOUR AND/OR CLOSURES.

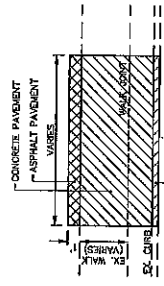
PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER THE NAMES AND TELEPHONE NUMBERS OF A PERSON OR PERSONS WHO CAN BE CONTACTED 24 HOURS PER DAY BY THE CITY AND ALL INTERESTED PARTIES. THIS PERSON OR PERSONS SHALL BE RESPONSIBLE FOR PLACING OR REMAINING IN PLACE AND REMAINING IN PLACE IN ORDER TO PROVIDE A SAFE FACILITY FOR THE TRAVELING PUBLIC. THIS PERSON SHALL HAVE AVAILABLE ALL TOOLS AND MATERIALS NECESSARY TO PERFORM THIS FUNCTION AT ALL TIMES.

CONSTRUCTION VEHICLES SHALL ALWAYS MOVE WITH AND NOT AGAINST THE FLOW OF TRAFFIC.

ALL WORK AND TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH CDDT 614 AND OTHER APPLICABLE PORTIONS OF THE SPECIFICATIONS, AS WELL AS THE OHIO MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR SHALL MAINTAIN TRAFFIC AS MUCH AS POSSIBLE. THE LUMP SUM CONTRACT PRICE FOR ITEM 614, MAINTAINING TRAFFIC, UNLESS SEPARATELY ITEMIZED IN THE PLAN.

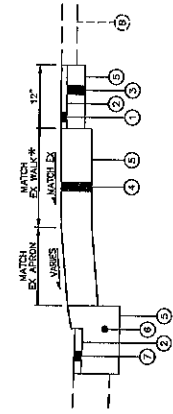
CURB REPLACEMENT

LOCATIONS DETERMINED BY THE ENGINEER



TYPICAL DRIVE REPAIR

(SEE PLANS FOR LOCATIONS)

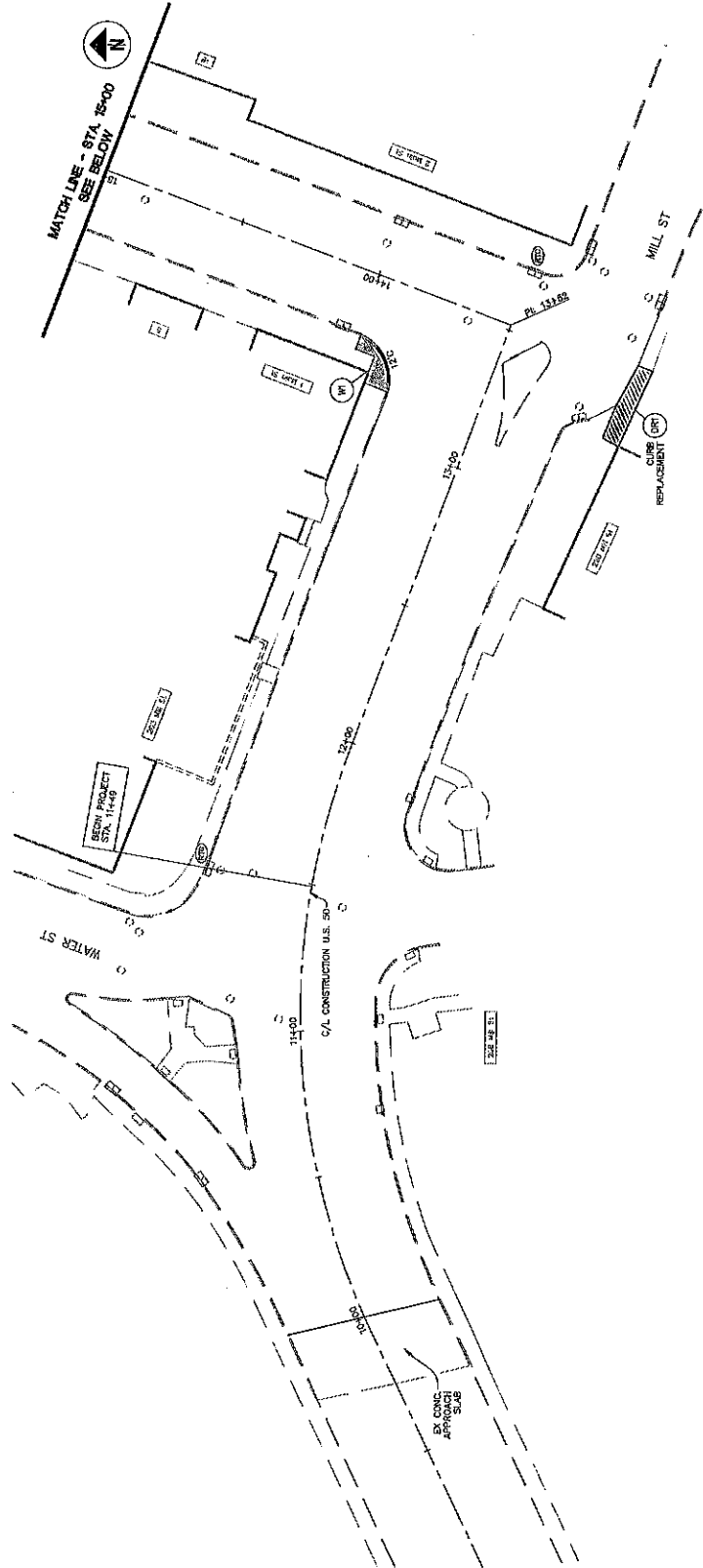
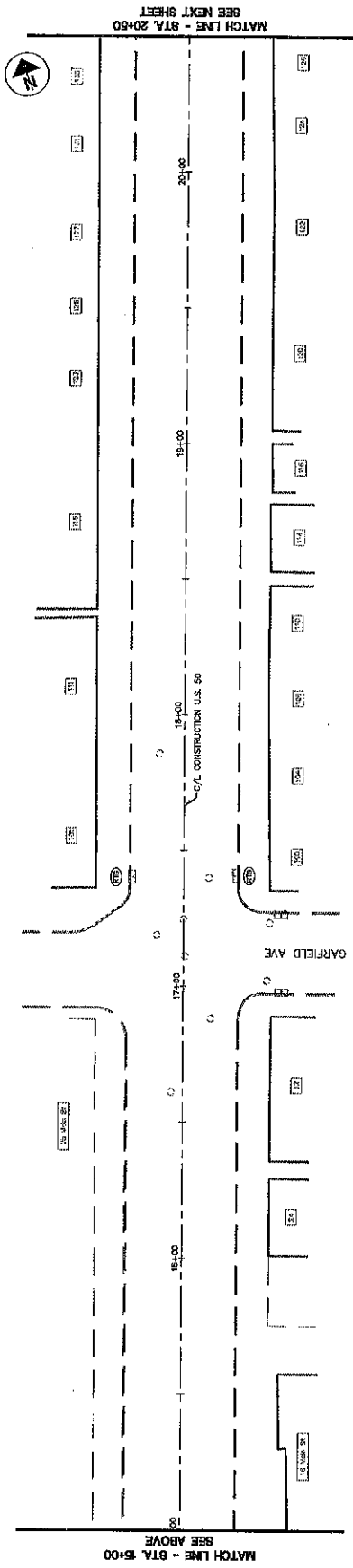


