

PUBLIC ANNOUNCEMENT

REQUEST FOR STATEMENTS OF QUALIFICATION

The Hamilton County Engineer's Office is requesting statements of qualification for engineering services for the following project:

PROJECT: **EAST MIAMI RIVER ROAD AND US 27**
Colerain Township

PROJECT No. **500010**

SUBMISSION DATE: **JUNE 29, 2007**

(Statements of qualification received after **4:00 p.m.** on this date **WILL NOT** be considered.)

The work to be performed under this project is defined in the Project Scope of Service. If interested in this project, you are requested to submit **two (2) copies** of the required information to Mr. William W. Brayshaw, Hamilton County Engineer, 10480 Burlington Road, Cincinnati, OH 45231; Attention: Mr. Timothy Gilday.

If the firm has any questions regarding this project or the Scope of Service, please contact Mr. Timothy Gilday at 513-946-8914 or Tim.Gilday@hamilton-co.org.

The statement of qualification must contain the following information:

- 1) Resumes of key technical personnel who will actually be assigned to the project.
- 2) A list of similar projects completed by the firm and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.
- 3) If the firm has more than one office, the primary location/office for each of the key technical personnel to be assigned to this project. Indicate the type of work to be completed by each office and the percentage of the total project work to be completed by each office.
- 4) A statement as to the amount of work to be completed in the local office. If the firm has more than one office, indicate the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
- 5) A list of any sub-consultants that are to be used on this project, other than the geotechnical firm that will be selected by the County. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
- 6) A statement of whether or not the firm or any firm to be utilized as a sub-consultant on the project is currently on the Auditor of State's list of companies with unresolved findings for recovery.
- 7) A statement detailing the firm's approach in undertaking the design of the improvements.

- 8) A statement detailing the firm's approach to anticipated special design aspects/issues, such as maintenance of traffic, environmental issues, etc. The detail of this information should be relative to the complexity of the proposed project or the importance of the issue to the design and construction of the improvements.
- 9) A statement of the firm's current workload and the anticipated workload for next year.
- 10) A statement regarding the ability of the firm to complete the Project within the time frames proposed in the Scope of Service. Include a proposed, detailed schedule for the completion of the project work. The schedule should designate certain key steps and the time frame for the completion of those steps, i.e. submittal of Phase A plans, submittal of Phase B plans, etc.
- 11) The estimated cost of construction for the improvements, based upon the information contained in the Scope. The cost should be indicated as a range of costs, i.e. \$ 100,000 to \$ 300,000 or \$ 700,000 to \$ 1,000,000.
- 12) A statement that the firm is able and willing to meet all provisions of the "Required Consultant Insurance" contained in the Scope of Service. If the firm is unable to meet certain provisions or if the firm intends to suggest changes to these provisions, these must be noted in the submitted letter of qualification.

**HAMILTON COUNTY ENGINEER'S
SCOPE OF SERVICE**

1. PROJECT IDENTIFICATION:

Road Name: East Miami River Road at US 27 Road No: 176
Project No. 500010

2. PROJECT INFORMATION:

Limits: Construction of a combined entrance/exit ramp on the west side of US 27; construction of deceleration lanes on both sides of US 27. See additional information.

Length: Length of proposed ramp and the lengths of the deceleration lanes to be determined. See additional information.

3. AGREEMENT BETWEEN CONSULTANT AND:

Hamilton County

ADDITIONAL PARTIES INVOLVED IN PROJECT:

None

4. METHOD OF FINANCING:

Engineering: County Road and Bridge funds.

Construction: State and Federal funds.

5. WORK PHASES INCLUDED IN AGREEMENT:

Plans: The preparation of the plans and all plan submissions are to be in strict accordance with ODOT requirements.

6. PLAN SCALES:

PLAN: 1" = 20' Min.

PROFILE: Hor. 1" = 20' Min. Vert. 1" = 5' Min.

CROSS SECTIONS: Hor. 1" = 5' Min. Vert. 1" = 5' Min.

7. JOURNALIZED SPEED LIMIT:

East Miami River Road – 35 mph; US 27 – 60 mph; Proposed ramp – to be determined based upon allowable ramp geometrics.

8. NUMBER OF LANES/ TYPICAL SECTION:

Number of Lanes:

See additional information regarding number of lanes on ramp.

Lane Widths:

Unless otherwise directed by the Engineer, left-turn lanes will be a minimum width of eleven (11) feet.

The width of the outside, traveled lanes will be determined by the edge treatment recommended by the Consultant. If curbs are not recommended, the traveled lane will be a minimum width of twelve (12) feet and the adjacent, paved berm(s) will be a minimum width of three (3) feet. If a rolled curb and gutter section is recommended, the lane width adjacent to the curb section will be a minimum width of eleven (11) feet. If a vertical curb section is recommended, the lane width adjacent to the curb will be a minimum width of twelve (12) feet.

Interior, traveled lanes will be a minimum width of twelve (12) feet.

The widths for the lanes on US 27 and the ramp proper **MUST** be in accordance with the L&D Manual.

Pavement Section:

For areas of new roadway pavement and/or widening, the anticipated typical pavement section is nine (9) inches of Bituminous Aggregate Base, one and one-half (1 1/2) inches of Asphalt Concrete (Leveling course) and one and one-half (1 1/2) inches of Asphalt Concrete (Surface course). As part of the Stage 1 report, the Consultant shall utilize the information obtained from the geotechnical report and the ODOT L&D manual to verify that this typical section is adequate for the soil conditions present. The pavement section **MUST** be reviewed and approved by ODOT.

Salvage Existing Pavement: _____

In those areas where the existing pavement is to be salvaged, the Consultant shall recommend the pavement treatment necessary to rehabilitate/improve the existing pavement to a sufficient typical section based upon the pertinent design factors, such as the soil conditions of the area, traffic volumes, etc.

