



ADMINISTRATION • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1700

REQUEST FOR PROPOSALS

For

ARCHITECTURAL/ENGINEERING CONSULTING SERVICES

**For the Detailed Design of The Public Works Facility and Site
Improvement Project**

Due: June 11, 2024 @ 4 p.m. Local Time

**Prepared by:
The City of Hudson
May 23, 2024**

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGES</u>
	Title Sheet and Table of Contents	1 - 2
Part I.	General Information and Requirements	3 - 6
Part II.	Proposal Format	7 - 8
Appendix A.	Project Description	9 - 11
Appendix B.	Scope of Services	12 – 19
Attachments:	• Needs Assessment Study & Probable Costs. Revised: 5-24-24 • Hudson Contractual Service Contract. • Revised site map with 2nd cold storage and fuel canopy. • Revised equipment list with seasonal types listed.	

PART I.

General Information and Requirements

A. Purpose

The purpose of this “Request for Proposals” (RFP) is to inform the Selected Consultants of the **City of Hudson Public Works Facility Project**. Consultants are requested to express interest formally and submit credentials, profiles, and a complete proposal statement relative to the expected design work. After the proposals have been received, the Public Works Facility Project Team (made up of City staff members) will evaluate the proposals. The Team may invite one or more consultants for an interview before the final selection. The Public Works Facility Project Team will negotiate the design costs and recommend the successful Consultant to the City Council for final approval.

B. Issuing Department

The City of Hudson Public Works Facility Project Team prepared the RFP. Questions relating to its contents or requests to visit the proposed sites for the facility shall be addressed to Mr. Thomas J. Sheridan, City Manager; telephone (330) 342-1775, or my email address at TSheridan@hudson.oh.us

C. City of Hudson

The City of Hudson is located in northern Summit County, Ohio with a population of 23,000. The City is approximately 25 square miles. The City is primarily a residential community with commercial, retail, office, and some light industrial areas, which are mainly on the south and west borders of the City. The area of this proposed site is approximately 30 acres owned by the City of Hudson, mostly wooded, and Hudson Drive is the point of access to the property.

D. Scope of Project

The general scope of this project is described in **Appendix “A”** under **Project Description**.

D. Scope of Services

The expected work and tasks to be performed by the Consultant are described in **Appendix “B”** under **Scope of Services**.

E. Rejection of Proposals

The City of Hudson reserves the right to reject all RFP’s received, or to negotiate separately with any source whatsoever, to serve the best interests of the City.

F. Incurred Cost

The City of Hudson will not be liable for any cost incurred by the Consultant for any work performed through, and including, the execution of a contract for professional services, prior to the execution of a contract for professional services.

G. Completeness of the Proposal

1. The proposal shall address all items completely and thoroughly in accordance with the format provided in Part II and shall be signed by an officer of the firm authorized to bind the Consultant to its stated provisions.
2. The contents and commitments in the proposal shall remain firm for ninety (90) calendar days from the submittal due date.

I. Project Schedule

The project design schedule is as follows:

Proposed Milestones	Date
Proposal Sent to Consultants	May 24, 2024
Proposals for design due date	June 11, 2024
Evaluate Proposals, Interviews	June, 2024
Council approval of Design Firm	July, 2024
Contract Executed, Notice to Proceed	August 1, 2024
Substantial Completion/Utility Reviews	150 days
Design Completed & Advertise to bid	210 days

Note: The days noted above are from the date the Contract is executed.

H. Consultant Responsibilities

The Consultant and sub-consultants shall be capable of providing all professional services as described under the **Scope of Services** and to maintain those capabilities until the project is successfully finished. Exclusion of any service required under the **Scope of Services** may serve as cause for rejection of the proposals or the termination of the contract.

I. Acceptance of Proposal Content

The completeness and content of the proposal will be the basis for the initial evaluation. Further information, including an interview with one or more of the Consultants as to their experience, references, proposals, previous contract work, and staffing capabilities will serve in the final decision of the recommended Consultant.