ASPHALT PARKING LOT AND DRIVE DETAIL

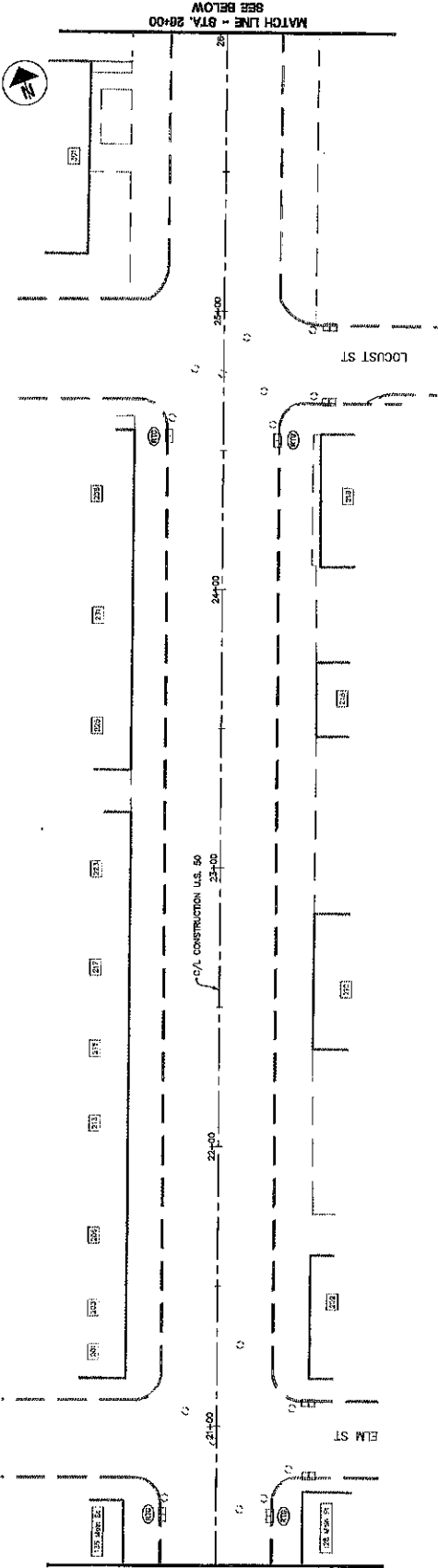
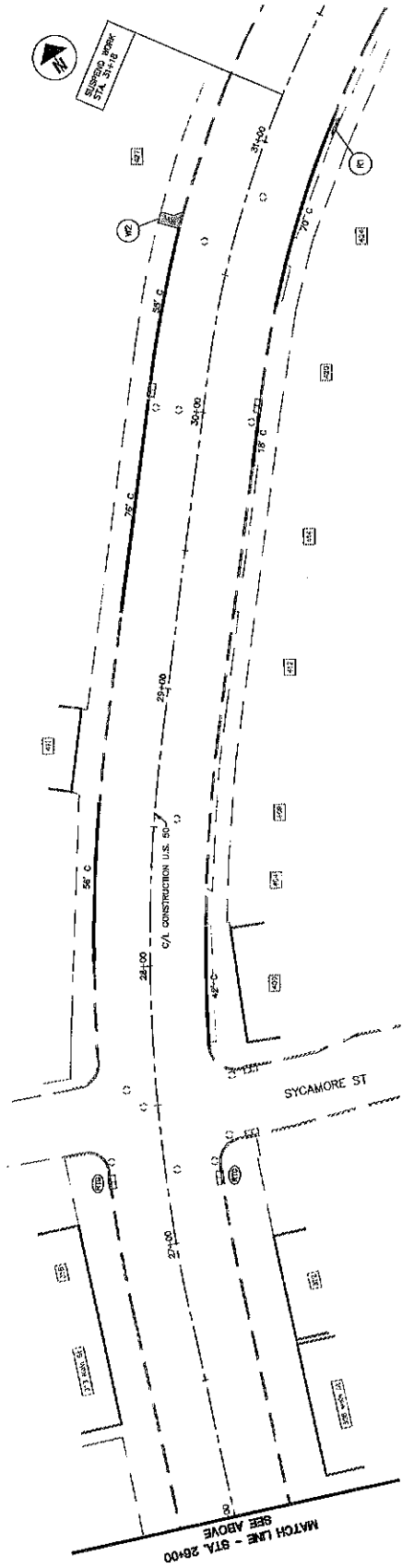
SEE PLANS FOR LOCATIONS
* CONTINUE WALK JENTS THROUGH DRIVE

