

# CITY OF *Beachwood*

Engineering Analysis

December 14, 2020

Public Works Committee of Council

Presentation was updated on 12/14/2020 to include additional Engineering firms as it relates to Shaker Heights – previously we only had GPD information.

PURPOSE - To outline our policies and procedures relating to our Professional Engineering Services and to compare them to neighboring communities.

This project was completed with input from:



# LEGAL OVERVIEW OF PROCUREMENT OF PROFESSIONAL DESIGN SERVICES

## OHIO REVISED CODE SECTIONS 153.65 THROUGH 153.71.

Effective November 25, 1995, the State of Ohio required all municipalities, when embarking on public improvements, to select engineers, architects, landscape architects and surveyors according to new standards set out in HB 231, which were codified in Ohio Revised Code as Sections 153.65 through 153.71. With the enactment of those provisions, competitive bidding in the selection of engineers, architects, landscape architects and surveyors was prohibited and any contracts, then in excess of \$25,000 (currently \$50,000), with the aforementioned design professionals must follow the qualification based section process set out in ORC Sections 153.65 through 153.71. Emergency contracts were exempted from this law.

In summary, the law implemented has a duty on municipalities to do three things before entering into a contract for design services, to wit:

1. Publicly announce the intent to enter into a contract; and
2. Set up a committee to evaluate the qualifications of interested firms, narrowing the qualified firms to no less than three (3), based upon predetermined qualification criteria that does not include price, and using a standard evaluation sheet, relevant documentation, and past performance experience; and
3. Once ranked, negotiate a contract with the most qualified of the firms, addressing insurance requirements, liability and other criteria specifically pointed out in the statute. If a contract is unable to be negotiated, the municipality is then to enter into negotiations with the second most qualified firm.

## BEACHWOOD CODIFIED ORDINANCE CHAPTER 169

### 169.01 OHIO DESIGN PROFESSIONAL SELECTION LAW WAIVED.

The City shall be exempt from the provisions of Ohio R.C. 153.65 through 153.71, which are waived and inapplicable. (Ord. 1998-59. Passed 2-17-98).

### 169.02 PROCEDURE

Notwithstanding the provisions of Ohio R.C. 9.33, 9.331, 9.332 and 153.65 through 153.71, inclusive, and any other provisions of the Ohio Revised Code which may conflict with or are inconsistent with the provisions of this section, the following provisions shall govern the selection and retention of professional design firms and construction managers by the City:

- (a) All contracts for professional design firms and construction managers in the amount of twenty-five thousand dollars (\$25,000) or more shall be awarded on the basis of qualifications of the potential contractor and price, as determined by Council. Prospective contracts shall submit proposals in accordance with the instructions and specifications of the City. These proposals shall include the price. The City may reject any and all proposals. The Mayor shall recommend to Council the lowest and best bid proposal, based on the qualifications and experience of the contract, price and other relevant factors. These procedures are not intended to be formal bidding requirements, but rather an informal procedure to determine the best contractor to whom a contract should be awarded.
- (b) In addition to complying with the above and other existing City ordinances and Charter provisions governing contracts and purchases generally, Council is authorized to establish such further procedures as are deemed to be in the City's best interests for the selection of such design professionals and construction managers. (Ord. 1998-59 Passed 2-17-98).

# LEGAL OPINION ORC – MAY 26, 2020

ORC Sections 153.65 through 153.71 announced that if not followed, any contract for a public improvement shall be null and void and subject to challenge by competitors. Notwithstanding the above, the law was interpreted, by some, NOT to apply to customary and usual City Engineering duties.

In order to implement the provisions of ORC Sections 153.65 through 153.71, it was recommended that municipalities adopt their own ordinances detailing the process to be followed when engaging in the qualification based selection process for design professionals.

Beachwood Codified Ordinance Chapter 169 was enacted to opt out of the statutory requirements of ORC Sections 153.65 through 153.71.

# LEGAL OPINION BCO 169.02 – MAY 26, 2020

Beachwood Codified Ordinance Chapter 169 broadly adopts the City's own process to select and qualify professional design firms and construction managers.

It identified that the selection should apply to, "All contracts for professional design firms and construction managers in the amount of twenty-five thousand dollars (\$25,000) or more," and "shall be awarded on the basis of qualifications of the potential contractor and price, as determined by Council."

# MUNICIPAL ENGINEERING

Presented by Professional Engineer – Dan Neff

Daniel J. Neff, P.E. is a graduate of the University of Dayton and is a Professional Engineer licensed in Ohio, Pennsylvania, West Virginia and Kentucky. Mr. Neff is the President and owner of DJ Neff Enterprises, Inc. dba Neff & Associates, a third-generation firm providing services throughout Northeast Ohio in engineering, surveying, planning and landscape-architecture fields. Mr. Neff oversees all aspects of the business and is the firm's acting Principal Engineer. In addition, Mr. Neff has been a partner in developing residential real estate across Northeast Ohio over the last 10 years, which has afforded him the opportunity to work with various government agencies as both an engineer and a developer.

# COMMUNITY ANALYSIS AND COMPARISON

A special thank you to our Law Clerk Reid Stephan, who was instrumental in gathering these documents and putting together the community summaries.

- Information requested by the City of Beachwood included:
  - Summary of ordinance and contract terms
  - Amount spent with Engineer(s) for a 3-5 year period
  - Information regarding local or state code
  - Procurement process
- We were interested in a detailed analysis of communities who spend a similar amount annually on infrastructure and road improvement projects; and
- A sampling of those communities who utilize different engineering firms and processes.

