

BELLBROOK CITY COUNCIL AGENDA
October 10, 2016



City of Bellbrook
15 E. Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666
F (937) 848-5190

www.cityofbellbrook.org

6:00 pm- Work Session

7:00 pm—Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Formal Approval of the City Council Regular Meeting Minutes of **September 12, 2016**.
5. Mayor's Announcements/Special Guest
 - Proclamation-October Domestic Violence Awareness Month
 - Jeff Brock-Greene Memorial Update
6. Public Hearing of Ordinances
7. Introduction of Ordinances

Ordinance 2016-11 An Ordinance Approving an Addendum to the Solid Waste and Recyclable Material Collection and Disposal Contract with Rumpke of Ohio, Inc. (Greenwood)
8. Resolutions

Resolution 2016-EE A Resolution Authorizing the City Manager to Enter into a Contract with the Ohio Department of Transportation for Bridge Inspection Program Services. (Middlestetter)
9. City Manager's Report
10. Committee Reports
 - A. Service
 - B. Safety
 - C. Finance/Audit
 - D. Community Affairs
11. Old Business
12. New Business
 - Council Committee Appointments
13. Open Discussion
14. Adjourn

RECORD OF PROCEEDINGS
Minutes of Bellbrook City Council Meeting
September 12, 2016

PRESENT: Mr. Nick Edwards
Mrs. Elaine Middlestetter
Mrs. Dona Seger-Lawson
Deputy Mayor Mike Schweller
Mayor Baird

ABSENT: Mr. Forrest Greenwood

Mr. Greenwood was absent. **Mr. Edwards moved to excuse Mr. Greenwood.** Mrs. Seger-Lawson seconded the motion. The Clerk called the roll: Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Schweller, yes; Mayor Baird. The motion carried 5-0.

This is a summary of the City Council meeting held on Monday, September 12, 2016. Mayor Baird called the meeting to order at 7:00 pm and the Clerk called the roll.

After polling members of City Council, as there were no corrections or additions to the **regular meeting minutes of August 8, 2016** and the **special meeting minutes of August 16, August 17 and August 22** Mayor Baird declared the minutes approved as written.

MAYOR'S ANNOUNCEMENTS/SPECIAL GUEST

Mayor Baird read a Proclamation that declares September "Prostate Cancer Awareness Month".

Nikki Kosins, Cheer coach for the High School came to Council to get permission to put streamers up around the City. Council granted the permission and reminded Ms. Kosins that they need to come down in a timely manner. She said they will be removed by November 1st.

Bronne Wilson was at Council to present the 2016 Beautification Awards. The winners are below:

Area A

Amy Spicer	4394 Hillcrest Dr.
Richard & Sharon Cost	2226 Tampico Trail

Area B

Tom & Kathy Adams	2200 Ivy Crest Dr.
Jimmy Shepard	2089 Marcia Dr.
Kyle & Kelli Kempton	2445 Tennyson Dr.

Area C

Rob & Mary Hollister	1692 Garry Dr.
Beth & John Edgar	1767 Kensington Dr.

Area D

Brook & Gary Berry	66 South East St.
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Michael & Debi Albrecht 71 Brookwood Dr.

Area E

Chad & Susie McGarry 3950 Jacob Hills Ct.

Craig & Lisa Henry 4028 Sable Ridge Dr.

Business winner-Winters Library-Bellbrook Garden Club

RESOLUTIONS

Mrs. Seger-Lawson read **Resolution 2016-CC**. A Resolution Authorizing the City Manager to Prepare and Submit an Application To Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Programs and to Execute Contracts as Required. This resolution will authorize the City Manager to submit an application for the Upper Hillside Water Main Improvement Project. The City is seeking \$600,000 in grant funds and \$290,000 in loan funds for the \$1,200,000 project. This project will replace the 50 year old water main in the Upper Hillside plat. This will update service to the 113 residents in this plat and inside water meters will be converted to outside meters. The streets will also be resurfaced.

Mrs. Seger-Lawson made a motion to adopt Resolution 2016-CC. Mr. Edwards seconded the motion. The Clerk called the roll: Mrs. Seger-Lawson, yes; Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 5-0.

Mr. Schweller read **Resolution 2016-DD**. A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. This resolution accepts the amounts and rates for property taxes that have been established by the Greene County Budget Commission. The acceptance is required for the taxes to be levied in 2017.