J. Interview

Once the initial review of each RFP is completed, the City of Hudson may contact the selected Consultants for a presentation and interviews on how they will design the project. The Consultants contacted for the presentation and interview will be given a pre-determined amount of time for the presentation with an additional amount of time set aside for questions from the Public Works Facility Project Team. The consultant is encouraged to thoroughly review the proposed Public Works Facility Project site and any existing studies and documentation to develop a basic layout of the proposed Public Works Facility plan for the proposed facility in relation to the surrounding area as part of their presentation. Any additional information developed by the Consultant as a part of the presentation, including a proposed project budget, is encouraged.

K. Fee

An estimated Not-to-Exceed fee based on the **Scope of Services** and the overall RFP shall be provided as a part of the Proposal. A fee schedule shall be included with an estimate of man-hours by discipline and task, raw hourly rates (excluding benefits and overhead) by discipline, anticipated direct expenses (such as mileage, meals, postage, blueprinting, etc.), proposed overhead rate and a fixed fee (profit). Note: The name of each subconsultant proposed for this project shall be listed separately under the direct expense section along with the proposed Not-to-Exceed fee for that subconsultant.

Any task or tasks the Consultant listed in the **Understanding of the Project** that the Consultant feels are missing in this RFP, but required for the completeness of the project, shall be detailed in a separate fee schedule.

L. Compensation

After the execution of the contract with the selected Consultant & approval by City Council, the City of Hudson will conduct the compensation reimbursements in accordance with the following guidelines:

1. The Consultant shall keep records of the hours spent on this project along with direct expenses. These records must be made available for audit by the City of Hudson.
2. Invoices submitted by the Consultant shall be in a format approved by the City of Hudson and consistent with the present policies of the City. The City shall not be subject to any type of late fees or penalties associated with any invoice submitted as part of this project. Failure to comply with this provision will serve as cause for termination of the contract.
3. The type of compensation for this project shall be in accordance with the information found in the section identified as **Fee** in **Part II. Proposal Format.**

M. Contract

A formal contract will be entered into with the recommended Consultant and the City once City Council has approved the selection. The approved Consultant will be required to sign the City of Hudson - Standard Consultant Agreement. (See attached.)

N. Responses

One (1) signed original of the Proposal shall be submitted to the City of Hudson, 1140 Terex Road, Hudson, Ohio, 44236 or via EMAIL to TSheridan@hudson.oh.us by **4:00 P.M. (local time), Tuesday, June 11th 2024.**

PART II.

Proposal Format

A. The proposal statement (RFP) shall be simple to follow and understand and in an 8 ½" by 11" format. The text shall be concise, with emphasis upon completeness and clarity.

B. Consultants shall be evaluated based on the following submitted information:

1. **Insurance**

Provide proof that the Consultant currently has the following insurance: (a) Workmen's Compensation Insurance, (b) Professional Liability Insurance (Errors and Omissions) of not less than \$1,000,000, and (c) Comprehensive Public Liability Insurance of not less than \$2,000,000. The consultant shall maintain during the course of the project.

2. **Understanding of the Project**

The statement of understanding shall be concise, yet detailed, and shall be based on the requirements of the RFP and directed toward the project as the Consultant understands the scope of work and the firm's intended responsibilities. Discuss the nature of services your firm is proposing for the project and any problems that can be anticipated. Provide a separate statement in this area of the proposal if there is a task, or tasks, your firm feels are missing in this RFP but necessary for the completeness of the project.

3. **Schedule**

A schedule shall be provided for the project, indicating the time elements for the completion of the major elements of the **Scope of Services**. The overall completion of the design elements of this project is anticipated to be 180 calendar days, including board reviews, from the written Notice to Proceed to the submittal of final plans to the County Building Department.

4. **Fee**

An estimated Not-to-Exceed fee based on the **Scope of Services** and the overall RFP's will need to be provided following the consultant selection. A fee schedule shall be included with an estimate of man-hours by discipline for each task listed in Appendix "B" except for the per diem daily cost or an hourly rate and cost items, raw hourly rates (excluding benefits and overhead) by discipline, anticipated direct expenses (Include all costs for mileage, meals, postage, printing, etc.), proposed benefits and overhead rate and a fixed fee (profit). In addition to providing a breakdown cost of each task in by task the Consultant shall provide a

Summary of the Proposal Fees as follows: (Refer to Appendix B)

Note: The name of each subconsultant proposed for this project shall be listed separately under the direct expense section along with the proposed Not-to-Exceed fee for that subconsultant.