# PRELIMINARY DATA

Started with **50** Communities

Represented By **11** Engineering Firms

**4** Firms Represent **32** Municipalities

**39** Apply ORC – **11** Apply Local Code

# 50 COMMUNITIES GROUPED BY ENGINEER

COMMUNITIES WHO  
FOLLOW A LOCAL CODE  
ARE HIGHLIGHTED IN  
GREEN

Community	City Engineer Name	Position	Company	State/Local Code	Local Ordinance
Brecksville	Gerald Wise	City Engineer	Bohning and Assoc.	State	
Cuyahoga Heights	Todd Sciano	City Engineer	Bohning and Assoc.	State	
Valley View	Todd Sciano	City Engineer	Bohning and Assoc.	State	
Gates Mills	Chris Courtney	City Engineer	C. W. Courtney	State	
Richmond Heights	Lee Courtney	City Engineer	CW Courtney	State	
Bedford Heights	Don Bierut	City Engineer	Chagrin Valley	State	
Bratenahl	Don Bierut	City Engineer	Chagrin Valley	State	
Brooklyn Heights	Mike Henry	City Engineer	Chagrin Valley	State	
Glenwillow	Mike Henry	City Engineer	Chagrin Valley	State	
Lyndhurst	Jeff Filarski	City Engineer	Chagrin Valley	State	
Macedonia	Don Sheehy	City Engineer	Chagrin Valley	State	
Maple Heights	Ed Hren	City Engineer	Chagrin Valley	State	
Moreland Hills	Jeff Filarski	City Engineer	Chagrin Valley	State	
Oakwood Village	Ed Hren	City Engineer	Chagrin Valley	State	
Olmsted Falls	Don Sheehy	City Engineer	Chagrin Valley	State	
Pepper Pike	Don Sheehy	City Engineer	Chagrin Valley	Local	206.02(b)
Walton Hills	Don Sheehy	City Engineer	Chagrin Valley	State	
Woodmere	Ed Hren	City Engineer	Chagrin Valley	State	
Chagrin Falls	Tim Lannon	City Engineer	CT Consultants	Local	105.02(b)
Brook Park	Ed Piatak	City Engineer	Euthenics	State	
Northfield	Richard Wasosky	Village Engineer	Euthenics	State	
Beachwood	Joe Ciuni	City Engineer	GPD	Local	169.01
Bedford	Joe Ciuni	City Engineer	GPD	Local	104.02 (B)
Brooklyn	Dan Gerson	City Engineer	GPD	State	
Euclid	Dave Neumeier	City Engineer	GPD	State	
Mayfield Heights	Dan Gerson	City Engineer	GPD	State	
Richfield Village	Dave Neumeier	Engineer	GPD	Local	141.03(f)(3)
Shaker Heights	Joe Ciuni	City Engineer	GPD	Local	104.01
University Heights	Joe Ciuni	City Engineer	GPD	State	
Warrensville Heights	Dan Gerson	City Engineer	GPD	State	
Fairview Park	Mike Mackay	City Engineer	Mackay Engineering	State	
Middleburg Heights	Mike Mackay	City Engineer	Mackay Engineering	State	
Rocky River	Mike Mackay	City Engineer	Mackay Engineering	State	
Conneaut	N/A	N/A	N/A	Local	105.02
Hunting Valley	N/A	N/A	N/A	Local	105.02(b)
Huron	N/A	N/A	N/A	Local	159.07(a)
Waite Hill Village	N/A	N/A	N/A	Local	
Parma Heights	Dan Neff	City Engineer	Neff and Assoc.	State	
Boston Heights	Dave Krock	City Engineer	OHM Advisors	State	
Broadview Hts.	Dave Krock	City Engineer	OHM Advisors	State	
East Cleveland	Position Vacant	City Engineer	OHM Advisors	State	
Garfield Heights	Dave Krock	City Engineer	OHM Advisors	State	
Newburgh Heights	Jim Sickels	Village Engineer	OHM Advisors	State	
Seven Hills	Dan Collins	City Engineer	Richard Bowen Asso	State	
Willoughby Hills	Pietro DeFranco	City Engineer	Richard Bowen Asso	State	
Highland Heights	Brian Mader	City Engineer	Stephen Hovancsek	State	
Highland Hills	Susan Hamilton	City Engineer	Stephen Hovancsek	State	
Mayfield Village	Tom Cappello	City Engineer	Stephen Hovancsek	State	
Orange Village	Brian Mader	City Engineer	Stephen Hovancsek	Local	107.02
South Euclid	Andy Blackley	City Engineer	Stephen Hovancsek	State	

# FOUR FIRMS REPRESENT 32 OF THE 50 COMMUNITIES SURVEYED

## Chagrin Valley Engineering

- 13 Cities
  - 12 State Code
  - 1 Local Code

## GPD

- 9 Cities
  - 5 State Code
  - 4 Local Code

## Stephen Hovancsek

- 5 Communities
  - 4 State Code
  - 1 Local Code

## OHM

- 5 Communities
  - 5 State Code

# COMMUNITIES SELECTED FOR ANALYSIS

Based on similar yearly expenditures of ROAD IMPROVEMENT projects

- EUCLID - Approximately \$1 M per year
- HIGHLAND HEIGHTS – Approximately \$1.5 M per year
- LYNDHURST- Approximately \$1.4 M per year
- MAYFIELD HEIGHTS – Approximately \$1 M per year (2021 \$4M – road levy)
- MAYFIELD VILLAGE – Approximately \$1.2 M per year
- ORANGE VILLAGE – Approximately \$1 M per year
- PEPPER PIKE – Approximately \$2 M per year
- ROCKY RIVER – Approximately \$1 M per year
- SHAKER HEIGHTS – Approximately \$2 M per year

