

robmorganllc
landscape architecture

Russell Township Trustees
Karen Walder, Fiscal Officer
Russell Township
8501 Kinsman Road, PO Box 522
Novelty, OH 44072

May 16, 2018

Dear Trustees & Ms. Walder:

The following is a proposal for landscape architecture services for the Russell Veterans Memorial Park in Russell Township, OH. I appreciate you considering me for this project and I am very interested in working with you to develop improvement plans and assist the township with bidding and construction administration services. The scope of work is based upon preliminary plans for "Memorial Plaza" prepared by my studio on January 9, 2017 (Exhibit A), The estimated construction cost is approximately \$260,000 based on preliminary estimate May 16, 2018 (Exhibit B). An outline schedule for the work is included (Exhibit C).

Landscape Architectural Design Services will include the following:

Site Context- Provide boundary and base map survey, evaluate the existing site conditions. Meet with you to understand program and maintenance expectations. Meet with service department and electrical consultant to understand issues related to the power service to the site. (1) meeting.

Construction Documentation & Project Manual- Prepare biddable construction documents for the core garden area and walking loop path connecting to the garden in the front portion of the site. Walking path will be bid as an Alternate. Plans to include, existing conditions, demolition, layout, grading, planting and detailing. Provide Electrical Plans for lighting system & electrical power to the site. Revise cost estimate. Provide plans for review at 80% completion. (1) meeting.

Bidding- Assist you during bidding process. Answer contractor questions during bidding period and prepare addendum as required. Attend pre-bid meeting and bid opening. (2) meetings.

Construction Administration- Review submittals during construction. Attend preconstruction and weekly field meetings. Provide weekly reports. Prepare punch list upon substantial completion of work. (8) meetings.

Record Drawings- Provide plans (hard copy & electronic copy) with as-built information incorporated.



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The not-to-exceed fees for the work described above will be:

Site Context, Construction Documentation & Project Manual	\$10,000.00
Electrical Plan (Denk Associates, Inc., Exhibit D)	\$5,000.00
Bidding	\$800.00
Construction Administration & Record Drawings	\$3,100.00
Design Fee	<hr/> \$18,900.00
Survey – Full Site (Mannik Smith Group, Exhibit E)	\$5,700.00
Printing, Reproductions & AIA Contract Templates (Allowance)	\$500.00
Total Project Fee	<hr/> \$25,100.00

Billing rates are \$140.00 per hour for the Principal and \$100.00 per hour for In-Studio Documentation. Fee includes (12) site visits / meetings to completion of project. Additional meetings/site visits are available upon request and will be billed at the hourly rate. Expenses for printing, reproductions and AIA contract templates will be billed at cost +10%. Permit fees are not included. Invoices will be sent at the end of the month and payment due in 30 days.

Upon notice to proceed I will be available to commence work on this project immediately. I look forward to working with you and the Township staff. Please contact me if you have any questions or require additional information.

Sincerely:



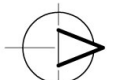
Robert D. Morgan PLA, ASLA

Accepted

Date

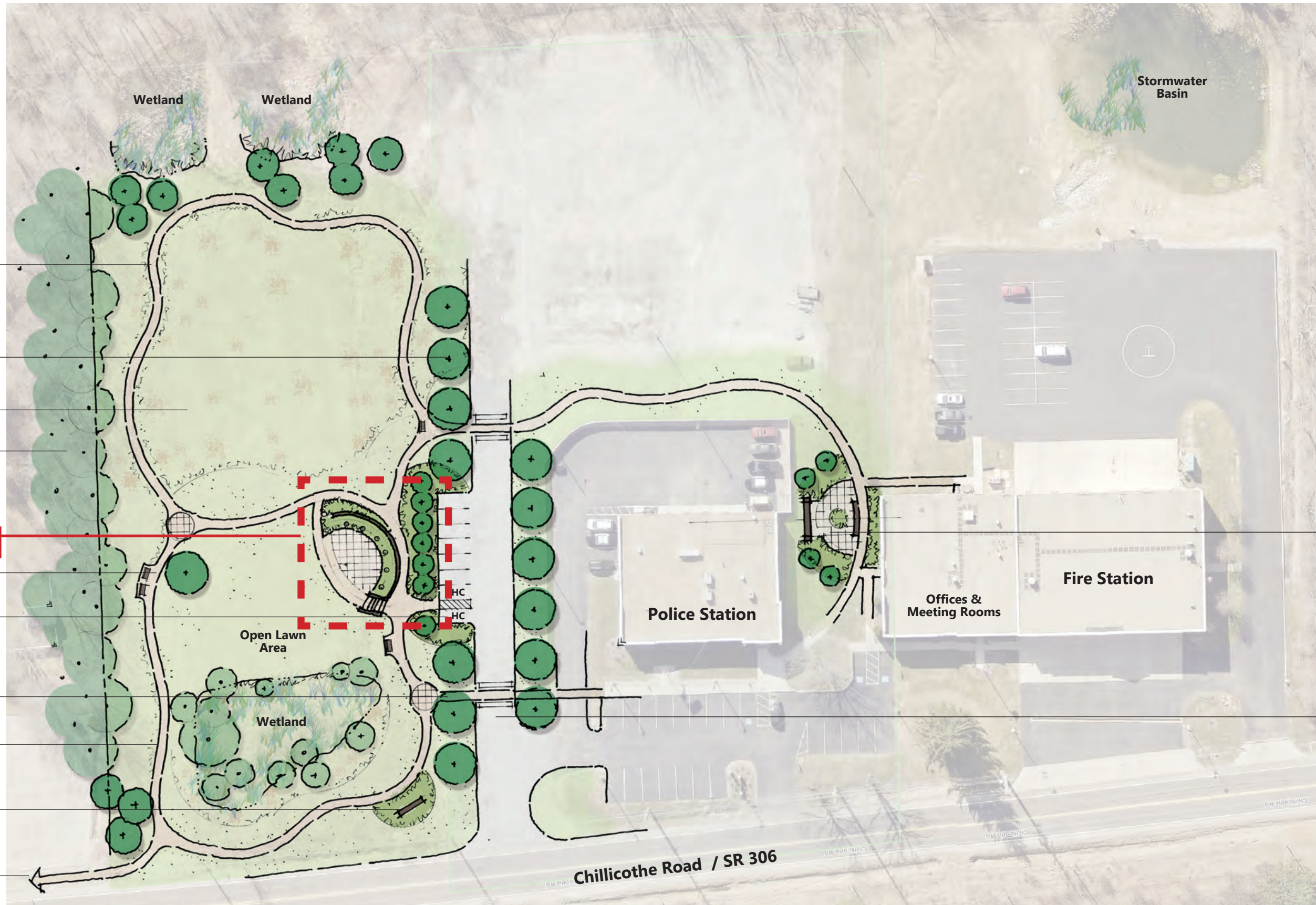
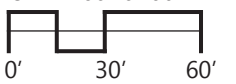
Russell Township – Veterans Memorial Plaza
May 16, 2018





North

Scale 1" = 60'-0" at 11x17



- Loop Path Extension
- Deciduous Shade Tree
- Open Meadow Area
- Existing Wooded Area
- Veterans Memorial Site**
- Memorial Tree & Seating Area
- Parking Area (8 Cars)
- Walk Connection to Front of Police Station
- Loop Path (5' Width)
- Park Sign
- Future Connection to Town Hall

- Russell History Plaza (Includes Russell School Stonework and Informational Panels)
- Reduce Drive to 24' width. Include Shade Trees and Buffer from Fence at Police Station