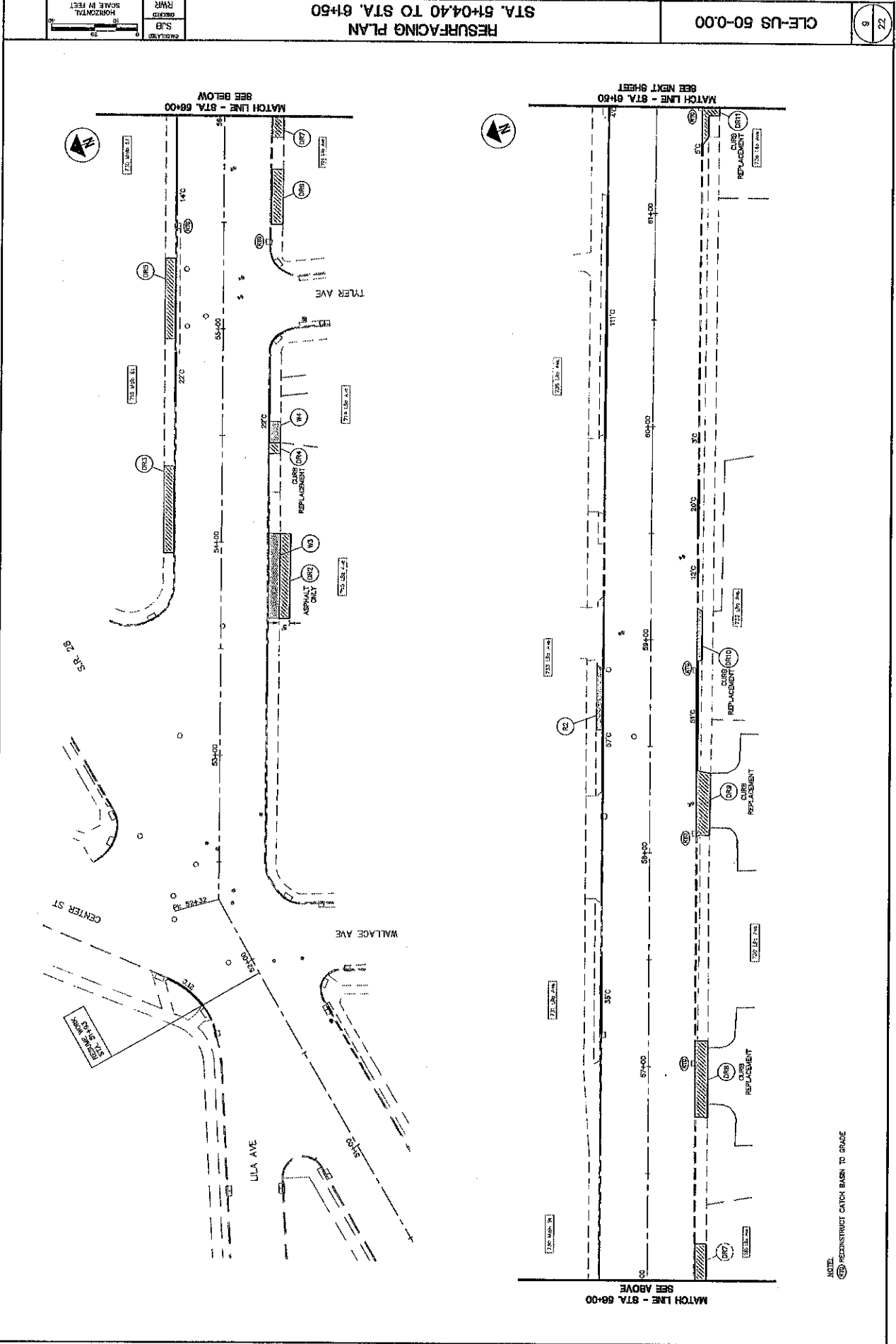
LEGEND

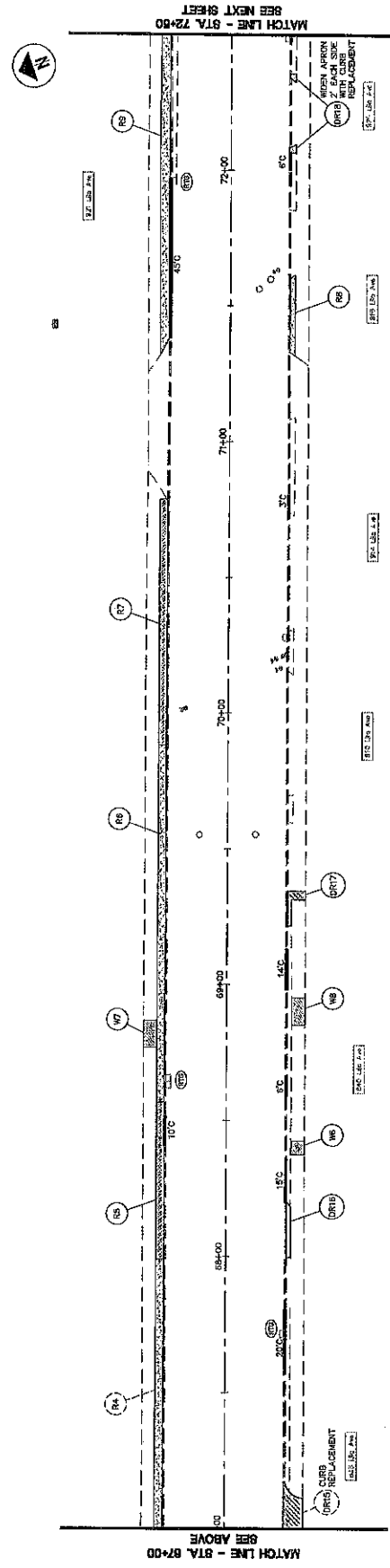
- 1 ITEM 441 - 1.5" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (443), (DRIVEWAYS)
- 2 ITEM 407 - TACK COAT (0.075 GAL/SY)
- 3 ITEM 301 - 5" ASPHALT CONCRETE BASE, PG-4-22
- 4 ITEM 452 - 8" NON-REINFORCED CONCRETE PAVEMENT, CLASS CCI
- 5 ITEM 204 - SURFPAVE COMPACTION
- 6 ITEM 609 - CURB, TYPE 6, AS PER PLAN
- 7 ITEM 441 - 2" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (443), PG-4-22
- 8 EXISTING PAVEMENT, UNKNOWN BUILD-UP AND THICKNESS
- 9 EXISTING ASPHALT DRIVE