Mr. Schweller made a motion to adopt Resolution 2016-DD. Mrs. Middlestetter seconded the motion. The Clerk called the roll: Mr. Schweller, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 5-0.

CITY MANAGER REPORT

Mr. Schlagheck said the Police Department received a complaint about the residents at 2007 S. Linda Dr. having chickens on their property. As of now, it is a violation of the City's General Offense Code to have chickens. Kim Tomlinson, 2007 S. Linda Dr. came to Council to ask for a change in law concerning chickens. She currently has six chickens. She said she has approached her immediate neighbors and asked for their permission to have chickens. She is asking that Council emulate the City of Beavercreek and put in place a one year provision to have chickens. After that one year, if it does not work out then the law can be repealed. Mr. Schlagheck said you can have chickens in Bellbrook if you are on an agricultural zoned area of 5 acres or more. In Bellbrook, that would only apply to one or two parcels. In 2013, Council discussed having chickens within the City limits of

RECORD OF PROCEEDINGS

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Bellbrook. The majority of Council was opposed at that time so it did not move forward. Mayor Baird said his issue was the Plat Covenants. Most of the Plat Covenants say you cannot have chickens. If it is in the Plat Covenant, the City cannot change that. Mr. Edwards said he does not think the City of Bellbrook is the right environment for chickens. Mrs. Middlestetter said she is all for sustainability. Her concern is the period of time when the hens are done laying eggs. She said she would not want the chickens to be turned loose within the community. That would become a problem for everyone. Mrs. Seger-Lawson said she is against it. She is concerned about the noise and the smell as well as the neighbors complaining about it. Mrs. Seger-Lawson said she is also concerned about how this would be enforced. Mr. Schweller said he is not as opposed as other members are, but in the past, others have pushed for a change in law or state laws have change and the City accommodated those but then it became the City's problem. He also said he would think that the City would want this heavily regulated. Mrs. Tomlinson said that is why she is asking for the one year provision. She also noted that Beavercreek is voting on this again tonight. Council agreed to wait and see how it is playing out in other areas and to wait and get the opinion of the other two Council members.

Next, Mr. Schlagheck spoke about medical marijuana. The new state law took effect September 8th. Other communities have enacted moratoriums to further study the issue. Mr. Schlagheck is asking the opinion of Council on this matter. Council agreed that more information is needed.

Mr. Schlagheck next spoke to Council about dead trees on two different properties. These residents were each sent four letters. The City has not heard from either of the residents. Mr. Schlagheck presented pictures of the dead trees. The trees are close to the right of way and could pose a threat to public safety if they fall. Mr. Schlagheck said this is covered under two areas. The City has pursued this under the City's general offense code. If we continue under this, the Police could issue a citation or warning to these residents. The City could also address this through the property maintenance process. The dead trees would be labeled as a nuisance through the Property Review Commission. If this occurs, the City would cut the trees down and the cost would be assessed to the property taxes. Council agreed to have the Police issue a warning to these residents and let them know that the City will be taking action on this.

Mr. Schlagheck said the Plantation Trail project will start on September 19th. This will replace the culvert bridge between Bellemeade and Hillcrest drives. It will take approximately eight weeks.

Mr. Schlagheck said that last night, residents of Bellbrook received a call about a boil advisory. It did not affect Bellbrook water. He is working with Central Dispatch, Greene County Sanitary Engineer and Sugarcreek Township to make sure this does not happen again.

Lastly, Mr. Schlagheck said the next meeting will be held on October 10th.

COMMITTEE REPORTS

Service: No report

Safety: No report

Finance/Audit: No Report.

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Community Affairs: Mrs. Middlestetter made a motion to appoint Dana Duckro to serve on the Village Review Board with a term that expires 12-31-17. Mr. Edwards seconded the motion. The Clerk called the roll: Mrs. Middlestetter, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mr. Schweller, yes; Mayor Baird yes. The motion passed 5-0.

OLD BUSINESS-

NEW BUSINESS-

Ohio Division of Liquor Control Notice-The City was sent a notice of a change of ownership in a local business that has a liquor license. Council did not have any objections.

A motion was made by Mr. Schweller to appoint Mr. Darryl McGill to City Council, effective 10-1-16 to fill the unexpired term that expires on 12-31-19. Mrs. Middlestetter seconded the motion. The Clerk called the roll: Mr. Schweller, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mayor Baird, yes. The motion carried 5-0.