Curbs: _____ Report to Recommend: X

Type: As part of the Stage 1 submittal, the Consultant is to make a recommendation to the Engineer regarding curbs, i.e. whether the curbs are desired or may be necessitated by the detention requirements. If curbs are recommended, the Consultant shall also recommend the type of curb, i.e. vertical, curb & gutter, etc. NO curbs are to be constructed along US 27.

Shoulders/Berms: X Report to Recommend: _____

Type: Paved shoulders to be constructed along deceleration lanes. The shoulder shall have a minimum width of six (6) feet.

Safety Grading Criteria: _____ Partial: _____

Guardrail: _____ Type: _____

Median: _____

Clear Zone Grading: _____

Fencing: _____

Lighting: _____

9. ALIGNMENT:

Alignment is to be in basic conformance with the preliminary schematic. The Consultant in conjunction with the property owner, Colerain Township, ODOT and the Engineer will determine the final alignment of the ramp. See additional information.

10. PROFILE:

Profile is to be determined by the Consultant in conjunction with ODOT and the Engineer and in accordance with the pertinent design requirements.

11. SIGNAGE:

Stage 1: X

Stage 2 or Stage 3: X

12. SIGNALS:

Existing Signals:

To be Replaced: _____

To be Modified: _____

Proposed (New) Signals:

Locations: _____

Stage 1 to recommend locations: _____

Signal Warrants: _____

Stage 1: _____

Stage 2 or Stage 3: _____

There are no existing signals and, at this time, no signals are foreseen to be warranted.

13. STRIPING:

Stage 1: _____

Stage 2 or Stage 3: X

Type: Thermoplastic pavement markings are to be used within three hundred (300) feet of the intersections. Painted pavement markings are to be used in other areas.

14. DELINEATION:

Delineators: _____

RPMs: X

15. DRAINAGE:

Drainage Criteria: State X County X Public Works _____
Other _____

Stage 1 Preliminary Plan: _____

Existing: Surface _____ Closed _____

Proposed: Surface _____ Closed _____

Special Flood Hazard Area (SFHA): _____

Storm Water Pollution Prevention Plan: _____

Flood Plain Study Required: _____

Channel Change Study Required: _____

16. BRIDGE CROSSINGS:

Number of Bridges: None. _____

Cross Roads: _____

Streams: _____

Supplemental Site Plan for Streams: _____

Culverts: _____

Alternates Required: _____

Railroads: _____

Railroad Location Plan: _____

Railroad Site Plan: _____

Pedestrian: _____

Mass Transit: _____

17. MISCELLANEOUS DESIGN CONSIDERATIONS:

Sidewalks: _____

Bikeways: _____

Railroads: _____

Mass Transit: _____

Service Roads: _____

If there are existing walks that will be affected by the proposed improvements, the plans shall include the modification and/or relocation of the walks as necessary to accommodate the proposed improvements.

18. RETAINING WALLS:

Number of Retaining Walls: None are foreseen at this time.

Type(s) of Retaining Walls: _____

Stage 1: _____ Wall Justification: _____

Stage 2 or Stage 3: _____

If the Engineer determines that a retaining wall is necessary, any wall over three (3) feet in height, as measured from the top of the footer to the top of the wall, **MUST** be engineered and a wall profile, indicating the height of the wall and other pertinent wall details, **MUST** be included in the plans. A complete geotechnical report per ODOT specifications for Geotechnical Exploration is required for each retaining wall.

ALL pre-manufactured/modular unit walls **MUST** be designed in strict accordance with the ODOT Bridge Manual. **ALL** details for the construction of these walls **MUST** be in strict accordance with the ODOT Special Provisions.

The plan view(s) and detail(s) for a wall **MUST** indicate the length of any tie-back (geogrid/geotextile/reinforcing) system that is required for the construction of the wall. Consultant shall design any sheeting or shoring required for hillside stability.

The Consultant shall use the geotechnical information to determine if the Contractor will be required to employ measures to ensure the stability of the hillside during construction of the wall.

If the project involves the construction of new retaining wall(s) or involves any work on existing retaining wall(s) along an existing drainage channel, i.e. major creek, stream or river, and the work may impact the cross-sectional area of the drainage channel and/or the flow capacity of the channel, the Consultant **MUST** complete the computations necessary for HC Public Works "No Rise Certificate" and **MUST** complete the form and submit the form with the Final Plans.

19. MAINTENANCE OF TRAFFIC:

Maintenance of Pedestrian Traffic: _____

Maintenance of Railroad Traffic: _____

Maintenance of Vehicular Traffic: X

Temporary Road(s): _____ Stage 1 to Recommend: _____

Temporary Road Plans & Notes by: County _____ Consultant _____

Detour Plan Prepared by: County _____ Consultant _____

During the construction of the improvements of the deceleration lanes on US 27, it is currently presumed that the road(s) are to remain open to through and local traffic and that the construction is to be completed under traffic. If improvements are required on East Miami River Road to accommodate the proposed ramp, the construction of the improvements may require the closure of the road, depending upon the magnitude of the improvements.

To the satisfaction of and subject to the Engineer's review and approval, a tentative outline for the sequence of construction, a maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area shall be prepared.

As may be applicable during the preparation of the plans, the Consultant shall work with the Engineer to determine if alternative methods of handling traffic would be warranted and desirable during the construction of the project. These measures may include, but not be limited to, the detouring of all through traffic while maintaining local traffic or the maintaining of through traffic on a one-way only basis. If the Engineer authorizes other methods, the Consultant will work with the Engineer to determine if special restrictions are to be enforced during the implementation of the alternate measure(s), i.e. a total time duration, a daily time/hour restriction, etc. The Consultant will also work with the Engineer's Traffic Department to determine the detour route and prepare the necessary detour plan(s). As necessary for the alternative measures, the Consultant is to prepare a tentative outline for the sequence of construction, a maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area.

This item of work shall also include the preparation of any necessary plans that indicate temporary work zone pavement markings and/or signs that are to be included in the project, especially where the number of traveled lanes and/or the width of traveled pavement are to be decreased during construction.