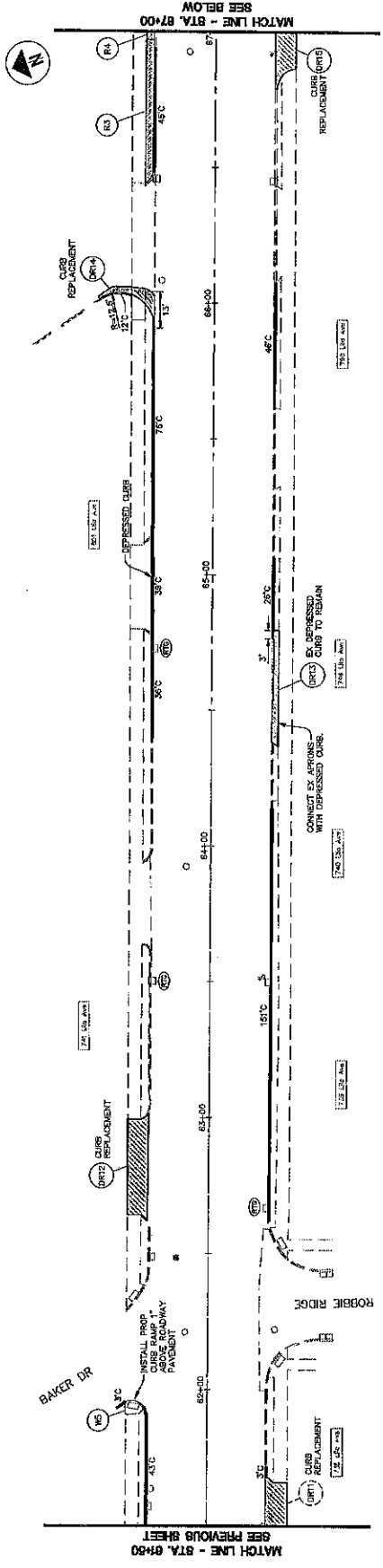
NOTE: RECONSTRUCT CATCH BASIN TO GRADE



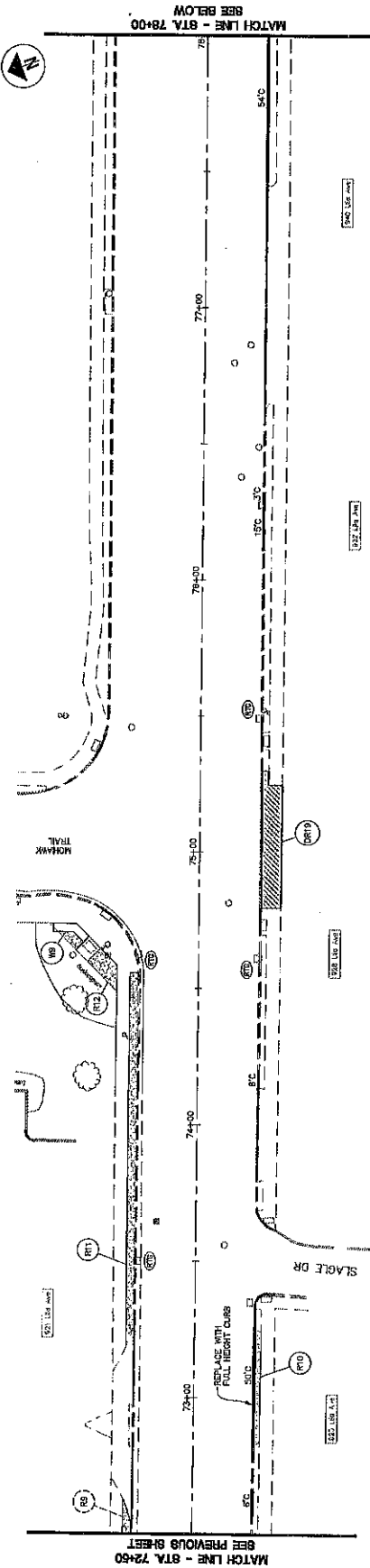
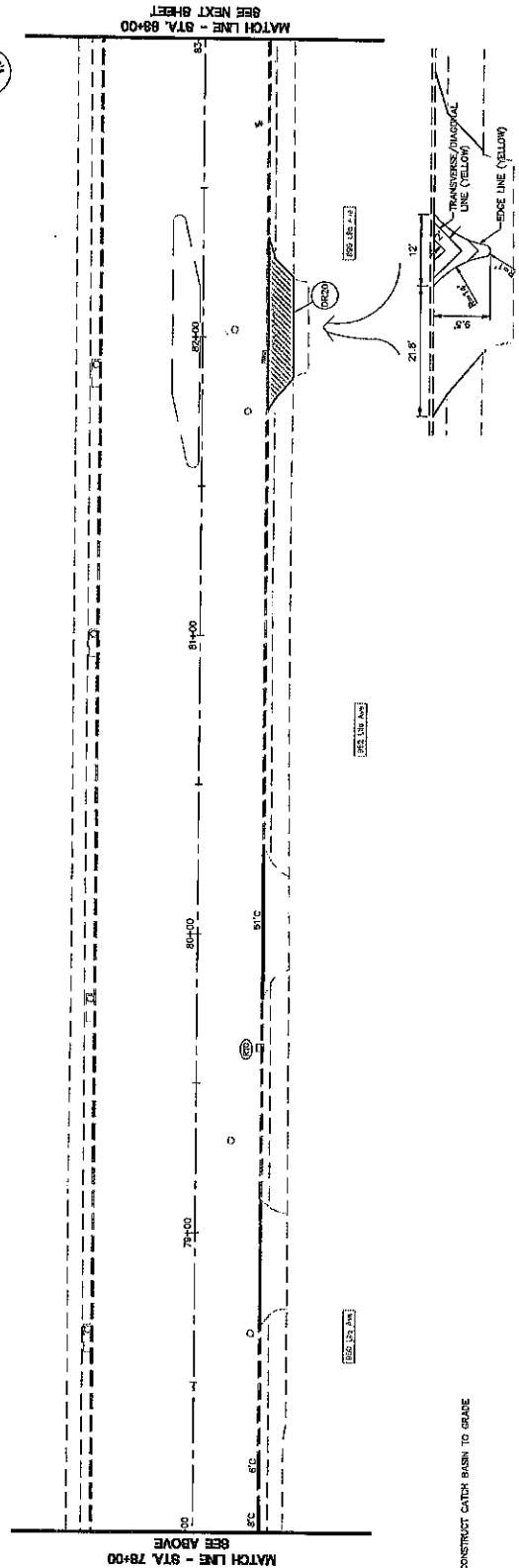