Any task(s) the Consultant listed in the **Understanding of the Project** that the Consultant feels are missing in this RFP, but required for the completeness of the project, should be detailed here in a separate fee schedule. The City has the right to accept or reject these additional costs as part of the selection process.

5. Management Summary

Briefly address the Consultant's project management methods and systems proposed for the project. Demonstrate the Consultant's ability, which should include staffing capabilities, kick-off meeting and meeting with the City to better understand the project, in order to meet the proposed schedule and control project costs. Provide a listing and background for the key Project Team members.

- C. The submission of additional pertinent information beyond the requirements of this RFP is acceptable but is limited to two (2) 8 ½" by 11" pages.
- D. The Proposal shall designate a single representative or prime contact for the Consultant through whom the City of Hudson may communicate through the course of the project. This should include questions concerning all aspects of the project, including the Consultant's invoices and the status on various items in the project.

Appendix “A”

Project Description

Description and Location:

The City of Hudson, Ohio is seeking proposal statements and proposals in accordance with the City of Hudson Codified Ordinances design professional firms to provide professional architectural and engineering services as the architect of record (Consultant) for a proposed new Public Works Facility located in Hudson, Ohio on Hudson Drive as shown in the attached study from GPD. This project includes all site work, buildings, pavement, interior finishes, equipment, furniture, landscaping, and other miscellaneous items as identified in the attached report from GPD for this project.

The project shall be designed to all current AIA Standards, the City of Hudson Standards, and State of Ohio Building Standards and Zoning Standards as required for final design and approval by the Summit County Building Department Standards Department. The Consultant will provide the City with several conceptual designs and site plan options for the City to review and choose a final design option at the initial segments of the design cycle. The Consultant will provide a detailed review of the recommended option, including but not limited to minimize cost of utility service extensions to the facilities, minimizing wetland disturbance, providing a design within the revised budgeted costs for the facility, provide sufficient buffer & screening with neighboring property owners, overall general efficient design of the site, safety of the operations, minimizing future maintenance issues, mitigating, and the site plan.

The proposed structures are *estimated* at a maximum of 130,000 square feet total area for the Public Works Divisions and Hudson Public Power Divisions. (The City reserves the right to decrease or increase +/- 15%, and/or eliminate the Hudson Power Building (#18 within GPD Report). The Consultant shall provide a separate proposal for the Hudson Public Power Building design (43,000 sf) from the rest of the site and buildings. The initial meetings with the consultant and the City will determine the final size of the site & buildings.). The 30-acre vacant wooded project site is located at 5431 Hudson Drive Hudson, Ohio 44236. The City has completed a preliminary Needs Assessment Study (GPD Report, Dated 12-22-23) of the facilities and site to determine building size, estimated costs, type of building, utility needs, and the estimated footprint. All the information on the Public Works Facility Needs Assessment Study is attached to this proposal for the consultants to review as part of their proposal, along with the Public Works Service Center Opinion of Probable Costs Report. Attached is the new exhibit with the fuel island and 2nd cold storage facility. The estimated construction to begin in spring of 2025. The Consultant shall provide at the initial 30% design review any equipment or materials the City shall purchase in advance due to long lead times, and shipping delays, in order to have them on site prior to construction.

The proposal submission will be for a series of buildings and site designs that will include architectural and site plan design for the Hudson Architectural Board and the

Hudson Planning Commission review and approvals, as required.

The following are the main features of the project, but not limited to, including: The buildings shall have sloped roofs (preferred) on all the permanent buildings, the architecture of the buildings will be reviewed by the Hudson Architectural Review Commission and schematic plan options. The City prefers to utilize as much seasonal equipment in cold storage vs. heated garage space and how we can increase efficiency with other procedures to help reduce costs and better planning of the site. The building design will also include the following design amenities, but not limited to: Multiple level Public Work Facility Buildings, parking lot areas, covered outdoor material storage areas, a public recycling area, cold storage buildings, truck & vehicle wash bay (indoor), fleet maintenance garage with portable and permanent lifts with heated floors including a parts storage area, fenced indoor areas for securing equipment, offices, restrooms, locker rooms, mud room and lockers, lounge area, dining areas, duty area, kitchens, overhead commercial grade vehicle doors, exterior and interior doors, windows, landscaping, fencing and gates, security system.