A motion was made by Mr. Edwards to accept the resignation of Darryl McGill from the Board of Zoning Appeals, effective 9-28-16. Mrs. Seger-Lawson seconded the motion. The Clerk called the roll: Mr. Edwards, yes; Mrs. Seger-Lawson, yes; Mrs. Middlestetter, yes; Mr. Schweller, yes; Mayor Baird, yes. The motion carried 5-0.

Mr. Schlagheck said that now we have an opening on the Board of Zoning Appeals and he asked Council if they wanted to reach out to the candidates that applied for the vacancy on Council. Council agreed and Mr. Schlagheck said an email will be sent out to those people letting them know about the vacancy.

OPEN DISCUSSION

Mrs. Middlestetter said she was pleased to see the new construction starting at 79 West Franklin St. Mr. Schweller congratulated the Beautification Award winners.

ADJOURN

Being no further business to come before this regular session of the Bellbrook City Council, Mayor Baird declared the meeting adjourned at 8:10 pm.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 2016-11

October 24, 2016

City of Bellbrook

Ordinance No. 2016-11

An Ordinance Approving an Addendum to the Solid Waste and Recyclable Material Collection and Disposal Contract with Rumpke of Ohio, Inc.

WHEREAS, the City of Bellbrook participated in the 2012 Southwest Ohio Regional Refuse Consortium Invitation to Bid for the Collection, Transportation and Delivery for Disposal or Processing of Residential Solid Waste and Recyclable Materials; and

WHEREAS, the City entered into a contract with Rumpke of Ohio, Inc. for a three year period (January 1, 2013 to December 31, 2015), based on the results of this bid; and

WHEREAS, the City executed an Addendum to the initial three year contract for the period of January 1, 2016 to December 31, 2016; and

WHEREAS, the City desires to extend the contract with Rumpke of Ohio, Inc. for a period of one year (January 1, 2017 to December 31, 2017) using the pricing established in the 2012 bid.

Now, Therefore, the City of Bellbrook Hereby Ordains:

Section 1. That the contract addendum with Rumpke of Ohio, Inc. is hereby approved.

Section 2. That the City Manager is hereby authorized to execute the addendum which is attached hereto with Rumpke of Ohio, Inc. effective January 1, 2017 and to take such other action as required.

Section 3. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2016.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

APPROVED AS TO FORM:

Patricia N. Campbell, Municipal Attorney

ADDENDUM

This document serves to add the following to the contract dated December 7, 2012 (the "Contract") between the City of Bellbrook, Ohio (the "City") and Rumpke of Ohio, Inc. (the "Contractor").

It is hereby agreed as follows:

Effective January 1, 2017 and continuing through December 31, 2017 Rumpke shall continue to provide weekly unlimited solid waste collection (including yardwaste and large items) and one (1) time per week curbside recycling collection for all residential units within the City of Bellbrook for the sum of \$12.28 per unit per month billed directly to the City of Bellbrook. The City's monthly invoice will also continue to reflect a charge of \$.83 per unit Generation Fee Adjustment Factor. All other services will be provided in accordance with rates quoted in Rumpke's October 31, 2012 bid proposal.

All other terms and conditions of the original contract dated October 31, 2012 shall remain unchanged.

The Contractor agrees to comply with all Federal, State and local laws and regulations in the collection, removal, and disposal of all such waste material. In the event that the Contractor incurs increased costs (such as, but not limited to, tipping fees, disposal fees, additional fuel costs, or new or increased surcharges, fees or taxes as a result of imposition of new governmental regulations not in effect at the time of acceptance of said contract and which regulate the type of material collected, the location for disposition of such material, or the payment of fees for disposing of such materials) then the City shall, after negotiation with Rumpke and approval by the City Council, adjust the unit cost by an amount commensurate with the increased per unit operating cost incurred by Rumpke.

In the event that either party is unable to perform any of its obligations under this contract or to enjoy any of its benefits because of (or if failure to perform the services is caused by) war, Acts of God, natural disaster (such as floods, earthquakes, tornadoes, hurricanes, blizzards, windstorms, high water table, unusually severe weather), fires, quarantine, labor disputes or strikes, explosion, shortage or failure in the supply of fuel, electric current or other public utility not caused by Contractor's actions, actions or decrees of governmental bodies not caused by Contractor's actions, or any other cause beyond the control of the parties (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party. Upon receipt of notice, all obligations under this contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, either party may terminate this contract.

The term of this contract extension shall be for one (1) year effective January 1, 2017 and continuing through December 31, 2017.