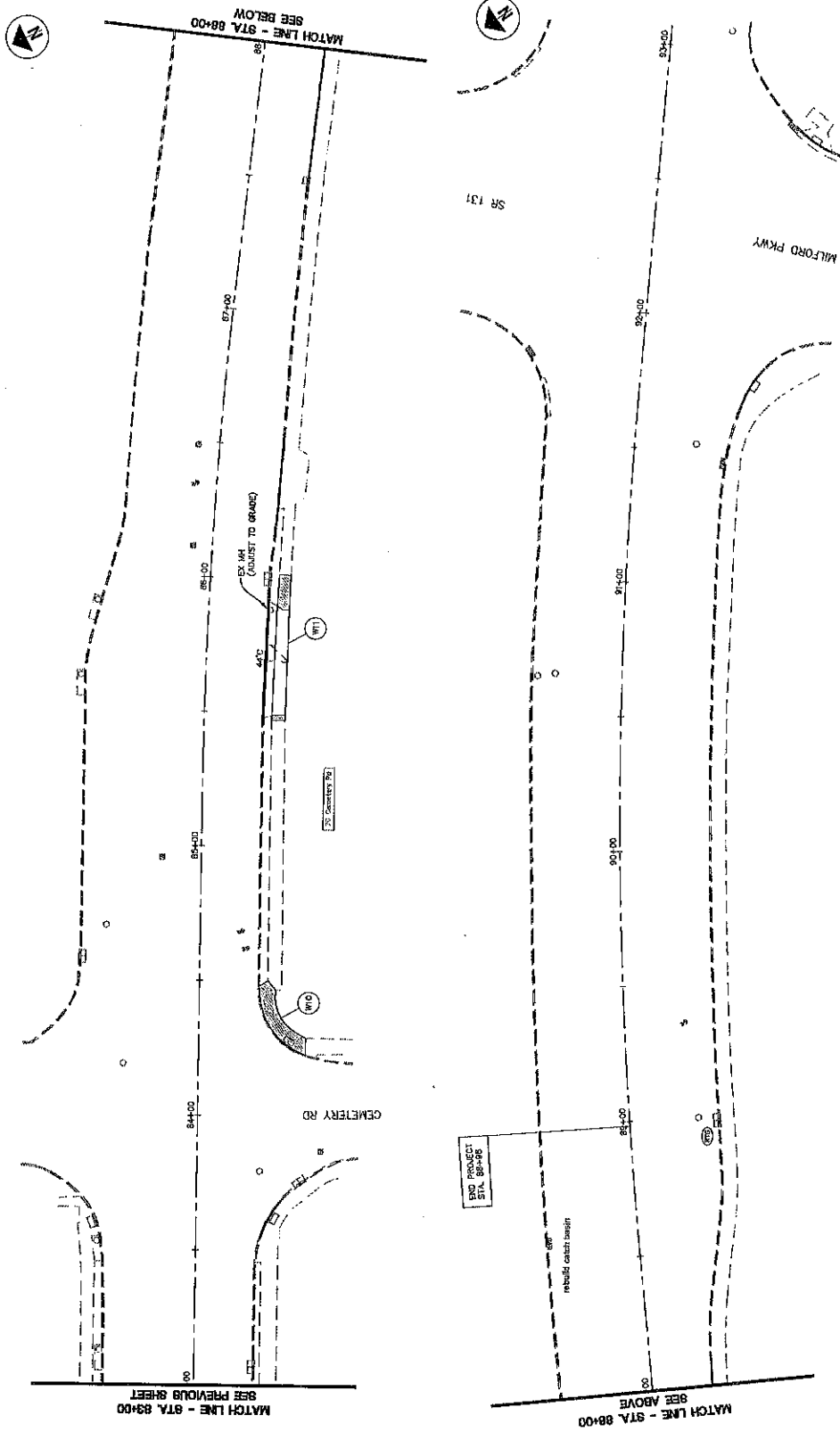


NOTE:
(C) RECONSTRUCT CATCH BASIN TO GRADE



NOTE:
RECONSTRUCT CATCH BASIN TO GRADE





NOTE:
② RECONSTRUCT CATCH BASIN TO GRADE

Salt for 2020 Season is with Compass Minerals

700 Tons \$ 83.62 Per Ton

700
x \$83.62

58,534.00

ORD. For ✓
Add 1,466.00 To \$60,000

SWOP4G 2019/2020 ROCK SALT BID 19007SWOP4G TABULATION

**N/B = No Bid

Yellow Highlight designates "Low Bid"

	Organization	Estimated Total Tons	AMERICAN ROCK SALT CO. LLC	CARGILL INC.	CHAMPION SALT LLC	COMPASS MINERALS AMERICA INC.	THE DETROIT SALT CO.
1	Batavia Township	600	N/B	N/B	N/B	\$83.93	N/B
2	Bath Township	700	N/B	\$79.41	N/B	\$96.15	N/B
3	Beavercreek Township	1,200	N/B	\$78.63	N/B	\$96.15	N/B
4	Beavercreek, City of	8,000	N/B	\$88.23	\$101.85	\$90.97	N/B
5	Bellbrook, City of	700	N/B	\$87.01	N/B	\$89.75	N/B
6	Blendon Township	300	\$87.26	\$86.64	N/B	\$87.51	N/B
7	Brookville, City of	500	N/B	\$85.12	N/B	\$87.86	\$87.87
8	Butler Township	2,000	N/B	\$85.12	N/B	\$84.75	\$87.87
9	Cardington, Village of	100	\$90.64	\$82.74	N/B	\$84.25	N/B
10	Cedarville, Village of	275	\$92.02	\$89.95	N/B	\$90.39	N/B
11	Central Ohio Transit Authority (COTA)	400	\$85.94	\$87.94	N/B	\$84.95	N/B
12	Clearcreek Township	1,800	N/B	\$85.79	\$97.50	\$85.95	N/B
13	Clermont County Engineer's Office	3,000	N/B	N/B	N/B	\$86.61	N/B
14	Clinton Township	300	\$86.36	\$87.74	N/B	\$89.24	N/B
15	Concord Township	900	\$88.32	\$84.16	N/B	\$87.75	N/B
16	Dayton City Schools	100	N/B	\$76.22	N/B	\$97.11	\$84.87
17	Dayton, City of	10,000	N/B	\$87.62	\$101.85	\$90.45	\$90.37
18	Dublin, City of	2,000	\$87.26	\$86.64	N/B	\$87.40	N/B
19	Englewood, City of	1,200	N/B	\$75.56	N/B	\$99.19	\$85.87
20	Evendale, Village of	700	N/B	N/B	N/B	\$81.08	N/B