All items of work relating to the maintenance of traffic are to be submitted with the final plan review submission.

20. UTILITIES AND OTHER AGENCIES:

Water	(X)	Sanitary	(X)
Electric	(X)	Gas	(X)
Telephone	(X)	Cable TV	(X)
Public Works	(X)	ODOT	(X)

Others: _____

ALL utility companies and other agencies, including any that may have facilities within the project limits and **ARE NOT** listed above, shall be contacted in writing. **ALL** existing facilities and utilities, including house connections, shall be indicated on the plans as required by Section 153.64 O.R.C. (H.B.538).

In cases where the abutting properties are **NOT** served by public utilities, e.g. water treatment is provided by septic system or water is supplied through a cistern system, contact **ALL** pertinent agencies, i.e. Board of Health, to determine the possible location of the private systems and **FIELD** locate and indicate on the plans these systems.

ALL utilities and other agencies shall be furnished with the necessary copy/copies of the preliminary plans so that utility or agency may indicate and/or verify the location of any facility.

ALL utilities and other agencies shall be also be furnished with a copy of the final, detailed plans for a final review. The final review by the utility is intended to provide the utility with an opportunity to suggest changes in the proposed design so as to protect and/or lessen the impact on their facility or to determine if special precautions will be required during construction to protect their facility.

A copy of **ALL** transmittal letters and a copy of **ALL** responses shall be submitted to the Engineer.

21. ESTIMATED QUANTITIES:

Stage 1: _____
Stage 2 or Stage 3: _____ X _____
Quantity Splits: _____

Consultant must use the appropriate ODOT forms for the estimated quantities and the preparation of the final project cost estimate.

22. CONSTRUCTION COST ESTIMATE:

Submit with Letter of Interest: X

Stage 1: _____

Stage 2 or Stage 3: _____

directed by the Engineer.

25. TRAFFIC DATA:

State X County X Consultant X

The County will supply information on existing counts if this information is currently on file. The Consultant shall determine if adjustments to these counts are warranted or if additional counts are required. The Consultant will be responsible for the adjustments or for the additional counts. The Consultant must request certified traffic from Ohio Bureau of Technical Services.

26. GEOTECHNICAL/SUBSURFACE INVESTIGATION:

State _____ County X Consultant _____
Other _____

A geotechnical study is required for this project. The geotechnical study shall be performed in accordance with the latest ODOT specifications for geotechnical explorations (SGE) as well as all current Geotechnical Bulletins. The geotechnical report and soil profile (or Structure Foundation Investigation sheets, Insert A) shall be prepared per the SGE guidelines. A pdf of the geotechnical report as well as electronic copies of the Soil Profile/Structure Foundation Investigation Sheets in MicroStation V8 format shall be submitted to ODOT. Two copies of the geotechnical report as well as the electronic geotechnical files shall be submitted to ODOT with or prior to the Stage 1 submittal.

The Consultant is to determine, in conjunction with the Engineer, the amount and type of work to be performed. The Consultant shall work with the geotechnical firm to ensure that the geotechnical information necessary for the design of the various components of the improvements, i.e. pavement section, retaining walls, is obtained. This information may include the determination of the CBR, the Attenburg limits and the moisture content of the soil. The Consultant will be responsible for establishing the required field control and for field locating the boring locations.

27. PRIOR STUDIES:

Plans were completed by URS based upon another ramp configuration.

28. PUBLIC INFORMATION MEETINGS:

AFTER the submittal of the Stage1 plans, the Engineer may schedule a Public information meeting before the Board of Trustees of Colerain Township. The purpose of the meeting will be to obtain input from all parties prior to going into the detailed engineering phase.

The Consultant will prepare all of the exhibits necessary for these meetings. The required exhibits will indicate the proposed improvements; the proposed profile of the road(s); the approximate limits of construction; typical cross-sections; critical driveway profiles and the approximate/preliminary Right-of-way and easement takes.

The Consultant will attend this meeting. The Consultant **MUST** maintain a record of the attendees at of the meeting, including the name, address and telephone number. The Consultant **MUST** maintain a record of the comments received during the meeting, including the name of the individual submitting the comment, and the response to the comment.

As the project proceeds through the detailed engineering, the Consultant **MUST** maintain a record indicating how each of the comments that were originally accepted were addressed or, in the case where unforeseen problems are encountered, the reason why the comment could not be accommodated during the design process. The Consultant **MUST** submit the complete report, including the comments and the final response or resolution, to the Engineer with the final plan submittal.

29. The Engineering Agreement will be a **LUMP SUM AGREEMENT**.

30. The project will include all office and field work necessary to a) prepare final construction plans, b) write general and special notes, c) calculate quantities, and d) determine existing right-of-way and property lines.

Unless otherwise noted in this Scope, proposed right-of-way plans and descriptions and the establishment plat and descriptions shall be handled on an as necessary basis by amendment to the original agreement.

County will prepare bid document, prints, etc. for bidding process.

31. Plan development will be in strict accordance with ODOT requirements.

32. The Consultant shall determine the Level of Service (LOS) of the existing roadway and/or the existing intersection under the existing traffic volumes. The Consultant shall determine the LOS with the proposed improvements under the existing traffic counts, under the projected ten (10) year traffic volumes and under the projected twenty (20) year traffic volumes.

The preliminary calculations and the other information regarding the LOS are to be submitted with the **Stage 1** review plans. The final calculations and the other information regarding the LOS are to be submitted with the final plans.

33. The addresses, i.e. house numbers, shall be indicated on the plan and right-of-way sheets.
34. The necessary fieldwork shall be completed and the plans prepared so as to have the stationing for the project increase from South to North or from West to East, as may be applicable, unless otherwise approved by the Engineer.
35. The baseline and/or centerline shall be adequately marked in the field. The points set in the field shall be shown on the plans. At a minimum, the points to be marked in the field shall be located at one hundred (100) foot intervals. The PC, PI and PT of each curve shall also be marked. In addition, the PC, PI and PT of each curve **AND** the baseline/centerline at intervals **NOT** to exceed one thousand (1000) feet shall be **WITNESSED**. As required, the points to be witnessed in the field shall be witnessed from a **MINIMUM** of three (3) points, located outside of the work limits.

