

PUBLIC NOTICE

PUBLIC SERVICES COMMITTEE MEETING

Committee Members: *Kim Chamberland*, Amy Vilaro and Ted Haskins

**Friday, February 12, 2021 at 8:30am
City Council Chambers
745 Center Street, Milford, Ohio 45150**

AGENDA

Call to Order

Each Committee elects a Chairperson at the first meeting of the year. Kim Chamberland is the current Chair

Proceedings: Approval of the September 9, 2020 Public Services Committee Minutes

Agenda Items:

- City Hall Building Repair Quotes
- City Hall Third Floor Carpet Quotes
- Discussion: Pavement Management Study
- And all additional matters that may properly come before the Committee

Adjourn

Public Services Committee Meeting Minutes

September 10, 2020

Called to Order: 9:00am by Kim Chamberland

Present: Kim Chamberland, Amy Vilardo, Ted Haskins

Staff: City Manager, Michael Doss, Waste Water Supervisor, Dave Walker, Finance Director, Pat Wirthlin, Service Department Supervisor, Ed Hackmeister and Administrative Assistant, Jackie Bain

Visitors: Tim Casto and Sarah Combs from The Kleingers Group- and Bruce Brandstetter from Brandstetter Carroll, Inc.

Approval of Proceedings: The committee approved the proceedings from the August 13, 2020 Public Services Committee meeting. Mr. Haskins made a motion to approve. Seconded by Ms. Vilardo All yes

Roof replacement at the Cemetery and Jonas Memorial Park

Service Department Supervisor Ed Hackmeister reported that earlier in the year there was a storm that came through and damaged to two buildings, one at the cemetery and the garage at Jonas Memorial Park. We received three quotes for roof replacements. Warner Roofing, Inc. at \$14,070, Frisby Roofing at \$15,689.40 and Integrity 1st Roofing at \$16,400. We have received from our insurance adjuster a check in the amount of \$11,130. Our out of pocket cost may be \$2,940. However, we may receive an additional \$4,200 back from insurance once the work is completed. We would then not owe any money for the roof replacements.

The committee agreed to make a recommendation to have the Law Director draft an ordinance for Warner Roofing Inc. for the Roof Replacements in the amount of \$14,070

Sludge Application with Smith Farms

Wastewater Department Supervisor, Dave Walker informed the committee that we currently work with Rumpke/Utter for sludge removal and we have budgeted \$50,00 per year. Smith Farms quoted us a price of \$34.00 per ton. In July we paid Rumpke \$8,419. If Smith Farms would have hauled the sludge it would have cost us \$6,337. We would have saved for just that month \$2,081. Last year Rumpke/Udder hauled 886 tons at a cost of \$47,374. Smith Farms price for the same service would have been \$30,128. We would have saved \$17,210 with Smith Farms. Dave is asking that we enter into a contract with Smith Farms. The committee thanked Mr. Walker for all of his hard work on this project.

The committee agreed to make a recommendation to have the Law Director draft an ordinance to enter into an agreement with Smith Farms for sludge application in compliance with all EPA and NPDES Specifications in the amount of \$34.00 per ton

OPWC Grant Applications

Mr. Doss informed the committee that we have OPWC grants that are due by October 5th to Clermont County. We have several very ambitious projects this year since we have many projects that we need to address.

Bruce Brandstetter from Brandstetter Carroll and Tim Casto from Kleingers briefed the committee on information for OPWC grants regarding the Wallace Avenue Water Tower Supply Line Replacement, Tyler Storm project, Laurel Storm project, and paving projects, one from Mill to Hickory on Cleveland and then one from Hickory down South Milford Road. The scoring was discussed in detail for each project. The committee reviewed and considered the process information on based on the feasibility studies, the funding and priorities for each project. The committee had lengthy discussion to prioritize the projects. Once the application to enter into an agreement has been processed Mr. Doss said that he will have internal discussions and would report back to the committee with the options and the scoring from the application.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance for an Application to Enter into An Agreement with The Ohio Public Works Commission for The Wallace Avenue Water Tower Supply Line Replacement, Tyler Ave Drainage Improvements application and Laurel Avenue and Cleveland Avenue Drainage application

There being no additional business Ms. Chamberland made a motion to adjourn the meeting at 10:50pm Seconded by Ms. Vilardo All yes

Respectfully Submitted, Jackie Bain

"These minutes have been approved and adopted by Ms. Chamberland, September 2020 Ms. Vilardo September 2020 and Mr. Haskins September 2020."

