

Public Services Committee Meeting Minutes

January 17, 2019

Called to Order: 5:00pm by Vice-Mayor, Amy Brewer

Present: Vice-Mayor, Amy Brewer; Council Member, Kim Chamberland

Staff: Michael Doss, City Manager; Nate Clayton, Public Works Director; Sean Mahan, Assistant Chief of Police; Lori Pegg, Community Services Manager

Visitor: Kevin Norton, Norton Outdoor Advertising

Lime Lagoon Cleaning Contract

We have 2 lime lagoons for the water treatment system. Each requires cleaning about every 2 years. Lime Lagoon #1 is full and needs to be cleaned, it was in the 2019 budget for \$90,000. Lime lagoon #2 was cleaned last year for \$89,000. WE found out that the project does not have to be prevailing wage since it is a maintenance item, however, the EPA came out with new regulations over the winter that will require more administration on the side of the contractor. The project was publicly advertised, however we only received one bid by Synagro Central LLC for \$86,800.

The Committee agreed to make a motion authorizing the Law Director to draft an ordinance authorizing the City Manager to enter into a contract with Synagro Central, LLC in the amount of \$86,800 for lime lagoon cleaning.

Castleberry Lift Station Design Proposal

The Castleberry lift station handles about 3,500,000 gallons of water per year. The lift station was designed to handle Warehouse and office space that was originally built on Castleberry. Glenny glass moved in and has had multiple expansions in their operations. They use about 3,000,000 gallons of water per year. The pumps are not able to keep up with the demand in the lift station and run continuously. The pumps are breaking down constantly based on the over use, which is driving up our maintenance costs. Sometimes both pumps go out and we have to manually pump the lift station down. We are looking to upgrade the pumps with either submersible or suction pumps with VFD drives built in so they can monitor themselves based on demand. This may require an upsized force main from the current 3" to a 4" line. If we upsize the force main, we will reroute the force main up along Castleberry to SR28 and possibly need an easement from Glenny Glass. We received 3 design proposals to design the force main: Stand \$44,100, Choice one \$26,820- \$20,420, and Environmental Engineering Service for \$16,350.

We recommend that committee approve the City to go into contract with Environmental Engineering Service for \$16,350

The Committee agreed to make a motion authorizing the Law Director to draft an ordinance authorizing the City Manager to enter into a contract with Environmental Engineering Service for \$16,350 for the Castleberry lift station design services.

Urban Paving ODOT Bid Results

The bids were opened January 10, 2019. The Estimate was \$159,000. The Apparent low bidder is John R. Jurgensen Company at \$136,000. They will go through their contracting procedures, and hope to award in the next few weeks, with a preconstruction meeting in a couple months. They hope to start paving in April May timeframe, but the final schedule will be worked out in the Precon Meeting.

Golf Cart Proposal and Discussion

Mr. Doss presented a proposal from GEST to provide an uber type service in downtown Milford via golf cart. They currently operate a service in downtown Cincinnati, Newport and Covington the provides free rides between locations downtown.

There are two services, OGGO, which just started operating this winter, did not reply and GEST carts. GEST was very excited to discuss offering this service in the City of Milford. They currently only operate downtown and we would be their first opportunity to expand. Rides on the carts throughout the city, where the speed limit is 25mph, would be free. They will charge the City \$3000 per month to lease the cart, which includes insurance, driver, gas etc. Ms. Pegg will be working with local businesses to sponsor the carts through advertising. The City will provide storage for the cart, which we would like to have in operation this spring.

Assistant Chief Mahan did not foresee any issues with having a street legal golf cart on our streets. He did research on allowing resident owned street legal golf carts on Milford streets in the future and noted that Terrace Park had a great framework already set up. So, if Council decides to allow that in the future, it will be easy to put in place.

Ms. Brewer and Ms. Chamberland both agreed that it is a great idea and would be helpful when parking is congested downtown as well. Staff anticipates putting up signage at several parking lots in the City that are not right downtown, with a dedicated phone number to call the cart for a ride. The committee Recommends that we enter into a year contract with GEST for 1 cart.

Billboard Design Proposal and Discussion

Kevin Norton presented a plan for removal of the two existing outdoor advertising signs located at the trailhead and the possibility of a digital gateway sign either at that location or across the street at the Milford gateway sign. They pride themselves on the family nature of their business,

so only appropriate businesses are allowed to advertise and that will be written into the contract, if we decide to partner with them.

Norton would install an 8x16 digital gateway display to replace the two on the hill at the trailhead. The Riverwalk Flats sign is not in the Norton agreement, so Mr. Doss will look at that contract and report back to the committee. The digital gateway sign would be free to the City and would include 500 advertising spots for our use. The look and display will be consistent with downtown Milford.

Norton would maintain ownership of the sign and provide affordable advertising for local businesses. The businesses would have the opportunity to post multiple advertisements. They estimate the fees, design and construction to be around \$100,000 and it will be designed to fit in with the look of the City.

Mr. Doss asked if they would be open to restricting some of the advertising to not promoting other municipalities and businesses. Kevin agreed that they could write that into the contract, as well as restricting political advertising.

Ms. Chamberland asked how much light it would emit, would it bother neighbors. Mr. Norton stated that contain a photo cell sensor, they can take into consideration how light or dark it is and adjust. It will dim down on a cloudy day, but on a bright day it would be brighter to compete with the brightness.