Where a baseline has been established and utilized, instead of the centerline, the plans **MUST** indicate the relationship between the baseline marked in the field and the centerline.

The construction plans and the right-of-way plans shall also indicate all existing or set monumentation (centerline, right-of-way, subdivision, and/or civil boundaries) that is found in the field to be within the project limits. This monumentation shall be located, identified, shown and labeled on the plans.

The construction plans and the right-of-way plans are to be referenced to the **STATE PLANE COORDINATE** system. This will require that **STATE PLANE COORDINATES** be shown on the plans for the PC, PI and PT for each curve, all angle points and termination points. This will be applicable to proposed right-of-way lines, permanent easement lines, proposed centerline and/or baseline. Mr. Bob Heidkamp (513-946-4265) should be contacted to obtain the information regarding the nearest established benchmark.

36. The journalized speed limit (design speed) shown is to be used as a guideline in determining the criteria to be followed in the design of the profile/alignment of the road. Exceptions to the design criteria may be made as determined by the Engineer during the Stage 1 or Final Plan review stages.
37. As may be applicable, when the Scope of Service indicates that the project is to include profile modifications, the creation of new intersections or as may otherwise be required by the Engineer, various elements of the proposed design such as the stopping sight distances and intersection sight distances for each leg of the intersection shall be calculated, verified or checked.

These calculations, distances, etc, **MUST** be submitted as part of the Stage 1 submittal. Based upon the Engineer's review of these distances, the proposed alignment and/or profile of the road(s) as shown in the Stage 1 submittals may be modified in order to achieve adequate distances.

Unless otherwise approved by the Engineer, in making the above calculations, an **object height of six (6) inches MUST** be used.

38. As may be applicable, when the Scope of Service indicates that the project is to include improvements to an existing public road intersection(s), the creation of new public road intersection(s) or the modification of the profile and/or alignment of private driveways, the Consultant **MUST** determine if the design of the proposed intersection or the proposed driveway, i.e. the radii, the profile, the width, is sufficient to adequately accommodate the vehicles utilizing the facility, i.e. semi-trucks, buses, trailers. These determinations **MUST** be made and submitted as part of the Stage 1 submittal.

Unless otherwise directed by the Engineer, existing driveways shall be modified so as to be in accordance with the current County standards, i.e. the width of the driveway at the throat, the profile of the driveway through the right-of-way limits, the conformance of the driveway with the County's Access Management requirements. The Consultant **MUST** determine the potential impacts of reducing the width of the existing driveway(s) and/or the relocation of the driveway(s), especially regarding the traffic flow through the parking area. The Consultant **MUST** suggest mitigation measures that may be necessary if the driveway modifications are incorporated into the plans.

Based upon the Engineer's review of these determinations, the Engineer may modify the proposed design guidelines for the driveway or make other revisions that are to be included in the preparation of the final plans.

39. As may be applicable, when proposed improvements impact existing parking areas, the Consultant **MUST** field locate and indicate on the plans the existing parking stall layout; prepare, in accordance with applicable standards and in sufficient detail, a new parking stall layout that will accommodate the proposed improvements and the traffic flow pattern(s) of the business; and indicate the overall impact(s) on the parking area, i.e. net loss of parking places, decrease in stall width, decrease in aisle width. These determinations **MUST** be made and submitted as part of the Stage 1 submittal.

The Consultant may suggest other mitigation measures regarding the parking stalls/areas that could mitigate the impacts on the parking stalls and could be incorporated into the plans.

As applicable, the revised parking stall layout **MUST** be included in the Stage 2 or Stage 3 plans.

40. At an intersection with a State highway or another County road, a **MINIMUM** radius of fifty (50) feet at the proposed back of curb or the proposed edge of pavement shall be used. At an intersection with a Township road, a **MINIMUM** radius of thirty-five (35) feet at the proposed back of curb or the proposed edge of pavement shall be used.
41. As required by the design of the proposed improvements, the existing drainage systems are to be left in place, modified, replaced and/or new systems are to be installed.

A **FIELD VISUAL INSPECTION** of **ALL** of the existing systems/conduits shall be completed so as to determine the type and size of the conduit(s) and to evaluate the condition of the conduit(s). This shall require that, at a minimum, a visual inspection of the existing conduits at the inlet end, at the outlet end and at each catch basin, manhole, or other junction point.

After the Stage 1 submittal, the Engineer will also field inspect the existing systems/conduits and will determine which conduits are to remain in place or are to be replaced under the project. The Engineer will supply this information to the Consultant as quickly as possible. The Stage 2 or Stage 3 plans shall be prepared so as to be in accordance with this information.

42. The capacity of any existing storm sewer system that is to remain in place shall be determined/calculated and the Consultant shall determine if an increase in capacity, i.e. a larger conduit, is required.

The drainage for the deceleration ramps and the proposed ramp must be in strict accordance with ODOT requirements.

For any improvements to East Miami River road, unless otherwise directed by the Engineer or as may be modified below, when the project includes the construction/installation of new storm drainage facilities, the replacement/modification of existing storm drainage facilities or the construction of open channels/ditches and the Scope of Service indicates that the design of these facilities is to be in conformance with the Design Criteria of the County and/or Public Works, the design of the storm drainage facilities shall be in general conformance with the **guidelines** of the latest editions of "The Ohio Department of Transportation, Location and Design Manual, Volume Two, Drainage Design" and/or "The Rules and Regulations of the Public Works Department Governing the Design, Construction, Operation Maintenance & Use in the County of Hamilton Storm Drainage System".