CITY OF BELLBROOK, OHIO

RUMPKE OF OHIO, INC.

City Manager

William J. Rumpke, Jr.

William J. Rumpke, Jr., President

Witness

Sue Lockaby

Witness

Date

9/28/16

Date

RECORD OF RESOLUTIONS

Resolution No. 2016-EE

October 10, 2016

City of Bellbrook

Resolution No. 2016-EE

A Resolution Authorizing the City Manager to Enter into a Contract with the Ohio Department of Transportation for Bridge Inspection Program Services.

WHEREAS, the City of Bellbrook of Greene County, Ohio, is hereinafter referred to as the Local Public Agency (LPA); and

WHEREAS, the City of Bellbrook (LPA) has determined the need for the described project:

Bridge Inspection Program Services, including, but not limited to bridge load rating calculation, scour assessments, bridge inspections, and fracture critical plan development.

Now, Therefore, the City of Bellbrook Hereby Resolves:

Section 1. That, being in the public interest, the City of Bellbrook (LPA) gives consent to the Director of Transportation to complete the above described project.

Section 2. That the City of Bellbrook (LPA) shall cooperate with the Director of Transportation in the above described project as follows:

The State shall assume and bear 100% of all of the cost for Bridge Inspection Program Services requested by the City and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant's Scope of Services Task Order Contract (Exhibit A).

The LPA agrees to pay 100% of the cost of those features which are not included in Exhibit A.

Section 3. That the City of Bellbrook (LPA) agrees that all right-of-way required for the described project will be made available in accordance with current State and Federal regulations.

Section 4. That Mark Schlagheck, City Manager of the City of Bellbrook (LPA) is hereby empowered on behalf of the City of Bellbrook (LPA) to enter into contracts with the Director of Transportation which are necessary to complete the above described project.

Section 5. That this resolution shall take effect and be in force immediately upon adoption.

Robert L. Baird, Mayor

Jami L. Kinion, Clerk of Council

Scope of Services Meeting Date: **/**/**
Approved Final Scope of Services Minutes Date: **/**/**

GENERAL ENGINEERING SERVICES

Central Office, Office of Structural Engineering

Scope of Services

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action
- Task 1C – Scour Analysis

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – SMS Structure Inventory and Review

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Second Edition 2013 interim with revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049, Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027, Publication Year: 2010
- ODOT SMS Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Latest Version

All work shall be performed on an actual cost basis. The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders.

The duration of the agreement will be thirty-six (36) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in SMS. This typically includes an office and field review.

The project will be divided in to four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with with municipal inspection responsibility obtained from SMS data as of July 2016:

Project: SP01 - District (1, 2, &3), Total Structures = 406*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	157	149	21	0	327
Multi-Span	20	19	27	13	79
Culvert	116	33	0	0	149
Truss	0	7	14	0	3
Underwater Inspection	0	0	0	0	0
Fracture Critical Inspection	0	2	2	0	4

* Level 1 bridge inspection structures

Project: SP02 - District (4, 11, &12), Total Structures = 211*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	70	71	20	0	161
Multi-Span	6	7	22	15	50
Culvert	51	23	1	0	75
Truss	13	12	38	0	6
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	4	0	5

* Level 1 Bridge Inspection structures

Project: SP03 - District (5, 6, &10), Total Structures = 285*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	104	99	24	0	227
Multi-Span	4	6	31	17	58
Culvert	72	32	4	0	108
Truss	0	0	54	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	0	7	0	7

* Level 1 bridge inspection structures

Project: SP04 - District (7, 8 &9), Total Structures = 377*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	121	118	22	0	261
Multi-Span	23	44	37	12	116
Culvert	109	86	4	0	199
Truss	0	7	21	12	5
Underwater Inspection	0	0	1	0	1
Fracture Critical Inspection	0	2	3	1	6

* Level 1 bridge inspection structures

Please note that the total number of structure types is estimated based on current SMS data and may be adjusted when tasks are assigned. The estimated annual contract price value for each sub-project is as follows:

SP01 \$280,000
SP02 \$200,000
SP03 \$230,000
SP04 \$290,000

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

Price Proposal Due Date: **//****

UNDERSTANDING

1. Inspections shall be completed by firms prequalified with ODOT for Level 1 bridge inspection with full time staff according to Manual of Bridge Inspection.

2. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.

- a) CONSULTANT shall perform all applicable updates to SMS with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
- b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
- c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, and .xls formats).