Contract Proposal

Date: 07/30/2020

Customer: City of Milford
Job / Description: 3rd floor carpet tile
Contact: Ed Hackmeister
Phone: (513) 473-9317
Fax:

Description

Furnish & Install Interface Meet -- Slate Carpet Tile
- Price includes removal of existing carpet, seal floor prior to
installing new carpet tile and haul away

Price
\$18,830

Move Basic Furniture

\$1,400

Furnish & Install 4" Resilient Cove Base
-add on \$795 for 6"

\$1,652

Sub-Total	\$20,482
Tax	Exempt
Total	\$20,482

Note: Week Day labor and employee installers are included.

Price Includes: Material, Labor, Minor floor prep, Freight and Adhesives.

Price Excludes: Unknown major Floor Prep, Night or weekend labor, Furniture moving,
Disconnecting electric lines, Computers, Phones, Moving personal breakable
Items.

Standard conditions

- Clear desks, credenza, tabletops, bookcases, shelving, plants, closet floors and other items requiring special care.
- Provide access to all areas where existing flooring adjoins new flooring.
- Additional floor preparation available for \$45.00 per man-hour plus materials.
- With patterned carpet, perfect pattern match at seams may not be attainable.
- McSwain Carpets reserves the right to delay installation if job conditions dictate.
- Excludes repair or prep of any unforeseen condition after existing carpet has been removed.

Terms

- You must allow two weeks from date of order to installation for material in stock at the mill.
- McSwain requires a 24 hour notice to cancel a scheduled installation date or a surcharge of \$75.00 will be billed.
- This proposal may be withdrawn if not accepted within 30 days.
- Payment net is due 30 days unless otherwise noted.
- Acceptance of the proposal by McSwain Carpet is subject to credit approval and may require a completed credit application.

Acceptance

If in agreement with this proposal, please read and initial all pages; sign and fax back both pages.

Signature: _____

Title: _____

Date: _____

Respectfully submitted by: Jim Tolliver

Phone: (513) 354-4465

Email: jtolliver@mcswaincarpets.com

Contacts at McSwain Carpets

Sales Representative: Jim Tolliver (513) 354-4465

Installation Manager: Rob Toles (513) 200-1660

Ed Hackmeister

From: Tim McCarty <tmccarty@jpflooring.com>
Sent: Monday, August 10, 2020 9:57 AM
To: Ed Hackmeister
Subject: Flooring proposal

Ed,

Below is our proposal to install new carpet tiles and cove base on the 3rd floor (Control Bionics). Let me know if you have any questions. I am offering a couple alternate products that are similar in look/color and offers some cost savings to you if needed.

JP FLOORING SYSTEMS, INC.

FLOORING PROPOSAL

**8-10-2020 CITY OF MILFORD
ATTN: ED HACKMEISTER**

**PROJECT: CITY BUILDING
3RD FLOOR**

SCOPE: NORMAL WORKING HOURS
2 PHASE PROJECT – FIRST PHASE IS 3 OFFICES, RECEPTION ROOM, PARTIAL
HALLWAY

TAKE UP AND DISPOSAL OF EXISTING CARPET
MINOR FLOOR PREPARATION – exact conditions unknown until removal
ADDITIONAL FLOOR PREPARATION TO BE ON SIGNED TICKETS
MOVE FURNITURE AND FILE CABINETS
MOVE ONE MODULAR SECTION (4 PIECES)
ALL LOOSE AND PERSONAL ITEMS BOXED AND MARKED BY OTHERS
ANY OVERHEAD FILE CABINETS NEED TO BE EMPTIED BY OTHERS
NO ELECTRONIC EQUIPMENT MOVING IS INCLUDED
ALL EXISTING BROADLOOM ADHESIVE IS SCRAPED FLAT
NO SEALER IS INCLUDED – NOT REQUIRED BUT I CAN INCLUDE IF NEEDED –

PLEASE ADVISE !
NO TAXES ARE INCLUDED

PRODUCTS:	CARPET TILES	INTERFACE	FIRST OPTION "MEET" COLOR # SLATE
	COVE BASE	JOHNSONITE	4" VINYL # TBD
	REDUCERS	JOHNSONITE	MATCH COVE BASE COLOR

PRICING: TOTAL PRICE WITH ALL MATERIAL AND LABOR

\$ 28,300.00

ALTERNATE PRICING:

1. CHANGE CARPET TILES TO MOHAWK "ARTISANAL" COLLECTION – DEDUCT \$ 6,300.00
2. CHANGE CARPET TILES TO MOHAWK "DEXTERITY" COLLECTION – DEDUCT \$ 7,800.00

This price is valid for 30 days. The terms are net 15 days.