Closed Storm Sewers:

(10) The design of a closed storm sewer shall be based upon a ten year storm.

The design of the closed storm sewer system shall also include the determination of spread of the flow on the pavement and the volume of by-pass at each catch basin. Unless otherwise directed by the Engineer, the maximum spread and the maximum by-pass permitted shall be in accordance with "The Rules and Regulations of the Public Works Department Governing the Design, Construction, Operation Maintenance & Use in the County of Hamilton Storm Drainage System".

OUTSIDE of Consoer/Townsend (CT) areas or Special Flood Hazard Areas (SFHA), the hydraulic gradient for a fifty (50) year storm shall be calculated and plotted. **WITHIN** CT or SFHA areas, the hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

Unless otherwise directed and/or approved by the Engineer, the closed storm system shall be designed so as to contain the hydraulic gradient for the pertinent storm within the facility. The hydraulic gradient **MAY NOT BE HIGHER** than six (6) inches below the elevation of the catch basin grate or the elevation of a manhole rim.

Cross Culverts (opening width less than ten feet):

The design of the facility shall be based upon a twenty-five (25) year storm.

Unless otherwise directed and/or approved by the Engineer, the cross culvert shall be designed so that the headwater for the design storm does **NOT** exceed the most restrictive elevation of the following:

- a) two (2) feet below the near, low edge of pavement;
- b) two (2) feet above the inlet crown of the culvert;
- c) above a tailwater elevation that would submerge the inlet crown.

The hydraulic gradient for a one hundred (100) year storm is to be calculated and plotted.

Unless otherwise directed and/or approved by the Engineer, the cross culvert shall be designed so that the headwater for the one hundred (100) year storm does **NOT** exceed the most restrictive elevation of the following:

- a) one (1) foot below the lowest ground elevation adjacent to an occupied building;
- b) a headwater depth twice the diameter or the rise of the cross culvert;
- c) **NO** overtopping of the pavement;
- d) **NO** significant increase in headwater elevation.

Bridges (opening width ten foot and greater):

The design of the bridge opening shall be based upon a fifty (50) year storm.

The hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

The width of the opening of the existing bridge is to be the **MINIMUM** width to be maintained; **NO DECREASE** in the waterway opening of the bridge will be permitted unless approved by the Engineer.

The above are to be considered as **guidelines only**.

In areas where special conditions may be applicable, the Scope of Service and/or the Engineer may specify that criteria different from the above be followed in the design of the facility.

Prior to or in conjunction with the Stage 2 or Stage 3 plan submittal, all drainage calculations, drainage maps, gradient profiles, etc. **MUST** be submitted to the Engineer.

- 43.** During the initial phases of the plan preparation, the Consultant **MUST** contact **ALL LOCAL** agencies that may have jurisdiction over and regulations covering storm water, storm water facilities and/or other drainage features, such as Special Flood Hazard Areas (SFHA). These local agencies will include, but not be limited to, the Metropolitan Sewer District (MSD) and Hamilton County Public Works. The Consultant **MUST** determine if any special design considerations/issues/restrictions, e.g. detention, will have to be addressed during the preparation of the plans. The Consultant **MUST** report these special design considerations/issues/restrictions to the Engineer as a part of the Stage 1 submittal.

As may also be pertinent to the project, during the initial phases of the preparation of the Stage 1 plans, the Consultant **MUST** contact **ALL STATE** and/or **FEDERAL** agencies that may have jurisdiction over and regulations covering any creeks, streams, rivers or other drainage areas that may be impacted by the improvements. These agencies will include, but not be limited to, the Ohio Department of Natural Resources (ODNR), the Army Corps of Engineers and FEMA. The Consultant **MUST** determine if any

special design considerations/issues/restrictions, e.g. detention, flood mitigation, will have to be addressed during the preparation of the plans and whether these other agencies will require a review of the plans. The Consultant **MUST** also determine if any special permits, e.g. 402/404 permits, will be required for the project and the Consultant **MUST** obtain these permits. The Consultant **MUST** report these special design considerations/issues/restrictions to the Engineer as a part of the Stage 1 submittal.

44. For any improvements on East Miami River Road, the Consultant shall note that provision for detention of storm water is to be a facet of this project.

For projects that involve major impacts on storm water, i.e. major pavement widening, construction of new roads, realignment of an existing road, installation of curbs or curbs and gutters, the Consultant shall calculate the required detention volumes so that the post-construction discharge for a 25-year storm is **EQUAL TO OR LESS THAN** the pre-construction discharge for a 25-year storm.

For rehabilitation projects that involve only minor impacts on storm water, as a facet of the Stage 1 submittal, the Consultant shall make recommendations to the Engineer regarding possible designs for the storm sewer system that could alleviate or eliminate existing or potential flooding problems.

The calculations **MUST** be made for each storm sewer outfall and for each proposed connection to an existing storm sewer system. As part of the Stage 1 submission, the Consultant is to recommend the method that is to be utilized to meet the detention requirements, i.e. in-line storage, etc.

It shall also be determined if any additional runoff will cause problems in the immediate downstream area. This will require that the potential impact of the additional runoff be determined/calculated in the existing conduit to which a new system is connected **OR** in the open flow area(s) to the first major culvert **AND** in the major culvert itself, both as to headwater condition and tailwater condition, whichever is the controlling condition.

Unless otherwise directed by the Engineer, in those cases that the detention requirements of other agencies having jurisdiction of the storm sewer system may be **MORE** restrictive than the above, the **MORE** restrictive requirements **MUST** be met in the design of the improvements.

45. All underground facilities shall be located. These underground facilities are to include, but to not be limited to, storage tanks, septic tanks/systems, leach beds, utilities, including service lines (in accordance with Section 153.64 ORC), drain pipes and exposed field tiles shall be located and identified as to the size and type.

Special attention shall be given to any commercial/industrial property having underground storage tanks in current use or which may have previously utilized underground storage tanks, e.g. service stations, print shops, dry cleaners, etc., to identify any potential environmental problems.