The site and buildings shall provide a low level of maintenance in the future and be durable for decades with a high level of security for the site. The site shall include all concrete garage floors, two (2) overhead cranes in specific areas, equipment lifts, storage racks, hydraulic and air compressor systems, backup electrical generator for the facility, sized as directed by the City (Natural Gas type), security, fencing, sidewalks, ADA parking areas, staff and visitor parking, storm water management, sanitary, water, electric, fiber, IT and phone systems, site design, landscaping design including tree preservation design, a testing and training area for the City including a pole training area, vault training, covered material bins, outdoor public recycling area, a fitness room, windows, carpet & flooring design, and other amenities in order to receive design approval from all applicable agencies in Hudson, Ohio.

The following are preferred features at 30% design review the consultant shall provide to the City for review and cost estimates shall be included with the report: A HVAC system, with a geothermal bid option. The City is not seeking LEED certification, the city does seek an energy efficient design and analysis provided for various interior and exterior building options to comply or exceed the 2024 Building Code. An electrical vehicle charging station for City vehicles sized for today and in the future and the main electrical system designed for this option shall be included as part of the electrical design (12 initially; Future 24 total vehicles). The City wishes to utilize a solar roof design, and sound mitigating options provided to minimize noise from the proposed site. The Consultant shall provide reports to the City on each of the requested optional items in the Proposal.

Design services for this project needed by the City that will need to be provided in the proposal include: (Items shall be complete through to bidding)

Architectural design,
mechanical engineering,

electrical engineering,
fire system design,

technology engineering,
civil engineering,
surveying,
legal descriptions,
traffic engineering design,
structural engineering,
landscape architecture,
Interior design: fixtures, furniture
Geotechnical engineering,

Security engineering,
Insulation design,
Environmental engineering,
Sediment control engineering,
Sound/audio engineering,
Wetland delineation & report
submittal.

The City staff will review the architectural design options from the consultant for the proposed building at the 30%, 60% and 90% milestone, opinions of probable costs, and the exterior design of the buildings.

Note: The City Team will work with the design consultant at the onset of the project to work on the overall layout and size of the buildings and it is our intent to have the majority of the project site designed by the 30% goal with the remaining 70% minor design changes.

Appendix “B.”

Scope of Services

The services to be provided by the selected Consultant shall include, but are not necessarily limited to, the following items listed below. The future General Design Fee from the selected consultant shall include all items noted below, unless otherwise noted as a “Separate design fee”. The Consultant shall provide at a minimum the costs for each of the following numbered tasks within their proposal:

1. The selected consultant: The Consultant shall perform the design and approvals to complete the site and buildings as specified in this proposal. The Consultant shall prepare an agenda and meet with the City of Hudson at two (2) meetings (4 hours each) to discuss all aspects of the project prior to beginning any work. Included in this meeting, the required architecture, engineering, environmental, geotechnical, legal, surveying, and all other required design professionals required to finish the set of plans for final approval for acceptance by the City, and all other applicable agencies for this project. The City will go over in detail all the major aspects of the design work as noted in this Scope of Services. The Consultant shall discuss the timing of the schedule for completion that was submitted with the Proposal and how they plan to meet it. It is the City’s intent to have the plans and specifications, and estimates reviewed at 30%, 60% and 90% milestones. The City shall have 15 City working days to review and electronically send review comments to the Consultant. Each milestone shall include a detailed professional opinion of the construction cost. The final stamped and signed set of plans and specifications shall have a certified estimate of probable costs provided at 100% completion. The Consultant shall review each option below for the proposed project at the onset of the design and provide the City with a cost estimate breakdown for each requested option, including the benefits and issues with each option in a report. This includes options the City is requesting as part of the Scope of Services. The consultant shall go over with the City any delays in review of applicable agencies, delays in materials that need ordered ahead of bidding, and any other recommendations to prevent delays in construction as it pertains to equipment and materials approvals.
2. The Consultant shall meet with the City at one (1) meeting & research and obtain all local, county and state documentation of the existing Proposed Public Works Property. Research all required board of reviews for this project and their City requirements (including, but not limited to: Hudson Planning Commission and Architectural and Historical Board of Review requirements) for the design and future construction of the proposed facility and site. (The City of Hudson shall be held harmless from the content of any of the reports listed, or provided, and/or the information provided within the said documents as may be used by the prospective consultants at their own risk and the Consultant shall be responsible for obtaining all research.)
3. The Consultant shall verify the information gathered in Item 2 noted above. This should include the site survey, location, and verification of all monuments, legal deeds,