3. Copies of all transmittal letters related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.

- a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto SMS.

Services to be furnished by CONSULTANT may include:

TASK 1 - SCOUR TASKS

Task 1A – Scour Critical Susceptibility NBIS Item 113) - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge owner to properly maintain their bridge files.

Task 1B - Scour Plan-of-Action - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

TASK 2 – LOAD RATING TASKS

Task 2A - Field Measurements for Load Rating - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

Task 2B - Load Rating Calculations – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, and NRL) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update SMS Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live

load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.

TASK 3 – SMS STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website. The CONSULTANT shall verify this data and determine if the ODOT SMS structure file information needs changing. If no changes are necessary then no SMS inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

TASK 4 – INSPECTION PROCEDURES

Task 4A – Fracture Critical Plan – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
 - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.
 - b. Use an elevation view for trusses.
 - c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
2. A table or location of important structural details indicating:
 - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
 - b. Location of each occurrence of detail
 - c. AASHTO Fatigue Category of detail
 - d. Identify retrofits previously installed
3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 4B – Underwater Inspection Procedures – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection.

TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (SMS Input) - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes: Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS.

Task 5B – Fracture Critical Inspection - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 5C – Underwater Dive Inspection – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in SMS. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

Agreement Administration Procedures

I. Type I Task Order Notification and Authorization Procedures for task orders less than \$10,000 with a well-defined scope of services

- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services.
- B. Central Office will authorize the CONSULTANT to perform the task by standard authorization letter that includes:
 - 1. A detailed scope of services for the task order.
 - 2. The completion time from authorization.
 - 3. The maximum compensation (including net fee).
 - a. The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.

II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000

- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services
- B. Central Office will prepare a request for a task order proposal in the format included herein and transmit it to the CONSULTANT. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.
- C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
 - 1. Letter of transmittal with reference to include:
 - a. Central Office General Engineering Services Agreement
 - b. PID No.
 - c. Agreement No.
 - d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference, but shall be referenced in the body of the letter.
 - 2. All other proposal requirements shall conform to Chapter 6, Price Proposals for Agreements and Modifications, of the current Specifications for Consulting Services.
 - 3. Appendix A of the CONSULTANT's proposal shall include the task order proposal request transmitted to the CONSULTANT by the District.
- D. Central Office will review the CONSULTANT's proposal for:
 - 1. Adherence to submittal requirements.
 - 2. Compliance with the scope of services.
 - 3. Mathematical accuracy.
 - 4. Labor hours and rates.
 - 5. Net fee percentage.
- E. Central Office will resolve any issues with the CONSULTANT and obtain a revised proposal (if necessary).
- F. Central Office will authorize the CONSULTANT to proceed with the task.

III. Task Order Identification and Numbering

- A. The task order numbering system shall be a three component series consisting of the Sub-Project (SP) number assigned to each consultant under this PID, second number is for the year, third is for sequential number of task orders.
 - 1. For example, the first task order issued in in 2017 for SP01 is SP01-2017(1).
 - a. Continuing task orders on that project would be numbered SP01-2017(2).
 - 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

IV. Invoice and Project Schedule Requirements

- A. The CONSULTANT shall provide monthly invoices and project schedules in the format transmitted with the executed agreement. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.

Authorization to Proceed - Type I Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number (FIPS Code) - (Number)

Dear Consultant:

Effective this date you are hereby authorized to proceed with the subject task order.

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the Agency (attached)

Additional Scope of Services Notes

Task Order Completion Time

___ days from Notice to Proceed.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee. The Maximum Prime Compensation shall not exceed _____ (\$ _____). The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

Request for Task Order Proposal - Type II Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number SPOX - (Number)

Dear Consultant:

Please provide a cost proposal for the subject task order as follows:

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the State (attached)

Additional Scope of Services Notes

Task Order Completion Time

___ days from Notice to Proceed.

Due date for Cost Proposal:

Please submit your proposal to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

If you have any questions or comments regarding this request, please contact this office prior to submitting your proposal.

Respectfully,

Attachments:

cc: file

Authorization to Proceed - Type II Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number SP0X-(Number)

Dear Consultant:

Reference is made to your task order proposal dated _____, requesting compensation for the identified task.

Effective this date you are hereby authorized to proceed with the subject task order.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee of _____ (\$ _____). The maximum prime compensation shall not exceed _____ (\$ _____).

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file