Ms. Brewer asked what are you going to pay the City of Milford to lease the property for the message board? Mr. Norton said they will continue to pay \$500 that they currently pay and let us advertise for free. Once they recoup the money they put down, it will be completely profit for them. Ms. Brewer would like to discuss a higher lease amount, or even an increase in payment over time with Council.

There was some discussion regarding the right location for the sign. Assistant Chief Mahan noted that it would be nice for it to be there as you come into the city. Mr. Clayton asked if that intersection is the correct spot for the sign?

Mr. Doss asked if we can move the gateway sign that is there currently at 126/50? Mr. Clayton said we may be able to move it somewhere, there is no electric in the foundation. It would have to be dug out.

131 & 50 would be a good location to get information out. It will also hit those going up 131. There is currently an old Milford sign there and Norton may be up to doing both signs. They will discuss and come up with a proposal to bring back to the committee. They might not happen simultaneously, but it could be a possibility. Mr. Doss said there are 26,000 cars that travel the parkway to route 50 per day and would see the sign, as well as our residents that live in the subdivisions on 131.

Doss will discuss with Pam Holbrook if it needs to go through Planning commission because we don't own the sign, even though it is on our property. Staff will check internally and check on the

Riverwalk contract as well and report back to the Committee. Norton will work on a proposal to present to the committee for discussion on terms and financing.

There being no new business the meeting was adjourned at 6:20pm.

Respectfully Submitted,

Lori Pegg

PUBLIC NOTICE

PUBLIC SERVICES COMMITTEE MEETING

Chair: Amy Brewer

Committee Members: Fred Albrecht and Kim Chamberland

Thursday, January 17, 2019 at 5:00 P.M.

City Council Chambers

745 Center Street, Milford, Ohio 45150

AGENDA

- Lime lagoon cleaning contract
- Castleberry lift station design proposals
- Urban paving ODOT bid results
- Golf cart proposal and discussion
- Billboard design proposal and discussion

CONTRACT BID FORM

CITY OF MILFORD
WATER TREATMENT PLANT
CLEANING OF LIME SLUDGE LAGOON #1

BIDDER agrees to provide under this Contract No. W-2019-01 all necessary equipment, materials, labor and incidental items as specified in the Contract Documents, Plans and Specifications, for the Lump Sum price specified as follows:

Lump Sum for All Labor	<u>\$ 62,000.00</u>
Lump Sum for All Material	<u>\$ 24,800.00</u>
CONTRACT NO. W-2019-01	<u>\$ 86,800.00</u>

Attach description of proposed procedures and disposal site with Bid Form.

Time for completion and liquidated damages for Contract No. W-2019-01 shall be 90 calendar days and \$500.00 per calendar day respectively.

Respectfully Submitted:

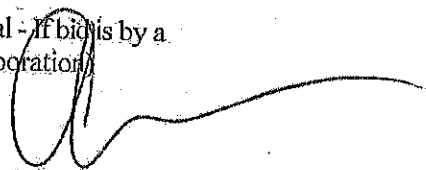
Synagro Central, LLC
Company Name

 / ASSISTANT
Signature & Title SECRETARY

435 Williams Court, Suite 100
Address

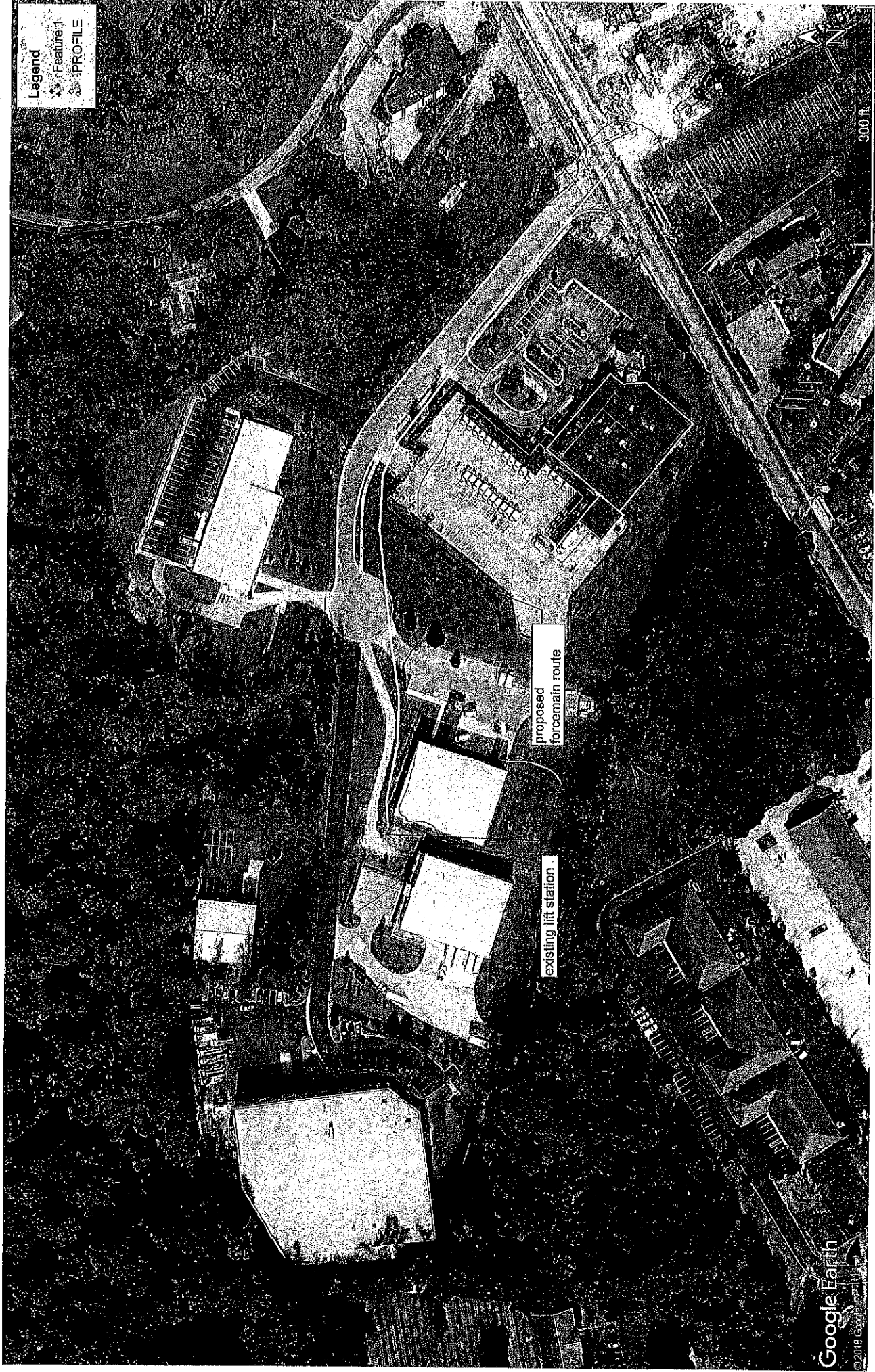
Baltimore, MD 21220

(Seal - If bid is by a
corporation)


Attest Alan Slepian, Secretary

1/8/2019
Date

Legend
Feature
PROFILE



proposed forcemain route

existing lift station



January 10, 2019

City of Milford
745 Center Street, Suite 200
Milford, OH 45150

Attn: Nathaniel Clayton, P.E.
Public Works Director

Re: Professional Services Proposal for
Castleberry Court Pump Station
Rehabilitation and Force Main
Replacement

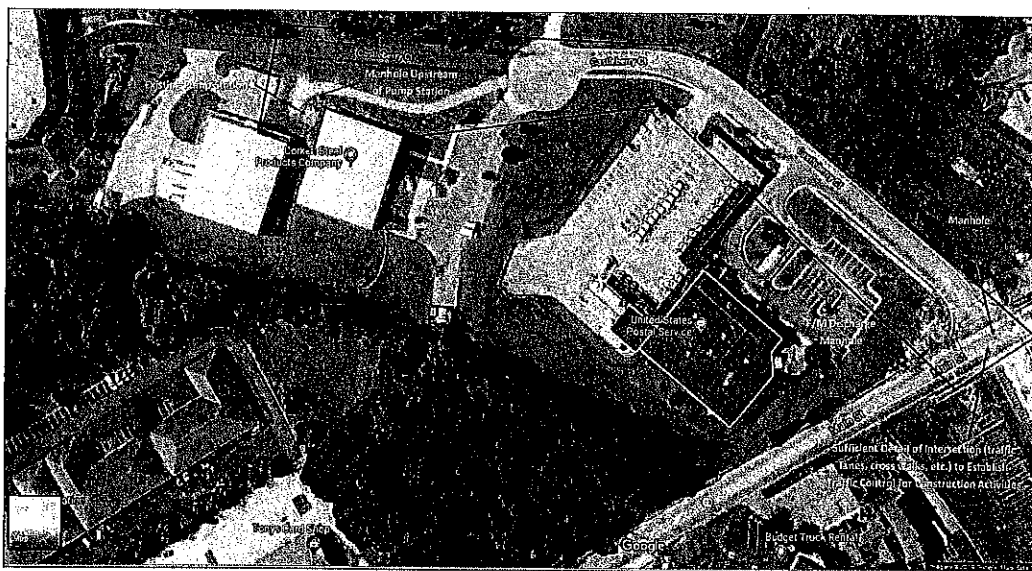
Gentlemen:

Following our discussions and site visit, please consider this correspondence as Environmental Engineering Service's (EES) proposal to assist the City in completing the above-referenced project.

I. Scope of Services

EES will:

- A. **Surveying and Base Mapping:** For the area noted herein, secure the field surveying and base map assembly required for the project, including the following specific tasks:



PLANNING - DESIGN - OPERATIONS
3575 Columbia Road Lebanon, Ohio 45036
(513) 934-1512 FAX (513) 934-1515
A Division of Ohio Valley Environmental Engineering, Inc.

Nathaniel Clayton, P.E.