distances, and angles recorded for monuments and all easements recorded or unrecorded on the property. (See attached location map of the proposed site.) The Consultant shall perform a complete topographic and level survey of the entire property described in the site plan identifying the building options as noted in this RFP. The Consultant shall contact the Ohio Utility Protection Service (8-1-1) for a complete mark-out location of all existing utilities on or adjacent to the site.

The survey shall include the entire 30 acre site, the location and size of all live trees (larger than 4" diameter) and other landscaping or landscape features as described on the properties as well as locating all roadways, utilities, structures, septic, wetlands, water wells, gas wells, paved and gravel walks, driveways, parking lots, pavement, irrigation systems, culverts, signs, existing pathways, existing easements, and any other existing features adjacent or within the property by the surveyor that will be needed for final approval of the plans and that may be an obstruction in the construction. The survey area shall include a 50-foot buffer area around the perimeter of the properties and each side of Hudson Drive Right-of-way. Areas outside of the property or the R/W for the facility may be located with GIS, drone, or other surveying means, acceptable to existing standards, laws and to the Consultant.

The Consultant shall obtain information regarding the U.S.G.S. datum and the Summit County monument system within the survey area of this site. The level data shall be in reference to the U.S.G.S. datum and the Summit County monument system. Elevations shall be taken at such intervals as to provide an adequate profile of the existing contours and the proposed grading plan. The survey information shall be field obtained in relation to the State Plane Coordinate system. The survey shall begin at a Summit County placed monument and end at a separate Summit County placed monument. The survey shall be close to within acceptable and recognized surveying tolerances. The survey information must be in a digital format that will allow the design and any record drawing information to be placed on the city's state plane coordinate base map.

4. The Consultant shall notify all existing utility agencies of the proposed project and obtain plans or drawings of their existing facilities within 200 feet of the project limits, as applicable. Submit plans of the proposed facility with a utility site plan at the 30% through 90% as described in this RFP, to the utility companies for their review and comments in order to obtain the necessary permits per the design timeline and construction. This shall include the development of a storm water management and water quality plan including the development of drainage calculations as a requirement by current City ordinances and regulations. Conduct utility meetings, if required, to secure the existing utility locations. If necessary, coordinate the removal or relocation of a utility, easements as directed by the City for recording, if needed, and structures that are in conflict with the proposed improvements of the project.
5. Following the two initial staff meetings above in item #1, the Consultant shall prepare a series of initial meetings (3 minimum) and meeting agendas to meet with the City staff following the collection of the site data and utilities noted above. The first meeting will be a min. of 4 hours to review and discuss the overall site and building layout on the site. The next 2 meetings shall each be 4 hours each and concentrate on each of the individual

building components (i.e. Office, Garage, Cold-storage, Fleet, etc..) to obtain an understanding of how the buildings will be used and the flow of each department and to help all parties work toward a common goal for completion of this project within budget.