Thanks,

Tim

JP Flooring Systems, Inc.
9097 Union Centre Blvd.
West Chester, Ohio 45069

513-346-4300 Main Office 513-515-0527 Cell
513-463-4116 Direct

tmccarty@jpflooring.com
www.jpflooring.com





2409 Spring Grove Avenue
Cincinnati, Ohio 45214
Phone: 513-929-9800
Fax: 513-929-9804

August 13th, 2020

Mr. Ed Hackmeister
City of Milford
745 Center St, Suite 200
Milford, OH 45150

RE: Exterior Building Entrances

Dear Mr. Hackmeister,

Thank you for the opportunity to provide an estimate for the repairs to the entrances for the Milford City Hall Building. Our lump sum budget for all work herein is estimated to be **\$32,580.00**.

Our proposal is based on our onsite meetings, and the following inclusions, exclusions, qualifications, allowances, assumptions, and alternates:

We include the following:

1. General Conditions:
 - a. Project Management
 - b. Miscellaneous labor
 - c. Dumpsters
 - d. Final clean
 - e. OH&P
2. Demolition:
 - a. Furnish & install scaffolding at each building entrance, to be used as work platforms and for protection of falling debris
 - b. Demo all ceramic tile located above 6'h at (2) building entrances
 - c. Demo all ceramic tile located above awning at (1) street side building entrance
 - d. Salvage as many ceramic tiles as possible for repairing areas where tile is to remain
3. DEFS:
 - a. Laminate 1 layer of sheathing at areas of removed tile
 - b. Furnish & install standard DEFS finish at area of removed tile
 - c. Repair DEFS finish at bottom of wall, located at entrance on right side of building
 - d. DEFS finish to be ready for paint
4. Painting
 - a. Paint new DEFS finish at (3) building entrances
 - b. Areas of removed tile to be painted green color
 - c. DEFS repair on right side of building to be painted cream color
 - d. Includes prime coat & two finish coats in all areas
 - e. Furnish boom lift for painting
 - f. Excludes painting any areas that do not receive new DEFS finish

5. Ceramic Tile
 - a. Replace missing tiles located below 6'h at (3) entrances, using salvaged tiles
 - b. Repair cracked/missing grout around tile located below 6'h at (3) entrances
 - c. Excludes repairs to any tiles that are not located at (3) entrances
6. Signage
 - a. Remove lettering above entrance located on right side of building prior to demo
 - b. Reinstall lettering above same entrance

We exclude the following:

1. Building Permit and associated drawings
2. Builder's Risk Insurance, this type insurance is generally excluded in AIA Contracts as it is cheaper when paid for by the owner as an add on to your present property insurance, we can provide this insurance if required at additional cost thru our insurance company
3. Bonding
4. All plumbing, HVAC, electric, sprinkler and fire alarm
5. Low voltage
6. Removal of awning above Center Street entrance
7. Concealed conditions
8. Environmental testing or abatement of any kind
9. Special inspections (concrete testing, structural steel inspections, etc.)
10. Floor leveling and/or repair of concrete to remain.

Qualifications:

1. All general construction work is figured for normal working hours.
2. Based on being able to perform work on up to 2 entrances at the same time.
3. We will attempt to get the DEFS and ceramic tile to align at the same depth, but it is not guaranteed.
4. If tiles below 6'h fall as a result of removing tiles above 6'h, we will consult with The City of Milford to determine the best course of action and the associated costs at that time. This could include removing all ceramic tiles at these entrances.

Allowances:

1. Lift rental allowance of \$2,000 for painting

Assumptions:

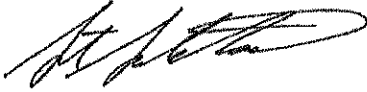
1. Award of the building contract will be based on an "AIA Lump Sum" type contract.
2. Based on a 5-week construction schedule, which is weather dependent.