# BEACHWOOD

- **City Engineer:** Joe Ciuni, GPD Group
- **State or Local Code:** Local Code
- 169.01 OHIO DESIGN PROFESSIONAL SELECTION LAW WAIVED. The City shall be exempt from the provisions of Ohio R.C. 153.65 through 153.71, which are waived and inapplicable.
- 169.02 PROCEDURE. Notwithstanding the provisions of Ohio R.C. 9.33, 9.331, 9.332 and 153.65 through 153.71, inclusive, and any other provisions of the Ohio Revised Code which may conflict with or are inconsistent with the provisions of this section, the following provisions shall govern the selection and retention of professional design firms and construction managers by the City:
  - (a) All contracts for professional design firms and construction managers in the amount of twenty-five thousand dollars (\$25,000) or more shall be awarded on the basis of qualifications of the potential contractor and price, as determined by Council. Prospective contractors shall submit proposals in accordance with the instructions and specifications of the City. These proposals shall include the price. The City may reject any and all proposals. The Mayor shall recommend to Council the lowest and best bid proposal, based on the qualifications and experience of the contractor, price and other relevant factors. These procedures are not intended to be formal bidding requirements, but rather an informal procedure to determine the best contractor to whom a contract should be awarded.
  - (b) In addition to complying with the above and other existing City ordinances and Charter provisions governing contracts and purchases generally, Council is authorized to establish such further procedures as are deemed to be in the City's best interests for the selection of such design professionals and construction managers. (Ord. 1998-59. Passed 2-17-98.)
- **Scope of Available Services:** : GPD offers a wide array of services including traffic signalization services. The only service they do not offer is City Planning Services.
- **Contract/Fee Arrangement:** Compensation is a monthly retainer of \$1,850.00 (started in 2020) for Building Department and small-plan reviews and for backyard-drainage complaints.
  - Some services rendered under the contract include:
    - Act as a technical consultant on all matters referred by the Mayor or the Building Department; attend all meetings of the Planning and Zoning Commission; attend Council meetings only if requested; attend internal staff meeting to discuss pending P&Z agenda items; meet with applicants on projects when requested by Building Commissioner; and review site plans for P&Z approval for all projects with a construction cost of less than \$250,000.
    - For services not included, compensation is based on a fee schedule. **For every job over \$2,500, GPD submits a detailed proposal reviewed by the Public Works Director. All projects are written as a maximum – not to exceed.**
- **Project Information:** From 2015 through 2019, Beachwood paid GPD the following amounts: 2015 \$472,037.95; 2016 \$493,684.11; 2017 \$473,857.40; 2018 \$453,157.36; and 2019 \$383,056.12

# EUCLID

- **City Engineer:** Dan Neumeyer: GPD Group (since 2017, CT Consulting was the prior engineering firm from 2015-2016)
- **State or Local Code:** State Code
- **Scope of Firm's Available Services:** GPD offers a wide array of services. The only service they do not offer is City Planning Services. The firm does offer traffic signalization services.
- **Contract/Fee Arrangement:** Monthly retainer of \$3,250.
  - Additional services are paid hourly, based on a rate schedule in section C
  - Scope of services covered in the retainer include: attending a maximum of 6 meetings a year; giving advice to council; attending weekly meetings with the city service director; picking up and delivering developer materials; support services for the city administration, city council, city departments, and citizens; preparing preliminary reports and estimates concerning the advisability of proceeding with any public improvement projects.
  - Services not covered by the retainer fee will be performed under the hourly rate, including: consultation for construction projects being proposed by private developers within the city; preparing plans, specifications, cost estimates, and architectural services for municipal public improvement and infrastructure maintenance projects as directed by the city administration; construction administration and construction inspection services; and any other service that is requested by city administration.
- **Project Information:** All projects conducted in the City of Euclid were performed by GPD Group since the year 2017, besides the Euclid Waterfront Improvements projects, a contract that was signed in November of 2018. This project was completed by SmithGroup, Inc. for an estimated cost of \$322,200.00. In addition, Euclid paid GPD \$2,178,185.20 from 2017 - 2019.

# HIGHLAND HEIGHTS

- **City Engineer:** Brian Mader: Stephen Hovancsek & Associates
- **State or Local Code:** State Code
- **Scope of Available Services:** Stephen Hovancsek & Associates does not offer geotechnical services, traffic-signalization services, nor complex structural services. The firm likewise does not offer landscape-architectural services.
- **Contract/Fee Arrangement:** Paid monthly based on percentage of completion and at a percentage of the estimated cost of construction based on a schedule. Detailed engineering proposals are not submitted. Surveying and geotechnical fees are over and above the percentage of construction fees. For any work done in cooperation with federal or state agencies and any services not described above, the pay is hourly based on a fee schedule.
  - In addition, there is an annual retainer fee of \$14,000.
  - **Scope of Services:** The City Engineer's contract with the City of Highland Heights creates two schedules of projects. The first tier of projects includes highway and street construction, sewer improvements, and municipal street improvements. The second tier includes projects for road repairs in undeveloped areas, parking lots, sidewalks, and street resurfacing.
- **Project Information:** The last five years all but one project in the City of Highland Heights has been handled by Stephen Hovancsek & Associates. The City's pool-restoration project was handled by CT Consulting Group, who was paid a total of \$64,895.80 for their work. All other projects have been handled by the City Engineer and his firm, totaling \$843,408.06 since 2015.

# LYNDHURST

- **City Engineer:** Jeff Filarski: Chagrin Valley Engineering, Ltd.
- **State or Local Code:** State Code
- **Scope of Available Services:** Chagrin Valley Engineering, Ltd. does not have architects, and they do not offer geotechnical, electrical, or mechanical-engineering services. The firm does offer traffic-signalization services.
- **Contract/Fee Arrangement:** Compensation is an annual sum of \$19,300.00, paid bi-weekly.
  - Services to be rendered include: preparation of all plans, profiles, and estimates of cost for **all public improvements**; serving as the City's representative in reviewing and executing all public work; supervising all inspectors of public works; and providing plans, specifications, and estimates of costs of all improvements for the guidance of Council.
  - For services not included, compensation is based on a fee schedule, based on a percentage of the construction cost. Detailed engineering proposals are not submitted.
- **Project Information:** Based upon the information that has been provided, all engineering projects in the city of Lyndhurst over the last five years have been completed by Chagrin Valley Engineering, including road repairs and a water-main replacement, for a total cost of \$815,670.44. This includes a 2015 project where the firm performed traffic maintenance.