City of Milford

January 10, 2019

Page Two of Five

1. Research the public records at the Clermont County offices and obtain copies of pertinent deeds, plats and surveys. Identify easements affecting the subject property. Establish horizontal and vertical site control.
2. Horizontal control to be based on Ohio State Plane Coordinates, South Zone (NAD'83). Vertical control to be based on NAVD'88, all in accordance with the existing Clermont County Engineers Geodetic Control. A minimum of two (2) vertical benchmarks will be established along the project corridor.
3. Perform field reconnaissance and locate evidence (monumentation, fences, etc.) of existing boundary lines and corners.
4. Establish property lines and rights-of-way for easement purposes. New property corner monumentation will not be set.
5. Locate and identify visible physical features (buildings, roads, drives, walks, walls, fences, signs, etc.) within the project limits. Also, (1) locate isolated trees and the perimeter outline of wooded areas; (2) establish building corner locations for the two (2) buildings within the survey limits.
6. Determine spot elevations of critical features (curbs, walk tops, toes, swales, etc.) and at sufficient intervals throughout the site to develop one-foot contours. Obtain lowest floor elevation/drain of the four (4) buildings tributary to the pump station.
7. Coordinate with OUPS and/or directly with utility owners to request physical markings and record data.
8. Locate field utility markings and visible field evidence (manholes, valves, etc.) of underground utilities (the top and invert elevations are required for the three [3] manholes identified as well as internal pump station top, inlet invert and station invert). Delineate underground utility locations based on a combination of assembled record documents, physical markings and visible field evidence.
9. Generate a boundary and topographic base map, depicting the above items at an appropriate scale, in AutoCAD format. The base map will be provided in DWG format.
10. Identify any additional easements required, should construction outside of the right-of-way be necessary.

B. Hydraulic Analysis and Design:

1. Evaluate pump station existing conditions and conduct draw-down tests to establish existing pumping rate. Determine future flows as required to size new pumps and develop hydraulic characteristics for the upgrade pumping system operations.
2. Evaluate technical considerations and compare costs of alternative pump station configurations, including replacement of existing submersible pumps, or replacement with self-priming pumps. Secure City concurrence with recommended alternative based on performance and operations/maintenance considerations.
3. Document appropriate force main sizing consistent with OEPA criteria and selected pump station configuration.
4. Prepare construction plans, technical specifications, contract documents and cost opinion for all necessary improvements, including pump station, control panel, emergency power, etc.
5. Prepare for submittal by City an OEPA required Permit-to-Install (PTI) application; respond to OEPA comments as necessary to secure Agency approval (OEPA Plan Review Fees to be paid by City).

C. Bidding Assistance:

1. Prepare appropriate Advertisements for Bids to be utilized by the City for legal notice (fee for printing such notices will be paid by the City).
2. Provide three (3) copies of Plans and Specifications to the City.
3. Furnish copies of Drawings, Specifications and Contract Documents to prospective bidders, material suppliers and other interested parties.
4. Provide information and clarification to bidders as required.
5. Attend one (1) pre-bid conference.
6. Prepare and issue any necessary Addenda, if required.
7. Attend one (1) bid opening.

Nathaniel Clayton, P.E.
City of Milford
January 10, 2019
Page Four of Five

8. Tabulate bid proposals, analyze bids and make recommendations for awarding contracts for construction based on bids received.

D. Optional Services:

1. Preparation of any additional easement identified as required for project execution.
2. Review of shop drawings and submittals of selected construction contractor.

II. Compensation

The fee for the services described in Section A will be a lump sum amount of \$5,900 (Kleinger's fee without markup). The fee for the services described in Sections B & C will be a lump sum amount of \$9,900, both payable on a progress basis. **The total fee for Sections A + B + C services is \$15,800.**

Section D services, if requested, will be compensated as follows:

- A lump sum amount of \$550, for each easement prepared;
- Hourly, based on the attached 2019 EES Billing Schedule, for shop drawings/submittal review.

III. Project Timeline

The services described in Sections A and B above will be completed within **60 days*** of Authorization-to-Proceed.

* - Project delivery may assume receipt of base map from Kleingers within 30 days of Notice-to-Proceed.

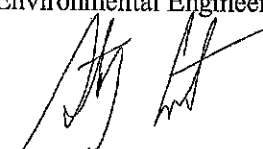
The signature of the City's Authorized Signatory in the space provided below will represent concurrence with the terms and conditions described herein and EES's Authorization-to-Proceed.

Nathaniel Clayton, P.E.
City of Milford
January 10, 2019
Page Five of Five

We look forward to working with the City of Milford toward the successful implementation of this project.

Sincerely,

Environmental Engineering Service



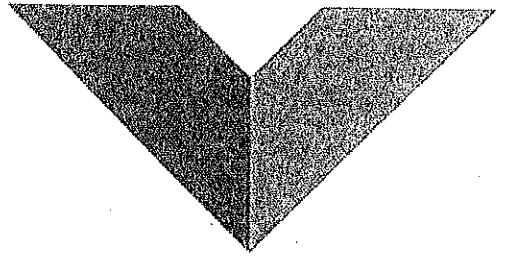
Stephen Canter, P.E.
President

CONCURRENCE AND AUTHORIZATION-TO-PROCEED

CITY OF MILFORD, OHIO

Authorized Signatory

Date



Date
January 10, 2019

Attention
Nathan Clayton, PE
City Engineer
nclayton@milfordohio.org

Address
City of Milford
745 Center St, Ste. 200
Milford, OH 45150

Subject
Agreement for Professional Services
Castleberry Court Pump Station and Forcemain
CLE-MIL-1901

Dear Mr. Clayton:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Castleberry Court Pump Station and Forcemain Project.