21	Farmersville, Village of	150	N/B	\$75.94	N/B	\$99.08	N/B
22	Gahanna, City of	3,000	\$86.36	\$82.72	N/B	\$97.01	N/B
23	Genoa Township	600	\$87.68	N/B	N/B	\$87.54	N/B
24	Germantown, City of	300	N/B	\$86.40	N/B	\$89.20	\$89.15
25	Gilead Township (Morrow County)	100	N/B	\$82.09	N/B	\$83.45	N/B
26	Glendale, Village of	300	N/B	N/B	N/B	\$80.47	N/B
27	Goshen Township	600	N/B	N/B	N/B	\$84.78	N/B
28	Grandview Heights, City of	750	\$86.36	\$87.74	N/B	\$95.98	N/B
29	Greater Dayton RTA	200	N/B	\$75.94	N/B	\$97.92	\$84.87
30	Greene County Engineer	7,500	N/B	\$92.31	N/B	\$112.85	N/B
31	Hamilton, City of	4,000	N/B	N/B	N/B	\$78.00	N/B
32	Harlem Township	250	\$87.68	\$86.64	N/B	\$86.35	N/B
33	Harrison Township,	1,000	N/B	\$87.62	N/B	\$92.99	\$90.37
34	Hilliard, City of	2,000	N/B	\$82.72	N/B	\$96.73	N/B
35	Indian Hill, Village of	2,500	N/B	N/B	N/B	\$86.56	N/B
36	Jackson Township	150	N/B	\$76.05	N/B	\$99.05	\$84.87
37	Jefferson Township	300	N/B	\$87.62	N/B	\$90.36	\$90.37
38	Kettering, City of	4,800	N/B	\$87.01	N/B	\$89.75	N/B
39	Mad River Local Schools	120	N/B	\$76.22	N/B	\$98.97	\$85.87
40	Mason, City of	5,000	N/B	\$81.93	N/B	\$85.33	N/B
41	Miami County Engineers Office	5,000	N/B	\$89.95	\$102.00	\$94.51	N/B
42	Miami Township (Clermont County)	2,700	N/B	N/B	N/B	\$83.62	N/B
43	Miami Township (Montgomery County)	3,500	N/B	\$89.95	\$102.00	\$86.42	\$92.70
44	Miamisburg, City of	3,500	N/B	\$86.40	N/B	\$89.14	\$89.15
45	Middletown, City of	4,500	N/B	N/B	N/B	\$81.15	N/B
46	Milford, City of	700	N/B	N/B	N/B	\$83.62	N/B
47	Monroe, City of	3,000	N/B	N/B	N/B	\$82.30	N/B
48	Montgomery County Engineer	10,000	N/B	\$74.92	N/B	\$93.98	\$84.87
49	Montgomery County Parks	100	N/B	\$87.62	N/B	\$87.25	\$90.37