# MAYFIELD HEIGHTS

- **City Engineer:** Dan Gerson: GPD Group
- **State or Local Code:** State Code
- **Scope of Firm's Available Services:** GPD offers a wide array of services with the exception of city-planning Services. The firm does offer traffic-signalization services.
- **Contract/Fee Arrangement:** Annual retainer of \$27,600 paid monthly. Retainer covers: attending regular and special meetings; performing the basic duties of city engineer required by the Ohio Revised Code and the Mayfield Village code; preparing preliminary estimates of costs for capital improvements; and providing the research and investigation for determining when resources are available to fund capital-improvement projects
- There is a hourly fee arrangement for services including: providing consultation services for construction projects proposed by private developers in the city; preparing plans, specifications, cost estimates and other services for municipal public-improvement capital and infrastructure maintenance projects; providing staff for Ohio EPA Phase II compliance; and other services requested by the Mayor
- **Project Information:** Mayfield Heights paid GPD \$744,819.26 for engineering work performed from 2017 – 2019.

# MAYFIELD VILLAGE

- **City Engineer:** Tom Cappello: Stephen Hovancsek & Associates
- **State or Local Code:** State Code
- **Scope of available services:** Stephen Hovancsek & Associates does not offer geotechnical services, traffic-signalization services, complex structural services, or landscape-architectural services.
- **Contract/Fee Arrangement:**
  - Services in the contract: design and bidding services including the preparation of detailed plans, profiles, specifications, and cost estimates for all public improvements; serving as the authorized representative of the village and evaluating, summarizing, or making recommendations on all public work and improvements. The contract explicitly includes traffic signalization as a non-complex project.
  - Fee Schedule: for work in connection with construction of a public project, there is a certain fee schedule for complex projects, as well as one for non-complex projects, based on a percentage of the construction cost. Detailed engineering proposals are not submitted.
  - The preparation of other plans is based on an hourly rate schedule.
- **Project Information:** Projects in Mayfield have been handled by two engineering firms. TMS Engineers Inc. has conducted four traffic studies for Mayfield Village since 2015 and completed two traffic-signal projects in 2016 on SOM. TMS has been paid a total of \$54,020.00, and has not been paid for a project since 2017. All other projects have been handled by Stephen Hovancsek & Associates, including some traffic-signal projects on SOM/Sandalwood as well as a traffic-signal project at the Library. Since 2015, Mayfield Village has paid Stephen Hovancsek & Associates \$1.65 million for project work.

# ORANGE VILLAGE

- **City Engineer:** Brian Mader, Stephen Hovancsek and Associates, Inc.
- **State or Local Code:** Local Code
  - **107.02 PROFESSIONAL DESIGN SERVICES; PUBLIC WORKS.**
    - (a) Definitions.
      - (1) "Professional Design Firm" means any person, firm or corporation legally engaged in rendering professional design services.
      - (2) "Professional Design Services" means services within the scope of practice of an architect or landscape architect registered under Chapter 4703 of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code.
      - (3) "Public Works Contract" means any contract awarded by the Village for the construction, alteration or repair of any public building, public highway or other public work.
      - (4) "Design-build Services" means services that form an integrated delivery system for which a person is responsible to a public authority for both the design and construction, demolition, alteration, repair or reconstruction of a public improvement.
    - (b) The Village is hereby exempted from following the procedures set forth in Sections 153.65 through 153.73 of the Ohio Revised Code for contracting for Professional Design Services or Design-build Services.
    - (c) The Mayor may contract for Professional Design Services related to a Public Works Contract when the amount of the Professional Design Services is less than fifteen thousand dollars (\$15,000). The Mayor may determine the Professional Design Firm's qualifications and abilities in such manner as the Mayor deems most suitable.
    - (d) In the event that the cost of the Professional Design Services for a Public Works Contract will equal or exceed fifteen thousand dollars (\$15,000), the Council shall have the authority, by motion passed by majority vote, to authorize the Mayor to sign such Professional Design Services contract. Council may satisfy itself as to the Professional Design Firm's qualifications and abilities in the manner it deems most suitable.
  - **Scope of Available Services:** Steven Hovancsek & Associates does not offer geotechnical services, traffic-signalization services, complex structural services, or landscape-architectural services.
  - **Contract/Fee Arrangement:** Paid monthly based on a fee schedule based on a percentage of construction costs. Paid 65% of what the engineer would be paid under the fee schedule upon the awarding of a contract. For Schedule I projects, which include highway and street reconstruction, the fee starts at 12% of the construction cost for projects under \$100,000 and decreases to 5.7% for any project over \$5,000,000. For Schedule II projects, including off-street parking lots, sidewalks, and street resurfacing, the fee schedule starts at 9% of the actual cost of projects costing less than \$100,000 and decreased to 4.9% for the cost of any project over \$1,000,000. For surveys, construction inspection, and other inspections, an hourly fee rate schedule is used, with the village engineer being paid \$100.00 per hour.
    - The Village is permitted to solicit bids and proposals for projects in excess of \$500,000, though Stephen Hovancsek & Associates, Inc. is permitted to submit proposals for such projects
  - **Project Information:** Orange Village paid Chagrin Valley Engineering \$624,498.20 from 2017 - 2019 for engineering services.

# PEPPER PIKE

**City Engineer:** Don Sheehy: Chagrin Valley Engineering, Ltd.

**State or Local Code:** Local Code

206.02 Professional Design Services; Public Works

- (a) Definitions...
- (b) The City is hereby exempted from following the procedures set forth in Sections 153.65 through 153.73 of the Ohio Revised Code for contracting for Professional Design Services or Design-build Services.
- (c) The Mayor may contract for Professional Services related to a Public Works Contract when the amount of the Professional Design Services is less than twenty-five thousand dollars (\$25,000). The Mayor may determine the Professional Design Firm's qualifications and abilities in such manner as the Mayor deems most suitable.
- (d) In the event that the cost of the Professional Design Services for a Public Works Contract will equal or exceed twenty-five thousand dollars (\$25,000), the Council shall have the authority, by motion passed by majority vote, to authorize the Mayor to sign such Professional Design Services contract. Council may satisfy itself as to the Professional Design Firm's qualifications and abilities in the manner it deems most suitable.

**Scope of Available Services:** Chagrin Valley does not have architects, and they do not offer geotechnical, electrical, or mechanical-engineering services. The firm does offer traffic-signalization services.