This Agreement is by and between the City of Milford, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute two originals, keeping one for your files and returning one to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of 3 pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

City of Milford

Authorized Signature

Date

Choice One Engineering Corporation

Brian J. Schmidt

Brian J. Schmidt, P.E., Project Manager

1/10/19

Date

West Central Ohio
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
203 W. Loveland Ave.
Loveland, OH 45140
513.239.8554 Phone

Eastern Indiana
607 N. Meridian St.
Portland, IN 47371
260.766.2500 Phone

WWW.CHOICEONEENGINEERING.COM



Scope of Services

Project Snapshot

Choice One intends to provide construction plans for the improvement / replacement of the existing pump station and forcemain on Castleberry Court in Milford, OH.

Project Details

- See attached exhibit for project location.
- The existing pump station consists of an 8 ft. diameter wet well, 27'-0" deep, with an adjacent valve vault.
- The pump station has (2) 7.5 Hp, Submersible pumps but only one is working. The pumps are rated for 85 gpm at 71 total dynamic head.
- The Village informed Choice One that at current conditions the existing pump(s) cannot keep up with the influent rate.
- The City reached out to Glenny Glass and asked if their manufacturing process had peak flows and they were informed that their flow should be a steady flow. Due to the unknown potential peak flow the City is looking at adding VFD's to help control the inconsistent flows.
- The Glenny Glass Company adjacent to the pump station has expanded and is the contributor to the increased flow.
- The twin pumps discharge through 950 ft. +/- of 3" PVC SDR-21 forcemain that runs south between the Glenny Glass Company and the Corken Steel Products Company.
- Existing electric service for the pump station is 3 phases, 208 volts.
- The existing pump station has SCADA and is connected to the City's network. Any necessary modifications to the Pump Stations SCADA is included in this price.
- Proposed forcemain will run northeast through the existing utility easement towards Castleberry Court. It will run along Castleberry Court to an existing manhole in the intersection of State Route 28.
- The proposed forcemain will be PVC and be installed with a tracer wire for future locating.
- A proposed pump manufacturer will be determined as part of the design. Choice One will coordinate with the client on the manufacturer.
- The City has a couple replacement options
 - Replace the existing 3" forcemain, re-use the existing wet well, install a suction-lift pump station, upgrade any electrical or SCADA infrastructure as required.
 - Replace the existing 3" forcemain, re-use the existing wet well, replace the existing submersible pumps, upgrade any electrical or SCADA infrastructure as required.
- An above ground suction-lift pump station may not work as the existing wet well is 27' deep making it near/over the threshold that a suction-lift pump will work.
- Construction will be in Spring/Summer 2019.
- Estimated construction budget is \$300,000.
- A bypass pumping plan will need to be generated with the plans to help ensure that service is not interrupted.
- The City will handle daily construction observation, construction administration, and construction bidding procedures. An hourly phase for Choice One to help with construction administration is included in this proposal, but it is not anticipated that will be utilized very much beyond shop drawing reviews.

Project Services

1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research.
- c. Establish horizontal and vertical survey control for the project area.
- d. Field reconnaissance and traverse of existing monumentation.
- e. Identify visible features from 10' beyond right-of-way for both sides including utilities and drainage.
- f. Identify visible features around the existing pump station including utilities and drainage.
- g. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- h. Locate underground utilities as marked by the appropriate utility companies.
- i. Property lines will be placed in the drawing utilizing existing monuments, tax maps, deeds, plats, and other readily-available information.
- j. Provide one (1) foot contour intervals.
- k. Completed topographic survey shall be provided in AutoCAD format.

2. Suction-Lift Pump Station Construction Plans

- a. Design construction plans to include:
 - i. Title Sheet
 - ii. General Notes and Details
 - iii. Quantity Summary and Engineer's Estimate
 - iv. Forcemain Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
 - v. Existing Pump Station Demolition Plan
 - vi. Suction-Lift Pump Station Details.
 - vii. Electrical Notes & Details
 - viii. SCADA Notes & Details
 - ix. Bypass Pumping Notes & Details
 - x. Maintenance of Traffic Notes
- b. A sanitary sewer Permit to Install (PTI) is required to be submitted to the Ohio Environmental Protection Agency (OEPA) for review and approval.
- c. Meet with City two times to discuss design.
- d. Field walk project route:
- e. Attend bid opening and preconstruction meeting.

3. Upgrade Existing Submersible Pump Station Construction Plans

- a. Design construction plans to include:
 - i. Title Sheet
 - ii. General Notes and Details
 - iii. Quantity Summary and Engineer's Estimate
 - iv. Forcemain Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
 - v. Upgraded Submersible Pump Notes and Details
 - vi. Valve Vault Notes and Details
 - vii. Electrical Notes & Details
 - viii. SCADA Notes & Details
 - ix. Bypass Pumping Notes & Details
 - x. Maintenance of Traffic Notes
- b. A sanitary sewer Permit to Install (PTI) is required to be submitted to the Ohio Environmental Protection Agency (OEPA) for review and approval.
- c. Meet with City two times to discuss design.
- d. Field walk project route.
- e. Attend bid opening and preconstruction meeting. (City to bid the project)

4. Construction Administration Services

- a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
 - i. Administrate plan interpretation for contractor and Client during construction, as required.
 - ii. Attend meetings or visit construction site at the request of the Client with contractor.
 - iii. Review shop drawings.
 - iv. Conduct final inspection and provide a punch list.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Construction Layout Staking
2. Construction Bidding Procedures
3. Record Drawings
4. Construction Observation

Client Responsibilities

- Payment of all agency-related fees.
- Provide any available existing plans.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination.