The meeting shall be a detail review of the design and detailed discussion of the following components in the design: **Site Plan:** Waterline extension on Hudson Drive, site geotechnical report for a type of use similar to this use, driveway(s), parking areas for visitors and employees, site gates and fences, exterior lighting, site noise mitigation, trees and landscaping, environmental issues and design, proposed grading, tree clearing limits, stormwater management, types of pavement to be used, general utilities, security system, sediment control practices, conceptual site plans and multiple options of the building layout and conceptual plans for the team to review. **Buildings and uses:** Size of buildings and the consultant shall analyze the efficiency of the equipment and vehicle parking in detail, in order to lower costs and options to the City; Office space including: administration, supervisors offices, reception, restrooms, duty rooms, kitchens, and employee areas, along with the public entrance & emergency situation room conference area, above ground fuel tanks and fuel Island with canopy, mechanic fleet garage, vehicle storage garage, cold storage buildings, Hudson Public Power building, storage, an indoor separate vehicle truck wash area, storage, pole yard, material storage, vault rescue, pole training, future cell tower sites, and other miscellaneous smaller items. Architectural renderings will be needed at this point in the design process to give our elected officials and public an idea of the vision for the site. **Options:** Geothermal option, heat pumps, solar panels, environmental opportunities for the site including bio-swales, rain gardens, pollination gardens, trash bay for storm water, a valve system in the storm water management pond to stop contamination to the downstream watershed in case of an emergency spill.

6. The Consultant shall conduct a thorough review of the site which shall be made by the Consultant and their subconsultants to better understand the site and the future buildings. The buildings and parking locations within the existing conceptual footprint may be changed due to review of existing conditions in the survey and analysis by the consultant and the future City Boards comments in relation to the new Public Works location and requirements. The consultant shall provide feedback on any concerns regarding the current site plan layout after investigating the site plan.
7. The Consultant shall submit at each of the milestones the design plans and specifications architectural renderings, for review to the City including the Hudson Engineering, Community Development, and Public Works, for review and provide input at each of the milestones as described in this RFP and the consultant shall provide to all applicable review agencies as required. The Consultant shall utilize a Building Information Modeling (BIM) program in design to minimize errors with the plans and sub-consultants.
8. Hudson Planning Commission (HPC) review: The Consultant shall edit the City reviewed floorplans, schematic building, and site design information noted by the City, and the Consultant shall revise, prepare, and submit the required copies of the site plan, design plans for review by the HPC for their approval. The Consultant shall be prepared to represent the City at one (1) HPC evening meeting as part of this proposal, including

answering any questions pertaining to the plans, and any additions and/or modifications required by the HPC shall be made by the Consultant at no additional cost to the City to obtain HPC & staff acceptance of the proposed plans. All City of Hudson permit application costs to the City Boards will be paid for by the City.

9. Hudson AHBR/BZBA review and acceptance: The Consultant shall prepare and submit the required copies of the architectural elevation drawings, and design plans, for review by the Architectural and Historical Board of Review (AHBR) and the Board of Zoning Approval (BZBA), if BZBA is necessary. The Consultant shall be prepared to represent the City at one (1) evening AHBR and (1) evening BZBA meeting as part of this proposal, including answering any questions pertaining to the architectural drawings. Any additions and/or modifications required by the AHBR/BZBA & staff shall be made by the Consultant at no additional cost to the City to obtain approval by the AHBR/BZBA. All City of Hudson permit application costs to the City Boards will be paid for by the City.
10. Public Meeting: The Consultant shall prepare and submit electronic, large paper copies on boards with tripods, consultant's staff, MS PowerPoint type presentation, survey comment forms, and small format site plans. The Consultant shall be prepared to represent the City at two (2) public meetings, including all costs including mileage, hotels, fuel, materials for the meeting.
11. At the 80% milestone: After approval by the Hudson Boards, the Consultant shall prepare and submit to the City and the Summit County Building Department detailed architectural/construction documents (final plans), including a detailed site plan, detailed elevation drawings for each side of the proposed facility, comprehensive technical specifications and any other information required by the City, Summit County, or other required agencies for their review to obtain approval. Any and all modifications required by the Summit County Building Standard Department (Summit County), Summit County Sanitary Sewer Services and/or Summit Soil and Water, (if applicable), shall be made by the Consultant and re-submitted to the County agencies until they approve the plans as part of this proposal at no additional cost to the City. Any permit fees required for the application and/or submittals to Summit County, or other agencies shall be paid by the City of Hudson and shall not be included in the consultant's proposal.
12. The selected Consultant shall develop a set of Contract Documents that includes a complete set of detailed bid documents, a complete schedule of values list (including all applicable unit price rates for any additions or deletions), NO lump sum bids on this project, project schedule and completion time for the contractor for this type of construction and current market standards, a complete technical specifications for each construction component and discipline included in this project, and a detailed Probable Cost of Construction (Professional Consultant Estimate) for the City to review and accept. This information from the consultant shall be included into the City of Hudson Standard Contract Document on file in the Public Works Department (See attached list of items the City provides and what the contractor shall provide) and shall be provided by the 90% review. **The City will provide the prevailing wages, general conditions, and the standard contract language template of the City Contract Document as noted on**