46. Where the Scope of Service includes cross-sections, the sections are to be taken every twenty-five (25) feet. If the Aerial Method is utilized, cross sections are to be field checked every three hundred (300) feet. Critical driveway profiles to be plotted at a scale of 1" = 2' (Horizontal and Vertical). The **location** and **approximate depth** of **underground utilities**, i.e. storm sewers, sanitary sewers, gas lines and water lines, shall also be shown on the **Cross-sections**.

47. Where the Scope of Service includes pavement salvage sections, the pavement is to be salvaged to the greatest extent possible. Pavement salvage sections are to be plotted at a scale of 1" = 5' (Horizontal) and 1" = 1' (Vertical). Pavement salvage sections may be combined on the normal cross-section sheets or shown separately.

48. Right-of-way and Establishment plans and descriptions:

The project will include the researching of all right-of-way information and ownership information from all available sources including but not limited to County road records, Commissioners' journals and records of other County offices to the extent necessary to provide an accurate basis for the right-of-way plans.

Property ownership data for the right-of-way plan development shall be based on a search of County records conducted no more than six (6) months prior to preliminary right-of-way plan submission.

Within fourteen (14) days prior to the submission of the final right-of-way tracings, an in-depth field review of the plan shall be conducted to assure that no topographic features, structures or utilities have been changed or omitted.

In addition, no more than fourteen (14) days prior to the submission of the final right-of-way tracings, the property ownership data shall be checked and verified and copies of the deeds for any new ownership transactions that impact the project shall be submitted to the Engineer. The actual date that the ownership data was checked and verified shall be contained in the submittal letter.

Descriptions shall be prepared on 8 1/2" x 11" letter size sheets, using letter quality printing on the final submissions. Descriptions shall be written so as to conform to the format designated by the County, samples to be furnished by the Engineer upon request. Descriptions shall be written so as to read in a clockwise direction, unless otherwise approved by the Engineer. Parcel designations for parcels to be acquired shall conform to the Engineer's requirements.

The right-of-way plans shall indicate/contain the following information for each parcel: Owner's name, Property Address, Auditor's information, Deed reference, Project Parcel number and Area of tract to be acquired. In cases where an Owner's Summary Sheet is to be prepared, the Auditor's information, Deed reference and Area of tract to be acquired may be shown on the Summary Sheet instead of the plans.

The name(s) of the owner(s) shall be shown on the above items **EXACTLY** as indicated on the pertinent deeds. Unless otherwise approved by the Engineer, each parcel, as indicated by the Auditor's plats or Auditor's tax information, shall be treated as a separate, individual parcel in the preparation of the right-of-way/easement documents and plans.

In cases where the deed distance on a property line is different than the calculated project distance on that line, the right-of-way plans and the descriptions shall indicate/contain both the deed distance and the calculated distance. The area(s) calculated for the proposed right-of-way take or easement shall be based upon the deed distance.

In cases where the affected property is a Registered Land parcel, the right-of-way plans and the descriptions shall indicate/contain both the Registered Land bearings and the project bearings. If the parcel is affected by a permanent right-of-way acquisition, including clearing of PRO, a plat and description(s) of the parcel(s) **MUST** be prepared in accordance with the Hamilton County Registered Land rules, regulations and

requirements, including the preparation of a plat and description(s) for the residue parcel.

Unless **otherwise approved** by the Engineer, the construction plans and the right-of-way plans **MUST** be separate plans. Unless **otherwise approved** by the Engineer, the right-of-way plans shall consist of screened mylars of the construction plans on which the necessary right-of-way and/or easement information has been indicated.

A copy of **ALL** deeds, surveys, record plats and/or other documents that were used to determine the existing right-of-way and/or property lines and were used as the basis for the preparation of the project descriptions **MUST** be furnished to the Engineer.

49. Along with the **FINAL** submission of the project plans and documents, a copy of **ALL** field notes; a listing of point coordinates and point descriptions for **ALL** points on the existing **AND** proposed centerline, baseline and right-of-way line; a closure for **EACH** easement or right-of-way take; and a copy of **ALL** quantity calculations **MUST** be furnished to the Engineer.
50. All construction plans **MUST** be prepared by or under the direct supervision of a Professional Engineer who is registered in the State of Ohio. A Professional Engineer **MUST** stamp and sign the Construction Improvement plans.
51. The drainage calculations **MUST** be prepared by or under the direct supervision of a Professional Engineer who is registered in the State of Ohio. A Professional Engineer **MUST** stamp and sign the final drainage calculations.
52. All surveying and/or fieldwork **MUST** be done by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio. All right-of-way plans and descriptions, establishment plats and descriptions and registered land plats and descriptions **MUST** be prepared by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio. A Professional Surveyor who is registered in the State of Ohio **MUST** stamp and sign **ALL** Right-of-way plans and Registered Land plats.
53. All final plans and plats to be ink on mylar/linen or high quality mylar copies. Construction plans and right-of-way plans shall be separate plans. Plan sheets shall be 22" x 34" trimmed size. Computer-aided design and/or drafting systems (CAD) are acceptable.
54. If the plans are prepared with a computer-aided design and/or drafting system (CAD), a computer disk or disks containing all the project information **MUST** be furnished to the Engineer. The electronic files shall be in a format compatible with "Autocad". The project files **MUST** be stored in a manner that will allow the Engineer to recall all line types, wording and layers and make prints of the plans that will be the same as the approved plans received from the Consultant.

A hard copy of all the project information, including the notes, quantities, descriptions, **MUST** be furnished to the Engineer. A computer disk or disks containing all the project information **MUST** also be furnished to the Engineer. Unless otherwise approved by the Engineer, the electronic files shall be in a format compatible with the Engineer's software, i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat.

The Consultant **MUST** also submit **ALL** files to ODOT in MicroStation V8.