Compensation & Schedule

Compensation

Lump Sum Fee Schedule

Option #1 – Suction Lift Pump Station

Topographic Survey	\$2,890.00
Suction-Lift Pump Station Construction Plans	\$22,850.00
Construction Administration Services (Will be Hourly Upon Request) (Approximate Cost Provided)	\$1,080.00
Option #1 Total	\$26,820.00

Option #2 – Upgrade Existing Submersible Pump Station

Topographic Survey	\$2,890.00
Upgrade Existing Submersible Pump Station Construction Plans	\$16,450.00
Construction Administration Services (Will be Hourly Upon Request) (Approximate Cost Provided)	\$1,080.00
Option #2 Total	\$20,420.00

Schedule

Choice One will have the construction plans complete and ready to bid within seventy-five (75) days after receipt of an executed Agreement.



Strand Associates, Inc.[®]
615 Elsinore Place, Suite 320
Cincinnati, OH 45202
(P) 513-861-5600
(F) 513-861-5601

DRAFT

December 7, 2018

Mr. Nate Clayton
Public Works Director
City of Milford
745 Center Street, Suite 200
Milford, OH 45150

Re: Castleberry Lift Station Replacement

Dear Mr. Clayton

Thank you for the opportunity to provide Professional Engineering Services for the design of the Castleberry Lift Station in the City of Milford (City). Our understanding is that the existing duplex station was constructed in 1999 and has a capacity of approximately 70 gallons per minute (gpm). The most significant water user tributary to the lift station is Glenny Glass, which is considering an expansion to its operations that will add additional sewer flow. The lift station currently does not have the capacity to convey peak flows during rain events and the City would like to increase the pumping capacity. Our understanding is that the City has indicated a desired capacity of 130 gpm. This increase in capacity equates to velocity of 6.0 feet per second (fps) in the existing 3-inch force main. We recommend replacing the force main with a larger 4-inch force main within the easement for the existing 3-inch force main. Based on the above understanding, we propose the following scope items:

- Perform a topographic survey of the lift station site and proposed force main alignment.
- Review results of a drawdown test performed by the City.
- Review available flow data from the lift station and water use records for the tributary customers.
- In coordination with the City, determine the final lift station capacity.
- Design a new 4-inch force main within the easement of the existing force main.
- Perform pump design to determine key design parameters.
- Coordinate with pump manufacturers to select an appropriate pump.
- Develop Construction drawings of the pump station.
- Develop front end and technical specifications to be included in the Contract Documents.
- Attend a kickoff meeting, 50 percent design meeting and 90 percent design meeting.

The above scope of services is based on the following assumptions:

- The current electrical service is sufficient to carry the load of larger pumps.
- Pump controls will not be compatible with newer pumps and will require replacement and coordination with the pump manufacturer.
- The City indicated the 30-foot deep, 6-foot-diameter wet well has minor leaks, but there are no structural defects. It is assumed the wet well will be reused.

Initials\KACIN\Work Products\Client\Proposals & SOQs\2018\Wastewater\Milford\Castleberry Lift Station\Castleberry Lift Station Proposal.docx

Mr. Nate Clayton
City of Milford
Page 2
December 6, 2018

- While the pump station is taken out of service, it may be beneficial for the City to line the wet well to prevent further leaking or corrosion. This is not included in the current scope of services.
- The valve vault will be replaced with an aboveground packaged valve vault.

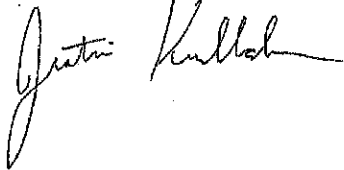
Based on current workloads we anticipate the project can be completed in approximately 20 weeks following execution of the task order. The services under this Exhibit "A" can be completed on a lump sum basis for \$44,100.

This letter is not to be considered an agreement between Strand Associates, Inc.® and the City of Milford, but, rather as a general discussion of the type of tasks and magnitude of costs the City of Milford may expect for a project of this nature. Upon your direction, we will prepare an Engineering Services Agreement and submit to the City for review and signature. Once the Engineering Services Agreement is executed, work on the project will begin immediately.

We sincerely thank you for the opportunity to submit this proposal. We look forward to working with you. If you have any questions, comments, or need additional information, please call me at (513) 861-5600.

Sincerely,

STRAND ASSOCIATES, INC.®



Justin Kuhbander, P.E.

Lori Pegg

Subject: FW: City of Milford

From: Patrick Dye <patrick.dye@gestcarts.com>
Sent: Friday, January 04, 2019 9:03 AM
To: Lori Pegg <lpegg@milfordohio.org>
Cc: Lauren Dye <lauren.dye@gestcarts.com>
Subject: Re: City of Milford

Hello Lori,

I'm sorry for the delay. Please see below for our proposal:

- 1 year contract
- Carts would operate Wednesday through Sunday daytime and evening hours (days and hours are flexible in terms of how you see fit).
- Milford to provide a structure to store the carts (this can be very simple).

Cost: \$3000/cart/month

Includes all operations, maintenance, drivers, insurance, social media promotion, etc. Everything can be customized to meet your needs.

As discussed, you can brand the cart however you'd like or have other businesses pay to advertise on the cart and offset the cost.