Alternates:

1. Alternate #1 – If this project is performed at the same time as the interior office renovation. – **COMBINED DEDUCT OF \$1,800 (\$900 PER PROJECT)**

Carrera is very interested in teaming with The City of Milford to complete these exterior repairs. We look forward to hearing from you and answering any questions you may have. Thank you for your time, and for considering Carrera Construction!

Sincerely,
Carrera Construction, LLC

A handwritten signature in black ink, appearing to read 'Scot M. Schwertman', with a stylized, cursive script.

Scot M. Schwertman
Project Manager



www.kleingers.com

February 4, 2021

City of Milford
745 Center Street
Milford, Ohio 45150

ATTN: Mr. Michael Doss
City Manager

RE: Proposal for Professional Services
City-Wide Pavement / Curb / Inlet Assessment

Dear Mike,

Thank you for giving The Kleingers Group the opportunity to provide you with this proposal for a full pavement assessment for all public streets within the city limits.

This letter is intended to communicate our understanding and expectations for the project as well as outline our proposal approach for completing the work and any assumptions we have made while preparing the proposal. The following sections provide a summary of the project, proposed scope of services, corresponding fee structure and other related project information. Should you have any questions or concerns, please feel free to contact us so we can discuss and refine the proposal to better suit your needs.

We look forward to working with you on this project. Thank you and have a great day!

Sincerely,

THE KLEINGERS GROUP

Tim Casto, PE
Director of Engineering

cc: FILE

JOB #: 140189
REF# 1.0



Project Summary

PROJECT DESCRIPTION

The project includes the data collection, assessment and rating of all public roadways within the City of Milford limits. The data will be provided to the City for future pavement management and public information, or any other uses which are deemed necessary. The Kleingers Group will also visually inspect and rate all catch basin structures and curb within the public R/W as part of the assessment

PROJECT APPROACH

The Kleingers Group currently partners with RoadBotics for the proposed data collection and analysis. The Kleingers Group will first compile a digital map of all streets to be analyzed. This will be developed via CAD and GIS for a custom map creation.

The Kleingers Group will then manually drive each street within the City in order to capture all digital imagery. This data will be uploaded and analyzed for pavement assessment and rating. The Roadbotics platform will provide analysis for each street and type of distress (potholes, cracking, etc).

For the curb and catch basin condition rating, a Kleingers representative will visually inspect all of these assets. Ratings will be given as good/fair/poor and quantified per catch basin and per street block section of curb.

The Kleingers Group will compile all analyses and figures into a comprehensive pavement assessment report for submittal to the City of Milford.

Controlled access to the Roadbotics platform for staff, elected officials, and the public at large can be provided to the City at an extra cost shown as an if authorized expense on the table of fees.



The following page(s) outline the specific scope of services included with this proposal.

Scope of Services

1- DATA COLLECTION, ANALYSIS, AND FINAL PAVEMENT ASSESSMENT REPORT

This phase of work includes the following tasks:

- Creation of shapefile for custom mapping of City streets within the RoadBotics platform.
- Driving/Collection of digital street imagery for entire City
- Upload of all data to the RoadBotics platform for analysis and data output
- Preparation of a detailed Pavement Assessment Report for City use, including:
 - PCI ratings and assessments
 - Relevant maps, analyses and figures.

Deliverable(s) for this phase of work include:

- Electronic (native file and/or PDF) version of final report.
- Copies of paper report, as requested.

Proposed Fee: \$14,400.

2- CURB CONDITION RATING

This phase of work includes the following tasks:

- Visual inspection of curb on all public roadways (approx. 30 centerline miles)
- Provide Condition Rating (Good/Fair/Poor) of all curbed areas
- Include curb ratings within Pavement Assessment Report

Proposed Fee: Curb Condition Rating \$6,500.

3- CATCH BASIN CONDITION RATING

This phase of work includes the following tasks:

- Visual inspection of all catch basin structures within public R/W (approximately 1,300 catch basin structures per City provided GIS records)
- Provide Condition Rating (Good/Fair/Poor) of all catch basins
- Include inlet ratings within Pavement Assessment Report

Proposed Fee: Catch Basin Condition Rating \$7,500.