55. Required Consultant Insurance:

Consultant Insurance Provisions:

It shall be the responsibility of the Consultant to insure the protection of all life and/or property. It shall be the responsibility of the Consultant to protect itself; its employees and/or its agents; the employees and/or agents of any and all sub-consultants; and the County, its officers, employees and/or agents, from any and all liability claims that may arise from operations carried out in the performance of the services involved in the project.

During the term of the Agreement, the Consultant will provide, pay for and maintain in full force and effect the insurance outlined here for coverage at not less than the prescribed minimum limits of liability covering the Consultant's activities.

Certificate of Insurance:

The Consultant shall provide the County with certificates of insurance, completed by a duly authorized representative, evidencing that at least the minimum coverage and limits herein required are in effect.

The certificates of insurance shall contain a standard ACORD Form 25 S provision that the coverage afforded under the policy or policies will not be canceled or terminated without thirty (30) days prior written notice to:

Hamilton County Risk Manager
Room 607, County Administration Building
138 East Court Street
Cincinnati, OH 45202

and

Hamilton County Engineer
Room 700, County Administration Building
138 East Court Street
Cincinnati, OH 45202

The Consultant shall maintain all required coverage without interruption during the entire term of the Agreement.

Failure of the County to demand such a certificate or other evidence of full compliance with these requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Consultant's obligation to maintain such insurance.

The acceptance of delivery by the County of any certificate of insurance evidencing the required coverage and limits does not constitute approval by the County or agreement by the County that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

The certificates of insurance shall be submitted by the Consultant to the Engineer in conjunction with the original documents of the Agreement that have been signed by the Consultant. The further processing of the Agreement by the County will be dependent upon the Consultant submitting and the County approving the necessary certificates of insurance.

If the Consultant fails to maintain the insurance as set forth here, the County will have the right, but not the obligation, to, at the County's option, either purchase said insurance at the Consultant's expense or terminate the Agreement.

Insurer Qualifications:

All insurance must be provided through companies authorized to do business in the State of Ohio and rated at least A-VII by the A. M. Best Company.

Insurance Primary:

All coverage required of the Consultant will be primary over any insurance or self-insurance program carried by the County, but only to the extent caused wholly or in part by the Consultant's negligent acts, errors or omissions.

No Reduction or Limit of Obligation:

By requiring insurance, the County does not represent that the coverage and limits will necessarily be adequate to protect the Consultant. Insurance effected or procured by the Consultant will not reduce or limit the Consultant's contractual obligation to indemnify and defend the County for claims or suits that result from or are connected with the performance of the services involved in the project.

Insured & Additional Insured:

The policy or policies shall endorse "The Hamilton County Board of County Commissioners, Hamilton County and the Hamilton County Engineer, their officers, employees and agents" as insured.

Where the Scope of Service indicates that additional parties will be involved in the project, i.e. another County, a Township, a City or a Village, the policy or policies shall endorse as additional insured the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineers, officers, employees, agents and volunteers.

A Waiver of Subrogation shall be endorsed on the policy.

If sub-consultants are to be utilized on the Project, the Consultant's policy or policies shall endorse the sub-consultants as additional insured or separate policies, meeting all the requirements herein, shall be furnished by the Consultant or the sub-consultant(s) to the Engineer for each of the sub-

consultants.

The form of the additional insured endorsement will be ISO CG 20 33 03 97 (Form B) or its equivalent. The amount of Consultant's insurance will not be reduced by evidence of such other insurance.

Retroactive Date and Extended Reporting Period:

If any insurance herein required is to be issued or renewed on a claims-made form, as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project.

Joint Ventures:

If the project is to be completed as a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverage specified herein or the joint venture will be a named insured under each policy specified.

Sub-consultants:

If the Consultant engages sub-consultant(s) for the performance of any portion of the services involved in the project, the Consultant shall be responsible for guaranteeing that the portion of the project that is to be accomplished by the sub-consultant(s) is adequately covered by the insurance as specified herein.

The Consultant will cause each sub-consultant employed by the Consultant to purchase and maintain insurance of the type specified herein. When requested by the County, the Consultant will furnish copies of certificates of insurance evidencing coverage for each sub-consultant.

Cooperation:

The Consultant and the County agree to fully cooperate, participate and comply with all reasonable requirements and recommendations of the Consultant's insurers and insurance brokers issuing or arranging for issuance of policies required here, in all areas of safety, insurance program administration, claim reporting, investigating and audit procedures.

Insurance Limits and Coverage:

To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverage of Insurance Service Office (ISO) policies, forms and endorsements.

If the Consultant or the Consultant's sub-consultant(s) has/have any self-insured retention or deductible under any of the following minimum required coverage, the Consultant and the Consultant's sub-consultant(s) must identify on the certificate of insurance the nature and amount of such self-insured retention or deductible. All self-insured retention or deductible will be the Consultant's or the sub-consultant's responsibility.

Commercial General Liability:

The Consultant will maintain commercial general liability insurance covering all operations by or on behalf of the Consultant on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these limits and coverage:

Minimum limits: \$1,000,000 each occurrence;
 \$2,000,000 general aggregate;
 \$1,000,000 products and completed

operations aggregate.

- Coverage:
1. 1986 (or later) ISO commercial general liability form (occurrence form);
 2. Products and completed operations coverage maintained for at least 3 years;
 3. Blanket contractual liability (included in 1986 ISO form);
 4. Broad form property damage (included in 1986 ISO form);
 5. Severability of interest (included in 1986 ISO form);
 6. Underground explosion and collapse coverage (included in 1986 ISO form);
 7. Personal injury;
 8. Waiver of subrogation endorsement;
 9. Additional insured endorsement.

Automobile Liability:

The Consultant will maintain business auto liability covering liability arising out of the Consultant's use of any auto (including owned, hired, and non-owned autos).

Minimum limit: \$1,000,000 combined single limit each accident.

Workers' Compensation:

The Consultant will maintain workers' compensation insurance.