**Contract/Fee Arrangement:** The contract includes a scope of services, including: the preparation of necessary plans, profiles, specifications, and estimates of costs for public improvements, upon guidance of city council; they may furnish the city plans, specifications, and estimates of costs of such improvements. For work on these projects, the City pays an hourly rate based on a fee schedule in the contract based on a percentage of construction costs. The annual retainer fee is \$38,500.00, which pays for the city engineer's work as a technical consultant on engineering matters, advising the mayor and council on residential problems involving the sewers, public water supplies, drainage patterns, and building grades. This also includes work preparing preliminary sketches, layouts, estimates, or reports regarding the advisability of proceeding with projects including, among other things, sanitary and storm sewers, water mains, and pavement improvements

**Project Information:** Pepper Pike paid Chagrin Valley Engineering \$1,068,942.96 from 2017 - 2019.

# ROCKY RIVER

- **City Engineer:** Michael MacKay: MacKay Engineering
- **State or Local Code:** State Code
- **Scope of Available Services:** MacKay Engineering does not offer building design, bridge, electrical engineering, or traffic-engineering services.
- **Contract/ Fee Arrangement:** Per R.R.C.O 144.01, the City of Rocky River selected their engineering firm through the request-for-proposal process; all references to engineer in any other codified ordinance directly refer to MacKay Engineering.
- **Scope of Available Services:** In addition to attending meetings, providing advice, and tabulating bids, the contract provides that MacKay prepare all necessary plans, profiles, sections, specifications, bid documents, and estimates of costs for public improvements as requested by the Mayor and authorized by Council
- **Fee Arrangement:** For general services, the City Engineer is paid \$3,514.48 per month for all projects. There is a provided fee schedule.
- **Project Information:** Rocky River paid McKay Engineering \$1,677,000.00 in project invoices for 2017 – 2019. This represents approximately \$25 Million in approximate construction value of projects invoiced. Additionally, Rocky River paid Hazen and Sawyer Consulting Services \$56,177.08 for 2019 and 2020 for consulting services relating to work on the Rocky River Wastewater Treatment Plant. Finally, Rocky River paid AECOM \$114,980.74 for the Riverdale Road Widening Project.

# SHAKER HEIGHTS

- **City Engineer:** Joe Ciuni: GPD
- **State or Local Code:** Local Code

## 104.02 PROCEDURES.

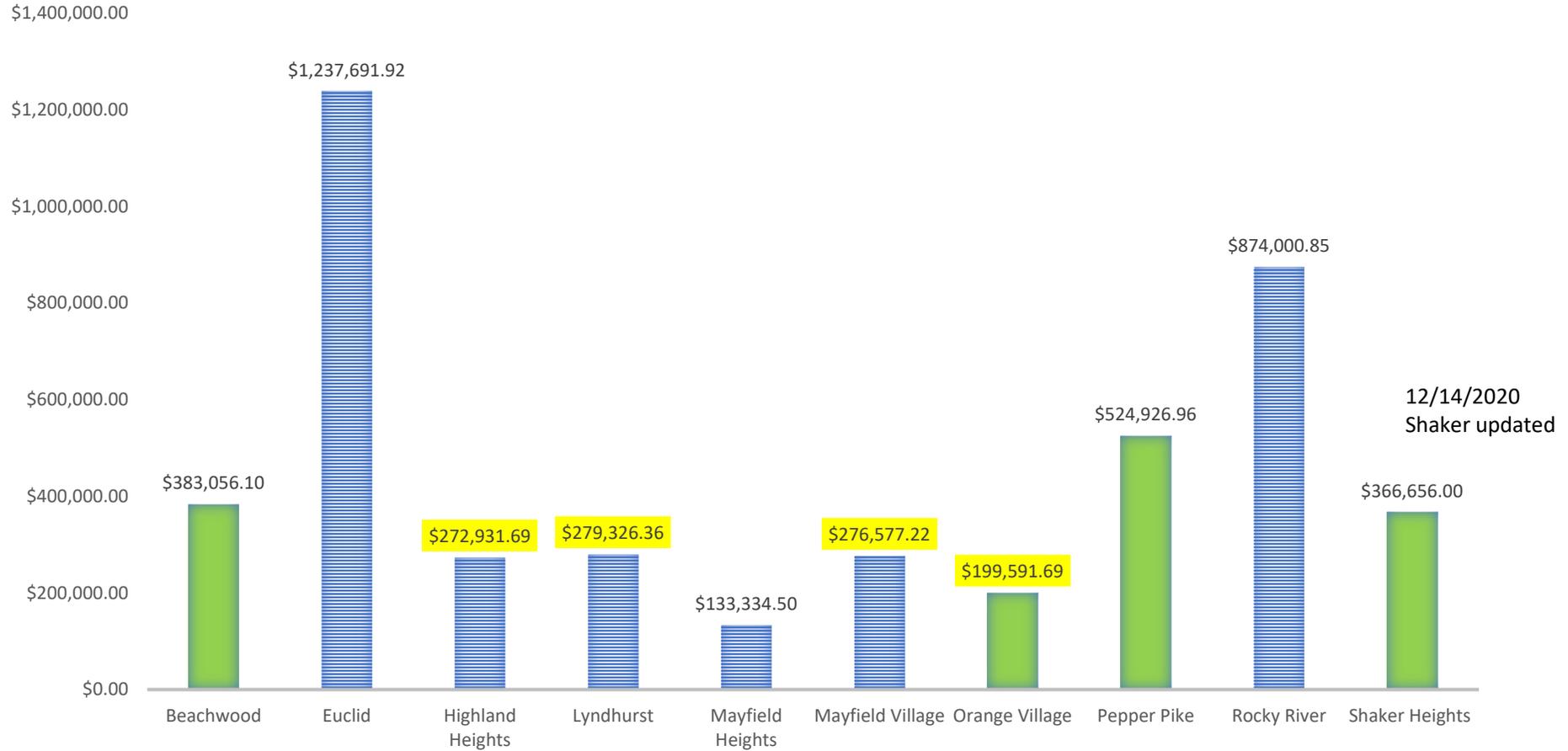
Notwithstanding the provisions of Ohio R.C. 9.33, 9.331, 9.332 and 153.65 through 153.71, inclusive, and any other provisions of the Ohio Revised Code which may conflict with or are inconsistent with the provisions of this section, the following provisions shall govern the selection and the retention of professional design firms and construction managers by the City of Shaker Heights, Ohio:

(a) All contracts for professional design firms and construction managers in the amount of twenty-five thousand dollars (\$25,000) or more shall be awarded on the basis of qualifications of the potential contractor and price, as determined by the Purchasing Committee (the Mayor, Finance Director and director of the department involved). Prospective contractors shall submit proposals in accordance with the instructions and specifications of the City. These proposals shall include the price. The City may reject any and all proposals. The Mayor, or the Mayor's designee, shall recommend to the Purchasing Committee the best bid proposal, based on the qualifications and experience of the contractor, price, and other relevant factors. These procedures are not intended to be formal bidding requirements, but rather an informal procedure to determine the best contractor to whom a contract should be awarded.

(b) In addition to complying with the above and other existing City ordinances and Charter provisions governing contracts and purchases generally, the Council is authorized to established such further procedures as are deemed to be in the City's best interests for the selection of such design professionals and construction managers. (Ord. 01-43. Enacted 4-30-01.)

- **Scope of Firm's Available Services:** GPD offers a wide array of services. The only service they do not offer is City Planning Services. The firm offers traffic-signalization services.
- **Contract/Fee Arrangement:** Retainer fee of \$2,300 a month, hourly rates are charged for services and projects not in the city contract.
  - **Scope of Services:** Under the retainer, the city engineer provides a wide variety of services, including but not limited to: acting as an advisor to the Public Works Director regarding a variety of topics, including roads, right of ways, and building maintenance; overseeing the construction of public improvements; and inspecting construction sites in accordance with the Ohio EPA.
  - The Contract also calls for the city engineer to quote per project at the City's request, including projects funded by ODOT, LPA, CDBG, and NEORSD MICP, and preparing estimates of construction cost in sufficient detail for review and approval.
- **Project Information:** Shaker Heights paid \$1,400,896.50 for Engineering services from 2017 – 2019 - GPD through its current contract was paid \$631,162 plus was awarded an additional \$405,019.50 (bid) for a total amount of \$1,036,181.50. Other firms bid and were awarded a total of \$364,715.

# 2019 ENGINEERING COSTS



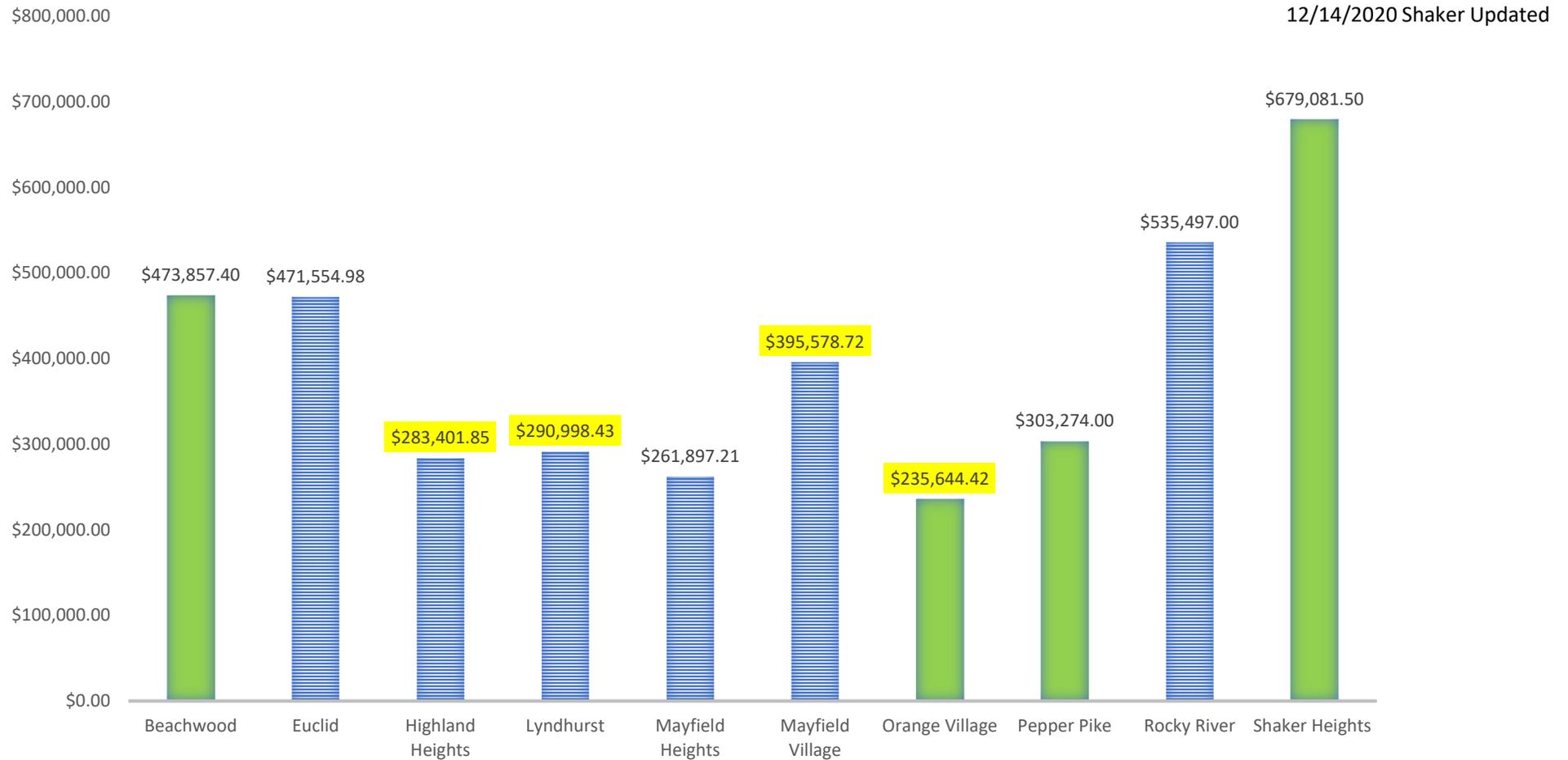
Green (Local Code) – Blue (Ohio Revised Code) Yellow (Fee Based on % of Construction)

# 2018 ENGINEERING COSTS



Green (Local Code) – Blue (Ohio Revised Code) Yellow (Fee Based on % of Construction)

# 2017 ENGINEERING COSTS



Green (Local Code) – Blue (Ohio Revised Code) Yellow (Fee Based on % of Construction)

# HOURLY RATE COMPARISON

\* Fees are generally based on percentage of the construction costs and the fee is guaranteed no matter how many hours are spent on design.