the attached table. The Consultants are encouraged to request a meeting with the City if the consultant would like to review the City Contract document prior to their proposal submittal.

13. **100 % milestone: Final bid set plan submittal and As-Builts to the City:** Once the final documents and bid addendums have been completed, the consultant shall provide in a digital format to the City the construction drawings and specifications bid documents. The construction drawings shall be submitted in PDF format and in the current city owned release of AutoCAD software. The specifications shall be in the city's current word processing software format (presently Microsoft Word). The construction management and inspectors shall submit edits to the bid documents and design plans for final as-built plans to the design Consultant.
14. **Bid Contracting tasks:** After the approval of the complete and comprehensive drawings and specifications and the probable cost of construction, the project documents for the project shall be finalized and prepared for advertisement for bids. The City of Hudson will coordinate the advertising and bidding of the project. This shall include, but not limited to, the submittal of the advertisement along with drawings to local contractor construction organizations such as Builders Exchange and Dodge Reports, local newspapers websites and other advertising and social media sites as required by the City of Hudson Codified Ordinances. The City will respond to City contract bid language in the contract book. The Consultant shall assist with handling questions during the bidding phase related to the technical and design specifications of the project bid documents, plans and specifications. The consultant will be responsible for providing to the City the creation of addenda as required to clarify the contract documents or the bidding process in which the City will distribute. The consultant will include to the City if a pre-bid meeting with all contractors is necessary and shall attend the pre-bid meeting includes responding to questions and comments in writing for addendums as needed, and the consultant shall review and evaluate the submitted contractor bidding documents. Once the evaluation is complete, the Consultant shall provide the City with their recommendation of the lowest responsive and responsible contractor. The City will review the recommendation and will make the final recommendation to the City Council for the award of a contract. Once the award has been made by the City Council, the City of Hudson shall complete and the execution of the contract documents with the Contractor, with the assistance of the Consultant, as needed. All design plans and documents shall be the property of the City.
15. **Pre-Construction Bidding the project tasks:** The Consultant shall attend the pre-construction meeting after the contract documents have been executed with the contractor. The City will take the minutes of the meeting in audio version and the consultant shall provide a standard AIA template agenda for each meeting. After the meeting, the City shall distribute the minutes to each person present at the pre-construction meeting within seven working (days) after the meeting from the City.

The Consultant shall also attend all regularly scheduled field progress meetings (Estimate a 3-hour meeting/visit) during the length of the construction up to the approval of the building occupancy, as needed by the City. **Estimated number of progress meetings =**

32.