4 – ONLINE PAVEMENT CONDITION SEAT LICENSE FOR 2021 (IF-AUTHORIZED)

The Kleingers Group and RoadBotics can provide the City of Milford with a government account for the access and use of this digital data on an ongoing basis. The access of data could be utilized by administration, council or the general public, as needed. This can be renewed on a yearly basis for any future data collection, providing a historical look a roadway conditions.

Proposed Fee: Online Seat License \$2,000

Summary of Fees

ID	Scope Description	Base Fee	If-Authorized Fee
1	Data collection/analysis, Final Pavement Assessment Report	\$14,400	
2	Curb Condition Rating	\$6,500	
3	Catch Basin Condition Rating	\$7,500	
4	Online Pavement Condition Seat License 2021		\$2,000
Total		\$27,400	\$2,000



Expenses

- ☒ Routine non-labor expenses are included in the proposed fees outlined in the Scope of Services.
- ☐ Routine non-labor expenses will be billed to the Client as reimbursable costs within the allowance outlined in the Scope of Services at a rate equal to 110% of the actual direct cost.

Routine non-labor expenses include printing of deliverables outlined in the Scope of Service, typical client meeting materials, routine copies, mileage to and from project sites and Client's office(s), normal field supplies, and other similar consumables used during regular business activities.

If special, project-specific consumables or tools are needed to complete this project, we reserve the right to charge those costs to the Client as reimbursable costs at a rate equal to 110% of the actual direct cost.

Schedule

The overall project schedule is as follows:

Data Collection Complete _____ March 1, 2021
RoadBotics Analysis Complete _____ March 21, 2021
Final Pavement / Curb / Inlet Assessment Report Complete _____ April 15, 2021

If there are specific milestones or timeframe requirements about which we are unaware, please contact us so that we can discuss accommodating those requirements.

Please understand that the schedule / anticipated timeframe is based on a presumed authorization date and also the presumption that jurisdictional, client, and other needed third-party review times will be typical. A delay in authorization to proceed, extended review times, or excessive agency comments may affect the schedule negatively. Scheduling of some services is dependent on weather and conditions not conducive to performing those services may also affect the schedule negatively.

Clarifications and Assumptions

Upfront communication about project requirements and goals with you, our Client, is very important to us.

Often times, some aspects of the project requirements and conditions are not fully known prior to us providing a scope and fee proposal. Stating assumptions within the Proposal helps us refine the Scope of Services and better associate appropriate and reasonable fees for the Project. The assumptions may or may not match the actual project requirements and conditions which may only become apparent throughout the course of the project or even after the project is complete; however identifying the conditions for which this Proposal is valid helps to provide and shared understanding about the conditions for which this Scope of Services and associated fees are valid. Please let us know if you feel any of the Clarifications or Assumptions do not match your expectations so we may revise the Proposal to better suit your needs.

We recognize that minor revisions to drawings and other project documents are normal and synonymous to the production of any project. Should major revisions or out of scope conditions arise, you will be notified of the need for additional services and anticipated additional fees before we proceed forward with additional work.

For the purposes of this proposal we are making the following assumptions:



- The scope of work does not include the assessment or functionality or drainage capacity of any drainage structures. Condition ratings will only be applied to the grate and structure itself.
- The scope of work includes the condition rating of catch basin structures only. Manholes, headwalls and pipe are not included.
- The scope of work **does not include** a geotechnical investigation.
- The scope of work **does not include** the inventory and rating of other assets, such as: signage, markings, hydrants
- The scope of work does not include the preparation of any construction documents or bid documents based on the assessments.

Associated Services

The Kleingers Group offers a wide variety of related professional civil engineering, transportation engineering, landscape architecture, planning, land surveying services, and reality capture (laser scanning) services. Although not included in this Proposal unless specifically itemized in the Scope of Services, we would be pleased to assist you with other aspects of your project needs. Please visit www.kleingers.com or contact us directly to learn more about our various service offerings and how we can help you achieve your project goals.

Terms and Conditions

Terms and conditions per the signed Municipal Services Contract.

Authorization to Proceed:

Client Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

The Kleingers Group

Signature: _____

Printed Name: Tim Casto

Title: Engineering Director

Date: 2/4/21