\*\* Fees are based on a detailed proposal written as an hourly fee to a maximum. The City benefits if the amount of time is less and if it is more the City does not pay more.

			Highland		Mayfield	Mayfield	Orange	Pepper	Rocky	Shaker
	Beachwood**	Euclid**	Heights *	Lyndhurst*	Heights**	Village*	Village*	Pike	River	Heights**
	GPD	GPD	Hovancsek	Chagrin Valley	GPD	Hovancsek	Hovancsek	Chagrin Valley	Mackay	GPD
Project Principal	\$ 132.50	\$ 143.00			\$ 132.50				\$ 113.61	\$ 132.50
Senior Project Manager	\$ 109.00	\$ 115.00			\$ 108.00				\$ 113.61	\$ 109.00
Registered/Senior Arch or Engineer	\$ 100.00	\$ 104.00	\$ 100.00	\$ 90.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 90.00	\$ 103.80	\$ 100.00
Senior Landscape Architect	\$ 100.00	\$ 96.25			\$ 95.00					\$ 100.00
Landscape Architect	\$ 100.00	\$ 88.00			\$ 86.50					\$ 100.00
Design Engineer/Architect	\$ 94.00	\$ 94.00		\$ 64.00	\$ 91.00					\$ 94.00
Staff Engineer Architect	\$ 85.00	\$ 85.00	\$ 76.50		\$ 82.50	\$ 77.50	\$ 76.50	\$ 82.00		\$ 85.00
Engineer Co-op Intern	\$ 55.00				\$ 70.00					\$ 55.00
Senior Environmental Scientist	\$ 105.00	\$ 103.00			\$ 96.00					\$ 105.00
Environmental Specialist	\$ 78.50	\$ 79.50			\$ 76.50					\$ 78.50
Senior Designer	\$ 78.50	\$ 79.50			\$ 77.00					\$ 78.50
Staff Designer	\$ 65.00	\$ 67.00			\$ 64.00			\$ 70.00		\$ 65.00
CAD Drafter	\$ 71.00	\$ 55.50	\$ 52.00		\$ 71.00	\$ 52.00	\$ 52.00		\$ 81.71	\$ 71.00
Construction Inspector	\$ 56.00	\$ 64.00	\$ 38.00	\$ 45.50	\$ 55.00			\$ 48.00	\$ 62.04	\$ 56.00
Construction Inspector OT	\$ 84.00				\$ 71.50				\$ 75.38	\$ 84.00
Construction Coordinator	\$ 75.00	\$ 72.50			\$ 73.00			\$ 68.00		\$ 75.00
Project Aid/Clerical	\$ 49.50	\$ 50.50		\$ 35.00	\$ 49.00			\$ 28.50		\$ 49.50
Survey Project Manager	\$ 100.00				\$ 100.00					\$ 100.00
Senior Surveyor	\$ 95.00				\$ 95.00					\$ 95.00
Surveyor	\$ 90.00		\$ 78.00	\$ 74.00	\$ 90.00	\$ 79.50	\$ 78.00	\$ 73.00	\$ 70.64	\$ 90.00
Senior Survey Technician	\$ 65.00				\$ 65.00					\$ 65.00
Survey Technician	\$ 55.00				\$ 55.00					\$ 55.00
Geotech - Project Manager	\$ 115.00				\$ 115.00					\$ 115.00
Drill/Lab Field Manager	\$ 90.00				\$ 90.00					\$ 90.00
Sr. Driller & Field & Lab Tech	\$ 80.00				\$ 80.00					\$ 80.00
Driller and Field & Lab Tec	\$ 67.00				\$ 67.00					\$ 67.00
Asst. Driller & Field & Lab Tech	\$ 53.00				\$ 53.00					\$ 53.00

# GPD GROUP 2021 ENGINEERING PROPOSAL DISCUSSION

# GPD GROUP

## ABOUT GPD GROUP

- GPD proudly provides engineering, surveying, environmental, architecture, geotechnical, telecommunication, planning and construction services to public and private sector clients throughout Ohio and across the United States. GPD established roots in Akron, Ohio in 1961 and today through hard work and dedication, has grown to a firm with over 600 professionals, more than 400 of whom are living and working in Northeast Ohio.
- GPD offers a comprehensive and diverse range of services and delivers unmatched experience in municipal infrastructure improvements including utility and roadway design and construction inspection. GPD currently serves as City Engineer for 17 Municipalities, 5 Villages, and 2 Townships, making them uniquely qualified to bring a much-needed municipal perspective to the project.