Please let me know if you'd like for me to resend the marketing packet or if you have any questions.

We look forward to hearing from you!

On Wed, Jan 2, 2019 at 10:17 AM Lori Pegg <lpegg@milfordohio.org> wrote:

Happy New Year, Patrick! I hope you all had a great Holiday. I have been off a few weeks, and wanted to follow up on a proposal for us here at the City of Milford. We have a committee meeting on Monday and I would like to provide them with some information.

Thanks!

Lori

From: Patrick Dye <patrick.dye@gestcarts.com>
Sent: Monday, December 10, 2018 8:47 AM
To: Lauren Dye <lauren.dye@gestcarts.com>; Lori Pegg <lpegg@milfordohio.org>
Subject: Re: City of Milford

Lori,

Thank you for taking the time to meet with me last week. I will get this out to you in the next few days. If you have any questions please feel free to call me on my cell at 704-488-5666.

Thanks,

On Mon, Dec 10, 2018 at 8:44 AM Lori Pegg <lpegg@milfordohio.org> wrote:

Hi Patrick-

Thanks for coming out to Milford last week. Can you give us a quote on one cart and two carts for the following days/times?

Here are the hours we think would work best for the GEST carts:

Monday-Thursday: 6-9 or 10 (the brewery has music etc that is usually over around then)

Friday: 5-11

Saturday: 2-11

Sunday: 2-6 (maybe later depending on football?)

We have several places where they could be stored, and would love to have a dedicated phone # for those carts, plus the app.

Thanks!

Lori

Lori Pegg

Community & Information Services Manager

City of Milford, OH

513.248.5092

www.milfordohio.org

www.facebook.com/milfordohio



ExchangeDefender Message Security: [Check Authenticity](#)

--
Patrick Dye

GEST Carts

Co-Founder, CEO

344 GEST St, Suite E •

Cincinnati, Oh • 45203

o: 513.421.4378 • f: 513.621.4378

c: 704.488.5666

www.gestcarts.com

fb: @gestcincinnati

twr: #gestcincinnati

ln: @gestcincinnati

ExchangeDefender Message Security: [Check Authenticity](#)

—
Patrick Dye

GEST Carts

Co-Founder, CEO

344 GEST St, Suite E •

Cincinnati, Oh • 45203

o: 513.421.4378 • f: 513.621.4378

c: 704.488.5666

www.gestcarts.com

fb: @gestcincinnati

twr: #gestcincinnati

ln: @gestcincinnati



Milford's Digital Gateway Display

Presented by:



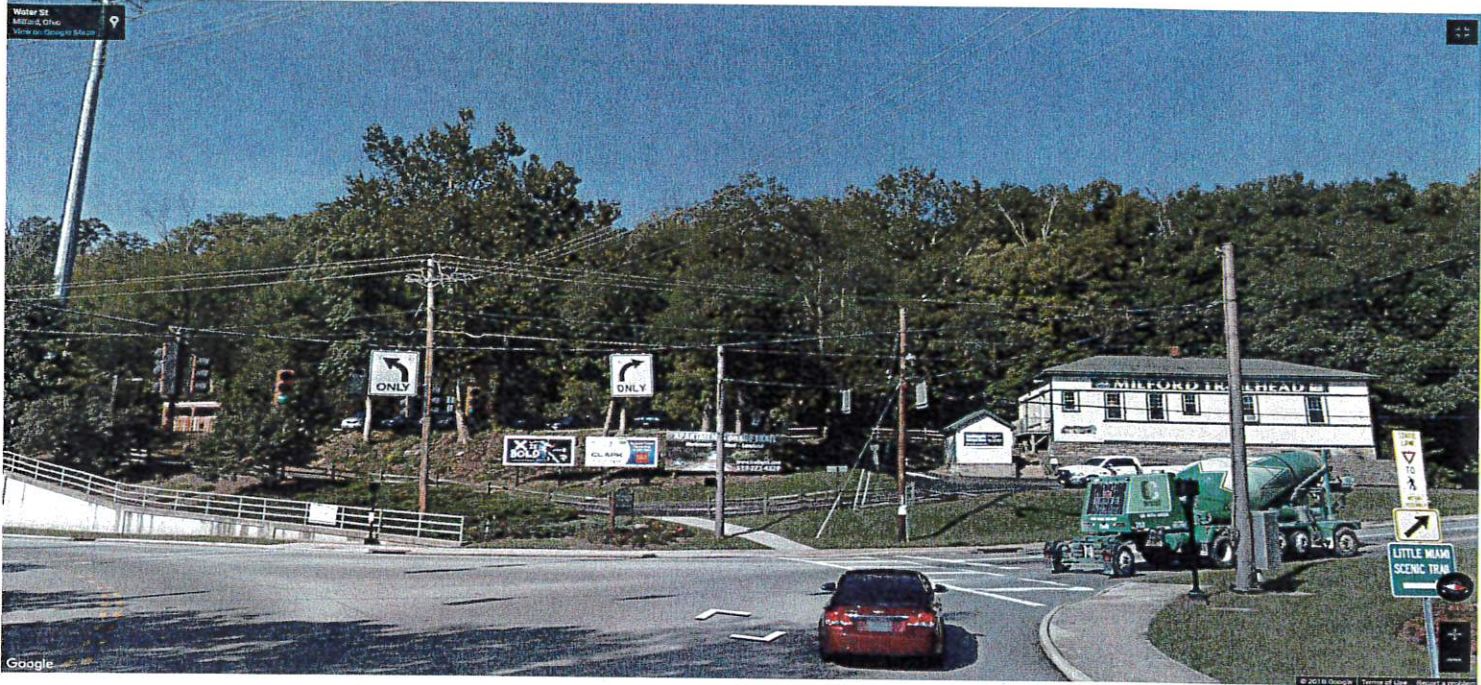
Norton Outdoor is a family owned and operated outdoor advertising company and has been for over 65 years. We pride ourselves on being good community partners and look forward to growing with the companies and communities we serve.