SWOP4G 2019/2020 ROCK SALT BID 19007SWOP4G TABULATION

**N/B = No Bid

Yellow Highlight designates "Low Bid"

	Organization	Estimated Total Tons	AMERICAN ROCK SALT CO. LLC	CARGILL INC.	CHAMPION SALT LLC	COMPASS MINERALS AMERICA INC.	THE DETROIT SALT CO.
50	Moraine, City of	1,500	N/B	\$75.13	N/B	\$99.17	\$85.87
51	Mount Gilead, Village	100	\$92.02	\$82.09	N/B	\$82.56	N/B
52	New Albany, City of	500	\$86.83	N/B	N/B	\$89.00	N/B
53	New Carlisle, City of	300	\$93.17	\$89.95	N/B	\$91.74	N/B
54	New Jasper Township	400	N/B	\$79.77	N/B	\$99.10	N/B
55	Oakwood, City of	800	N/B	\$75.78	N/B	\$96.87	\$85.87
56	Obetz, Village of	400	\$86.83	\$82.72	N/B	\$96.98	N/B
57	Pierce Township	1,000	N/B	N/B	N/B	\$83.61	N/B
58	Piqua, City of	2,000	N/B	\$89.69	\$99.85	\$91.35	N/B
59	Powell, City of	1,000	\$86.83	\$85.64	N/B	\$92.77	N/B
60	Riverside, City of	1,400	N/B	\$75.37	N/B	\$99.02	\$85.87
61	Sharonville, City of	1,200	N/B	N/B	N/B	\$81.08	N/B
62	St. Bernard, Village of	600	N/B	N/B	N/B	\$80.36	N/B
63	Stonetlick Township	350	N/B	N/B	N/B	\$85.49	N/B
64	Sugarcreek Township	1,000	\$95.70	\$84.51	N/B	\$84.25	N/B
65	Tate Township (Clermont County)	200	N/B	N/B	N/B	\$85.56	N/B
66	Trenton, City of	600	N/B	N/B	N/B	\$82.30	N/B
67	Trotwood, City of	1,500	N/B	\$88.23	N/B	\$90.97	\$90.98
68	Union Township Trustees	1,200	\$89.48	N/B	N/B	\$83.62	N/B
69	Union, City of	600	N/B	\$75.78	N/B	\$98.97	\$85.87
70	Vandalia, City of	2,000	N/B	\$75.13	N/B	\$98.47	\$85.87
71	Washington Township	2,000	N/B	\$86.86	N/B	\$89.14	\$89.15
72	Washington Township (Clermont County)	100	N/B	N/B	N/B	\$82.28	N/B
73	West Carrollton, City of	1,000	N/B	\$86.40	N/B	\$87.12	\$89.15
74	West Jefferson, Village of	500	\$86.83	\$89.16	N/B	\$92.78	N/B
75	West Milton, Municipality of	300	N/B	\$79.84	N/B	\$99.99	N/B
76	Whitehall, City of	5,000	\$86.36	\$82.72	N/B	\$97.10	N/B
77	Williamsburg Township	150	N/B	N/B	N/B	\$82.28	N/B
78	Worthington, City of	1,500	\$86.83	\$87.94	N/B	\$99.45	N/B
79	Xenia, City of	1,500	N/B	\$78.63	N/B	\$99.93	N/B
80	Xenia Township Board of Trustees	600	N/B	\$79.62	N/B	\$99.93	N/B
81	Village of Yellow Springs	320	N/B	\$79.91	N/B	\$95.07	N/B
82	Wright-Patterson AFB	2,100	\$103.03	\$103.03	N/B	N/B	N/B
83	Huber Heights, City of	3,000	N/B	\$74.99	N/B	\$89.87	\$85.87

City of Milford

Request for Qualifications (RFQ)

**WATER TOWER AND WATER MAIN SYSTEMS
PRELIMINARY ENGINEERING ANALYSIS CONSULTANT**

RESPONSES TO BE SUBMITTED TO:

**Nate Clayton, City Engineer
City of Milford
745 Center Street, Suite 200
Milford, Ohio 45150
Phone: (513) 576-5468
Fax: (513) 248-5096
nclayton@milfordohio.org**

**Five (5) bound copies and one (1) unbound copy of the proposal MUST BE
RECEIVED BY:**

Friday, November 8, 2019

REQUEST FOR QUALIFICATIONS FOR WATER TOWER AND WATER MAIN SYSTEMS PRELIMINARY ENGINEERING ANALYSIS CONSULTANT

I. STATEMENT OF PURPOSE

The City of Milford, Ohio is requesting qualified engineering firms to submit their qualifications for engineering analysis consulting and a preliminary engineering report regarding a replacement/upgrade of a water tower and water mains within the distribution system. The engineering firm will also provide technical assistance regarding project funding and financial opportunities at the local, state and federal level.

II. PROJECT BACKGROUND

The City is exploring the replacement of a sixty year old water tower with an existing capacity of 330,000 gallons. The City intends to apply for funding to replace the existing tower with a larger capacity tower and upgrade existing water main lines impacted by the increase in hydraulics from the new water tower. A preliminary engineering report is necessary to provide an analysis of the existing and future needs of the water system as well as provide an opinion of probable cost. Based on the opinion of probable cost, the City intends to explore various funding and financial opportunities associated with the project.