16. The Construction Shop Drawing Review and Approval: The Consultant shall review, comment, and approve in a timely manner as approved by the City, of all shop drawing submittals, mix designs, catalog cuts, request for information, manufacturers affidavits, and all other required documents to ensure all the products, mixtures, furnishings, equipment, materials supplied by the contractor meet the specification requirements stipulated in the contract documents and plans in a timely manner as determined by the City. Any deviation from the contract specifications shall have a written recommendation from the Consultant and by written approval prior to the acceptance of the modification that shall be dated, stamped, signed by a professional licensed architect or engineer.
17. Project Closeout tasks: The Consultant shall assist the City in closing out the contract and obtaining an approved certificate of occupancy. This shall include, but is not limited to, securing certification of completion from the contractor and each subcontractor, assist the City with final building county permits, verifying the maintenance bond, review and approve the completion of the punch list, etc. The Consultant shall also include the development of Record Drawings (As-Builts) based on revised drawings supplied by the contractor and the City (shall be included as part of the Contractors responsibility, prior to release of the performance bond) and from field notes made by the City construction management and the notes from the Consultant. The Record Drawings are to reflect the actual dimensions and facilities of the new building and shall be in AutoCAD and Microsoft Word, as noted above.
18. Change Order Project Tasks: Any modification to the drawings or specifications that shall require a change in the contract in terms of cost or time to complete the project shall be handled by the Consultant in the form of a field change order, followed by a written change order and as approved by the City. The field change order shall provide directions to the contractor regarding the change in the contract. The change order shall be in a format approved by the City and shall only be issued once the City has reviewed and approved any modification to the contract. The Consultant shall handle all aspects of the change order, including but not limited to, processing the change order, providing written documentation & securing signatures.
19. Survey deeds and legal documents: The Consultant shall coordinate and draft for the City of Hudson on any possible permanent easements required for the proposed project for any proposed utilities, as needed. The consultant shall prepare all legal descriptions, along with drawings for the temporary or permanent easements. The City will incorporate the legal description and drawing into the City's standard format. The City will pay for any of the City or County review and recording fees.

End of the General Fees.

The following are Separate, if Authorized Fees, as described below:

20. The Consultant's Lead Representative on the construction project: The Consultant shall provide a lead Project Manager representative that will make site visits to the job site, as required to ensure the construction of the facility is on schedule and to ensure the construction is in general conformance with the drawings and specifications. Please note, depending on the location of the consultant's offices, the City will NOT pay for travel time or expenses to the site, including mileage, staff time, vehicle costs, transit, etc. for each site visit, this overall cost shall be included in the pay rate. A Base cost will be negotiated, and any additional site visits approved by the City will be based on a per diem cost per hour, which shall be included in the proposal for hours above for each additional visit.

During the course of construction, up to completion of the project, the Consultant's lead representative shall be available by telephone or via email, or video conference, to answer any questions regarding the drawings and specifications or questions regarding required approvals from the Summit County Building Department, Contractor, Hudson, and other review agencies. The questions may include requests for clarification of the drawings or specifications, site changes during construction, the intent of the Consultant for a particular design aspect, all within a timely manner. In addition, the Consultant shall respond to any requests made by the City, or the contractor(s) during construction, that may require the Consultant to review and redesign an aspect of the project. The cost of this item shall be included in this fee.

The Consultant shall provide the redesign, creation and distribution of plan view, or elevation drawings, including any possible change in cost, drawings, specifications, for all redesigns or modifications. The cost of the redesign shall be paid separately and negotiated by the City for approval.

21. Resident Project Representative, if City of Hudson is unable to provide an inspector (RPR), if authorized: For this task provide a daily and hourly rate for inspection services of a resident project representative (RPR) who is qualified to review the work of the contractor to ensure compliance with the plans and specifications of the buildings, and site plan. The RPR shall act as the liaison between the City and the contractor on all matters regarding any questions, concerns, issues, unsatisfactory or faulty work encountered during the construction of the facility. In addition, the RPR shall accompany outside or visiting inspectors such as ones from the Summit County Building Department that visit the site. For each visit the RPR is on site, there shall be a daily report generated on a form approved by the City indicating the progress of the day, questions raised, changes to design, or faulty work noted during the day, a general overview of the contractor's overall progress, and noting any visitors to the site for the day. The RPR shall inform the contractor and the City in writing of deficient or faulty work as soon as it is noted. The RPR shall review requests for payment from the contractor to ensure payment is made on satisfactorily completed work and then the RPR shall make a recommendation for payment to the City. The RPR shall develop, oversee, and facilitate the completion of the punch list at the completion of the facility. **The Consultant shall submit an estimate for the number of hours required for an RPR to be present**

(including overtime) each week, along with the hourly rate of the inspector, amount for the RPR based on the timeline of construction for this proposed project, based on the consultant's experience of similar projects and the completion schedule as provided in the bid documents by the Consultant. No drive time cost from the consultants office or home, time begins and ends at the site.