Norton Outdoor Advertising

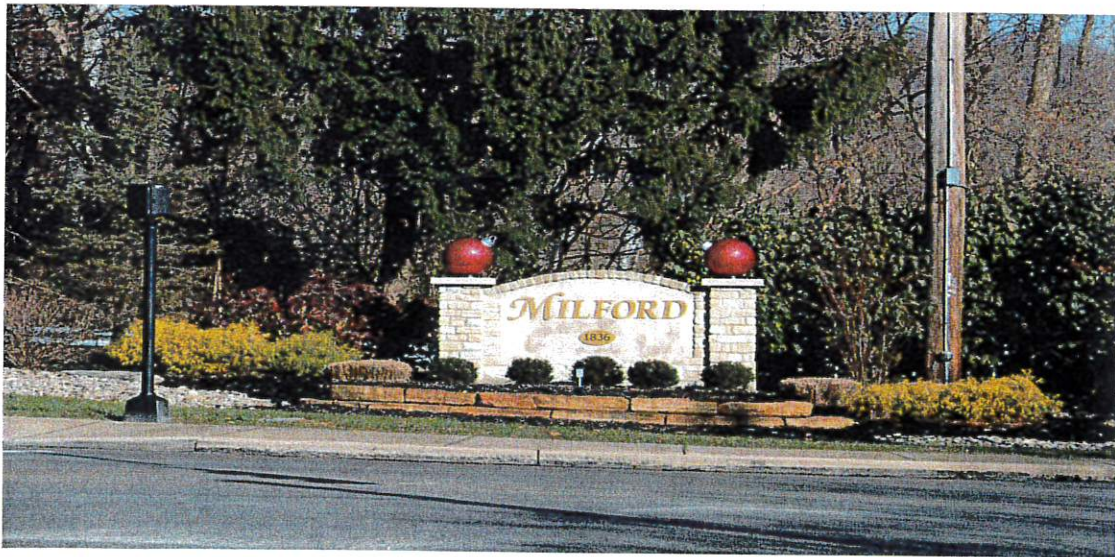
5280 Kennedy Ave
Cincinnati, OH 45245
Phone: (513) 631-4864
knorton@norton-outdoor.com

Proposal

Norton Outdoor will remove the two 6'X12' advertising signs at the entrance of the Milford Trailhead. The larger sign to the right of our 6'X12' signs is not owned or operated by Norton Outdoor. However, if we are able to reach an agreement with the owner of the larger sign, then we would be happy to remove it as well. Please see the image below for a better reference.



Option #1 - The existing Milford Gateway sign at the northwest corner of Wooster Pike (See the below image) would be updated to a state of the art Digital Gateway Sign. The look of the display would be designed to be consistent with the design standards of Downtown Milford. (See Mock up for Option #1 on the next page).



Proposal Option #2

Norton Outdoor will remove the existing signs at the entrance of the Milford Trailhead and replace them with a state of the art Digital Gateway Sign. The design of this sign will also be consistent with design standards of downtown Milford. (See Mock up for Option #2).

Option #1 Mock Up



Option #2 Mock Up



Benefits

A Digital Gateway will provide an enhanced image that is welcoming to Milford's residents and visitors alike. In addition to the enhanced image there are several other benefits a digital gateway can provide the City of Milford.

- FREE to the City of Milford
 - All expenses will be covered by Norton Outdoor Advertising
 - Permit Fees – Covered
 - Purchase & Installation of Gateway Feature & Display
 - Estimated to be over \$100,000 - Covered
 - Labor – Covered
 - Electric – Covered
 - Scheduling, Monitoring & Maintenance – Covered
- Promotion of community Events
 - FREE - Norton Outdoor will provide the City of Milford with (500) eight second advertising spots per day to advertise for events like:
 - Easter Eggstravaganza
 - Makers Market on Main
 - Second Saturday Music Series
 - Frontier Days
 - City Tree Lighting
 - Advertising Spots valued at \$2,964/year
- Annual Rental
 - In addition to the free advertising Norton Outdoor will continue to pay the annual \$500 rental payment from the previous agreement. This will insure there is no lost revenue to the City.
- Opportunity for Local Business
 - Norton Outdoor will provide a 10% discount to all downtown Milford stores along Main Street, between Glendale Milford Rd. and the 4 way intersection by Evans Funeral Home.
 - Affordable Advertising
 - On state of the art technology
 - Ability for multiple advertising messages
 - Maximum Exposure
 - High Reach and Frequency
- Community Safety
 - Amber Alerts
 - Norton Outdoor partners with NCMEC (National Center of Missing & Exploited Children) and the FBI. We will periodically run content to help these organizations find the missing child or the criminal.