## ABOUT JOE CIUNI

- Joe has extensive professional experience in municipal engineering, roadway rehabilitation, public-works improvements and surveying projects. Joe is the firm's named City Engineer for Beachwood, Bedford, University Heights, and Shaker Heights. As such, Joe intimately understands the business of municipalities, the need for collaboration across many departments, and the challenges faced by decreasing budgets and increasing needs. Continuing his role as City Engineer, Joe brings more than 35 years of experience to lead the team and align the right resources for the work as well as help support best management practices to deliver effective solutions to address the needs of the City.
- Education: Bachelor of Science, Civil Engineering, University of Notre Dame
- Registration/Credentials:
  - PE, State of Ohio 1986
  - PS, State of Ohio, 1991

# GPD Group – Contract Proposal 2021



5595 Transportation Boulevard, Suite 100  
Cleveland, Ohio 44125

Phone 216.518.5544  
[www.gpdgroup.com](http://www.gpdgroup.com)

Martin S. Horwitz, Mayor  
City of Beachwood  
25325 Fairmount Blvd.  
Beachwood, Ohio 44122

Nov. 5, 2020  
202001.01

**RE: City Engineering Services – Year 2021**

Dear Mayor Horwitz:

Mindful of the current pandemic and the economic hardship it has caused, for 2021, GPD Group proposes to hold all hourly rates for the various disciplines on our staff. The attached sheet shows the current list of all disciplines that GPD has on staff, including our Geotechnical Services. We have added one service in our Geotechnical Supplies and Fixed Costs; however, this service is seldom used.

In keeping with our past practice, we will submit a proposal for each assigned task based on the attached Schedule of Hourly Rates.

As required in our contract we will also provide a list of personnel in our firm that will potentially work on the municipal projects. We will include their level of classification and a description of the minimum requirements at each level (i.e. Engineer 1 through 6, Designer 1 and 2 etc.).

The attached rates include all payroll costs, overhead, non-reimbursable expenses, profit etc. Printing and copying costs that are performed by outside vendors (because our in-house equipment is not sufficient) will be invoiced at cost, with no mark-up.

Thank you for your continued confidence in GPD. If you have any questions, please call.

Sincerely,  
GPD Group

Joseph R. Ciuni PE PS  
City Engineer

cc. Contract File

**GPD Group – City of Beachwood**

<b>Proposed Hourly Rate Schedule</b>	<b>2021 Rate</b>	<b>2020 Rate</b>	<b>Percent Increase</b>	<b>Service Change</b>
Project Principal	\$132.50	\$132.50	0%	
Senior Project Manager	\$109.00	\$109.00	0%	
Senior Engineer	\$100.00	\$100.00	0%	
Senior Architect	\$100.00	\$100.00	0%	
Senior Landscape Architect	\$100.00	\$100.00	0%	
Landscape Architect	\$88.00	\$88.00	0%	
Design Engineer/Design Architect	\$94.00	\$94.00	0%	
Staff Engineer/Staff Architect	\$85.00	\$85.00	0%	
Engineer / Architect – Co-op/ Intern	\$55.00	\$55.00	0%	
Senior Environmental Scientist	\$105.00	\$105.00	0%	
Environmental Specialist	\$78.50	\$78.50	0%	
Senior Designer	\$78.50	\$78.50	0%	
Staff Designer	\$65.00	\$65.00	0%	
CAD Drafter	\$71.00	\$71.00	0%	
Construction Inspector	\$56.00	\$56.00	0%	
Construction Inspector (Overtime)	\$84.00	\$84.00	0%	
Construction Coordinator	\$75.00	\$75.00	0%	
Project Aid/Clerical	\$49.50	\$49.50	0%	
Survey Project Manager	\$100.00	\$100.00	0%	
Senior Surveyor	\$95.00	\$95.00	0%	
Surveyor	\$90.00	\$90.00	0%	
Senior Survey Technician	\$65.00	\$65.00	0%	
Survey Technician	\$55.00	\$55.00	0%	
Geotech – Project Manager	\$115.00	\$115.00	0%	
Drill / Lab / Field Manager	\$90.00	\$90.00	0%	
Sr. Driller & Field & Lab Tech	\$80.00	\$80.00	0%	
Driller & Field & Lab Tech	\$67.00	\$67.00	0%	
Asst. Driller & Field & Lab Tech	\$53.00	\$53.00	0%	
<b>Geotech Field Supplies Fixed Costs</b>	<b>2021 Rate</b>	<b>2020 Rate</b>		<b>Service Change</b>
Mortar Cubes (Each)	\$11.00	\$11.00		
Grout Prisms (Each)	\$21.50	\$21.50		
Concrete Test Cylinders (Each)	\$15.50	\$15.50		
Concrete Test Beams (Each)	\$45.00	\$45.00		
Drill Rig (per Day)	\$500.00	\$500.00		
Hydrovac Trailer (Per Day)	\$200.00	N/A		Added Service
Floor Flatness Gauge (Per Day)	\$115.00	\$115.00		
Nuclear Density Gauge (Per Day)	\$60.00	\$60.00		

# SUMMARY/QUESTIONS

- Based on questions and at the request of City Council, Mayor Horwitz instructed the administration to review current procedures and analyze how other communities handle engineering procurement. The administration obtained numerous documents relating to the engineering procurement process for a number of communities in the area. The information provided was reviewed, summarized and presented this evening. The analysis showed:
  - Our procurement procedure is in accordance with law and is consistent with the procedures used by other communities.
  - The retainer fee and hourly rates charged in accordance with the GPD contract are consistent with rates paid in other communities.
  - GPD Group is a nationally recognized firm.
  - Mr. Ciuni and his team have served the City of Beachwood since 1995. This institutional knowledge has benefited and will continue to benefit the City of Beachwood moving forward.
  - GPD Group, Mr. Ciuni and his staff have provided exemplary work to the City of Beachwood.
  - GPD Group is equipped to handle all engineering requests.
  - In accordance with the terms of their contract and past practice, GPD provides an estimate for every job over \$2,500. GPD submits a detailed proposal reviewed by the Public Works Director. All projects are written as a maximum – not to exceed.
- Mayor Horwitz, Public Works Director Arrietta, and Building and Community Development Director Griswold recommend entering into a contract with GPD Group/Joe Ciuni for 2021 Engineering services.
  - Comments from Mayor Horwitz
  - Comments from Public Works Director Arrietta
  - Comments from Building and Community Development Director Griswold
- The Administration is open to further discussion with City Council regarding the scope of work provided by the City Engineer and the procurement process for services that may be deemed outside the City Engineer's scope of work.
- Questions? – Mr. Neff, Mr. Ciuni and the Administration are available to answer any questions.