Minimum limits: 1. Workers' compensation - statutory limit.

Umbrella/Excess Liability:

The Consultant will maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance herein described. The amounts of insurance required herein may be satisfied by the Consultant purchasing coverage for the limits specified or by any combination of underlying and umbrella limits so long as the total amount of insurance is not less than the limits specified herein.

Minimum limits: \$2,000,000 combined single limit and aggregate limit.

Professional Liability (Errors & Omissions):

The Consultant will purchase and maintain professional liability insurance.

Minimum limits: \$1,000,000 each claim and annual aggregate.

Coverage: 1. Retroactive date prior to work.

Valuable Papers:

The Consultant will purchase valuable papers and records coverage for plans, specifications, drawings, reports, maps, books, blueprints, and other printed documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers or records related to this project.

Indemnification of Hamilton County:

The Consultant shall save, protect, defend, indemnify and hold harmless the Board of County Commissioners of Hamilton County, Ohio; the Hamilton County Engineer; and their respective officers, employees, and agents from and against any and all liabilities, penalties, damages, settlements, costs or losses of every kind and character to the extent they arise out of or in connection with the intentional, wrongful, or negligent acts, errors or omissions of the Consultant, its employees officers, agents or sub-consultant(s) in the performance of the services involved in the project.

The Consultant agrees to pay all damages, costs and expenses of the said Board of County Commissioners of Hamilton County, Ohio; the Hamilton County Engineer; and their officers, employees, and agents in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

Indemnification of Additional parties:

Where the Scope indicates that additional parties will be involved in the project, i.e. another County, a Township, a City or a Village, the Consultant shall also save, protect, defend, indemnify and hold harmless the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineer(s), officers, employees, and agents, from and against any and all liabilities, penalties, damages, settlements, costs or losses of every kind and character, to the extent they arise out of or in connection with the intentional, wrongful, or negligent acts, errors or omissions of the Consultant, its employees officers, agents or sub-consultant(s), in the performance of the services involved in the project.

The Consultant shall also agree to pay all damages, costs and expenses of the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their engineer(s), officers, employees, and agents in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

The Consultant **MUST** submit **ONE CERTIFIED, COMPLETE** copy of those portions of the insurance policy in which Hamilton County, the Township and/or any other party to the Agreement is named as an additional insured, i.e. the General Liability Policy or the Automobile Policy. The Consultant **MUST** also submit **TWO CERTIFIED CERTIFICATES** indicating the insurance coverage for all other portions of the insurance policy. The Consultant **MUST** submit these documents to the Engineer when returning the Agreement for the project.

In the event of the Consultant, the County, the Township and/or any other party to this Agreement is named in litigation related to the **PROJECT**, the Consultant also agrees to provide to the Engineer, within ten (10) business days of the Consultant receiving the lawsuit, one certified copy of the **ENTIRE** insurance policy or policies and associated endorsements.

ADDITIONAL INFORMATION

EAST MIAMI RIVER ROAD & US 27

Project No. 500010

- 1) The source of funds for the construction of the improvements is the State of Ohio. The Consultant must prepare all plans and make all plan submittals in strict accordance with ODOT L&D requirements. These funds are currently scheduled for FY 2010.
- 2) The Consultant will be required to complete the necessary ODOT project programming forms. At this time, it is envisioned that in order to bid the project in FY 2010 and allow the County to acquire any necessary right-of-way and/or easements along East Miami River Road, the Consultant must complete all design work by September, 2008, including the completion of the Establishment Plat and descriptions.
- 3) The Consultant is to prepare all request(s) for design exceptions to ODOT. Requests for design exceptions must be submitted with the Stage 1 submittals.
- 4) The Consultant will be required to complete all work to obtain ODOT's environmental clearance for a CE2.
- 5) The project will include the design of deceleration lanes on both sides of US 27, i.e. for the existing northbound ramp and for the proposed southbound ramp. The Consultant will determine the length of these lanes based upon applicable ODOT criteria.
- 6) The project will also include the construction of a barrier across the exiting median opening on US 27. The barrier design must be compatible with the existing barrier north and south of the median opening.
- 7) As indicated on the schematic, the current intent is to have a continuous-flow right-turn from the proposed ramp unto the proposed Township road to East Miami River Road. The Consultant must determine if other measures, such as two northbound lanes on the Township road, are required to prevent traffic from backing up on the US 27 mainline.
- 8) The exact location of the proposed north-south Township road has not been finalized. During the preparation of the Stage 1 plans, the Consultant shall work with ODOT, the County, the Township and the property owner to finalize the location of this road. The Consultant will make recommendations for the location of this road based upon the desires of the parties and upon the preferred location of a new intersection at East Miami River Road. The final location of this road will be subject to the approval of the Engineer and ODOT.
- 9) As part of the Stage 1 plans, after the location of the Township road has been finalized, the Consultant must check the proposed intersection at East Miami River Road for conformance with the applicable design criteria, i.e. intersection sight distance, stopping sight distance, etc. The Consultant will make recommendations regarding improvements to East Miami River Road that may be necessary due to the construction of the Township road. If the Engineer determines that any recommended improvements to East Miami River Road are warranted, the design of those improvements will be handled by an Amendment to the Agreement for the project.

- 10) The right-of-way along the proposed ramp will be indicated as a Limited Access (L/A) right-of-way with no permitted right-of-way openings. The Consultant will make recommendations regarding whether the extension of the L/A right-of-way for a distance along the proposed Township road is required to protect the movement of traffic through the proposed intersection.
- 11) The County and the Township intend to acquire the property affected by the proposed ramp and the proposed Township road to East Miami River Road through the dedication process. The Consultant will be responsible for the preparation of a dedication plat for the right-of-way and permanent easements, if any, and a dedication plat for the temporary construction easements. Both plats are to be in accordance with Hamilton County requirements. The Consultant shall contact Mr. Bob Heidkamp (946-4265) to ascertain these requirements.