III. SCOPE

A Preliminary Engineering Report (Report) is a planning document required by many state and federal funding agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and stormwater facilities. The attached Report outline details the requirements that funding agencies have adopted when a Report is required.

In general, the Report should include a description of existing facilities and a description of the issues being addressed by the proposed project. It should identify alternatives, present a life cycle cost analysis of technically feasible alternatives and propose a specific course of action. The Report should also include a detailed current cost estimate of the recommended alternative. The attached outline describes these and other sections to be included in the Report.

Projects utilizing direct federal funding also require an environmental review in accordance with the National Environmental Policy Act (NEPA). The Report should indicate that environmental issues were considered as part of the engineering planning and include environmental information pertinent to engineering planning.

The detailed outline provides information on what to include in a Report. The level of detail required may also vary according to the complexity of the specific project. Reports should conform substantially to this detailed outline and otherwise be prepared and presented in a

professional manner. The document shall be developed by a Professional Engineer registered in the State of Ohio. Please check with applicable funding agencies to determine if the agencies require supplementary information beyond the scope of this outline.

Any preliminary design information must be written in accordance with the regulatory requirements of the State of Ohio.

Information provided in the Report may be used to process requests for funding. Completeness and accuracy are therefore essential for timely processing of an application. Please contact the appropriate state or federal funding agencies with any questions about development of the Report and applications for funding as early in the process as practicable.

Report format outline:

GENERAL OUTLINE OF A PRELIMINARY ENGINEERING REPORT

1) PROJECT PLANNING

- a) Location
- b) Environmental Resources Present
- c) Population Trends
- d) Community Engagement

2) EXISTING FACILITIES

- a) Location Map
- b) History
- c) Condition of Existing Facilities
- d) Financial Status of any Existing Facilities
- e) Water/Energy/Waste Audits

3) NEED FOR PROJECT

- a) Health, Sanitation, and Security
- b) Aging Infrastructure
- c) Reasonable Growth

4) ALTERNATIVES CONSIDERED

- a) Description
- b) Design Criteria
- c) Map
- d) Environmental Impacts
- e) Land Requirements
- f) Potential Construction Problems
- g) Sustainability Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure
 - iii) Other
- h) Cost Estimates

5) SELECTION OF AN ALTERNATIVE

- a) Life Cycle Cost Analysis
- b) Non-Monetary Factors

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

- a) Preliminary Project Design
- b) Project Schedule
- c) Permit Requirements
- d) Sustainability Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure
 - iii) Other
- e) Total Project Cost Estimate (Engineer's Opinion of Probable Cost)
- f) Annual Operating Budget
 - i) Income
 - ii) Annual O&M Costs
 - iii) Debt Repayments
 - iv) Reserves

7) CONCLUSIONS AND RECOMMENDATIONS

Consultant shall prepare and submit Five (5) copies of the Draft Preliminary Engineering Report to the City of Milford for review and comment. The report shall include schematic diagrams, proposed plant locations and site layouts with estimates of project costs, operation/maintenance costs, environmental and other non-cost factors, and projection of preliminary costs of construction. The report will discuss the permitting requirements.

There will be at a minimum two (2) review meetings at Milford between City staff and Consultant to discuss the report and to clarify the selection of the apparent best project for the Final Report. Five (5) copies of the Final Preliminary Engineering Report incorporating appropriate modifications to the Draft Report will be submitted to the City. It is expected that there will be a formal presentation to the City Council of this Final Report.

SUBMITTAL CRITERIA

The submittal of qualifications for this project shall include, at a minimum, the following items:

- A. A brief description of the firm including the name of the business and office locations, length of time in business, names of principals and their registrations, and a list of professional services provided by the firm. (15% of total Evaluation score)
- B. Project Team: list those individuals who will work on this review and describe their roles. Provide text to demonstrate their qualifications on scopes of service as it relates to this particular and specific analysis. (15% of total Evaluation score)

- C. Relevant project experience: provide brief descriptions or examples relate directly to this analysis and preliminary engineering report. (20% of total Evaluation score)
- D. Project Approach: indicate the scope of services that you propose for this analysis and preliminary engineering report as well as demonstrate the ability to successfully provide technical assistance for project funding and financing. (50% of total evaluation score)

SELECTION AND CONTRACTING PROCESSES

The chosen Consultant shall demonstrate a thorough understanding of the technical and non-technical issues to be addressed during this project. The Consultant shall also demonstrate possessing adequate resources to complete this project in accordance with the City's specified timeline.

City will evaluate the written proposals based upon the criteria listed in Section 3 to determine the top two to four Consultants. Typically, the City will then interview lead project team members of the top Company (ies). Evaluation criteria and scoring used to evaluate the Consultant interviews will be based upon the same criteria used for the written submittals. The interview evaluations will be used to determine the overall top ranked Company. The City of Milford reserves the right to select the overall top ranked Company based solely on the written proposals.

Fee proposal outlining the estimated level of effort, hourly rates and projected costs shall be submitted in separate sealed envelope. City staff will attempt to negotiate fee contract with the top-ranked Company for presentation to the City of Milford City Council for acceptance and funding. If a scope of services and fee cannot be agreed upon with the top Company, City staff will attempt to negotiate the scope of services and fee contract with the second rated Company and so on.

The Company shall be experienced in all aspects of a project of this nature. Partial proposals will not be accepted. Requests for clarifications or for additional information regarding the request for Proposal must be submitted in writing to the City of Milford.

The City reserves the right to reject any and all proposals, modify the scope of work or services to be provided, withhold award of contract for any reason it may determine, waive or decline any technicalities or irregularities in any proposal, and require additional written and/or verbal presentations, if necessary.