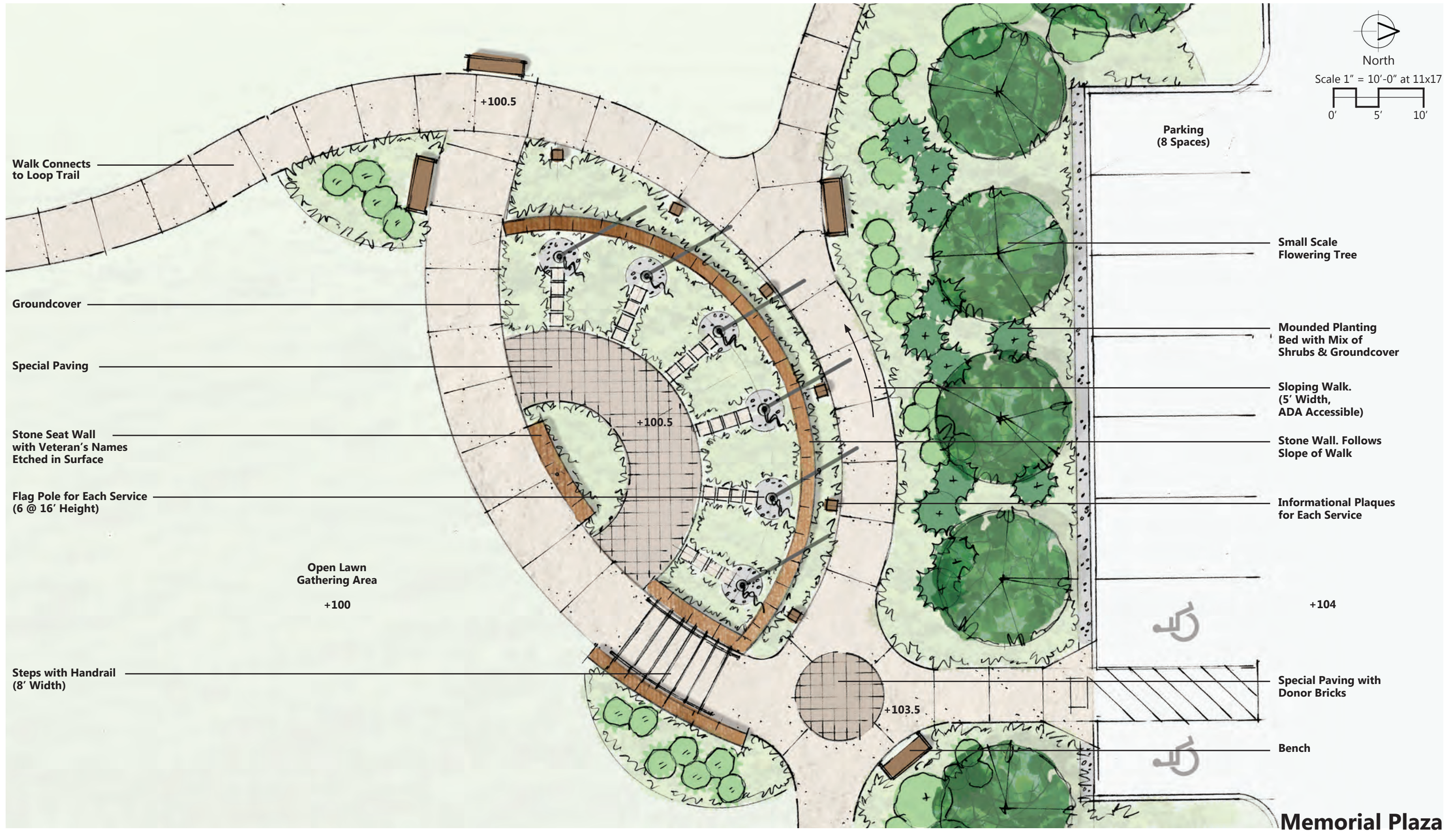
Overall Site Plan

Russell Veterans Memorial

Russell Township Park Board of Commissioners

EXHIBIT A





Memorial Plaza

Russell Veterans Memorial
Russell Township Park Board of Commissioners

EXHIBIT A





Memorial Plaza looking North
Russell Veterans Memorial
Russell Township Park Board of Commissioners

Russell Township Veterans Memorial

May 16, 2018

Russell Township Park Board of Commissioners

Preliminary Estimate of Probable Construction Costs

Item	Qty.	Unit	Unit Cost	Subtotal	Area Subtotal	TOTAL
General Conditions		ls	\$10,000	\$10,000		
Permit		ls	\$500	\$500		
					\$10,500	
Sitework & Utilities						
Demolition/Site Prep/Stormwater		ls	\$5,000	\$5,000		
Utility Company Demolition of Existing Overhead Utility Poles & Lines		ls	\$8,000	\$8,000		
Construction Fence (orange snow)	350	lf	\$4.00	\$1,400		
Grading & Drainage		ls	\$10,000	\$10,000		
Perf Drain @ Walls	110	lf	\$10	\$1,100		
Water Service to Site (allowance)		ls	\$5,000	\$5,000		
Yard Hydrant	1	ea	\$1,200.00	\$1,200		
					\$31,700	
Hardscape Elements						
Brick Paving (permeable)	400	sf	\$18	\$7,200		
Concrete Paving	1,300	sf	\$7	\$9,100		
Concrete Steps	100	sf	\$35	\$3,500		
Step Railing	2	sf	\$1,700	\$3,400		
Concrete Pavers to Poles	90	sf	\$18	\$1,620		
Gravel Surfacing at Poles	120	sf	\$6	\$720		
Stone Retaining Wall w/ Stone Cap	110	lf	\$400	\$44,000		
Stone Memorial Seat Wall w/ Stone Cap	12	lf	\$500	\$6,000		
					\$75,540	
Amenities						
Flagpoles (16' height)	6	ea	\$3,000	\$18,000		
Signage & Plaques (allowance)		ls	\$5,000	\$5,000		
					\$23,000	
Furnishings						
Benches	3	ea	\$1,700	\$5,100		
Trash Receptacle	1	ea	\$1,200	\$1,200		
					\$6,300	

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Item	Qty.	Unit	Unit Cost	Subtotal	Subtotal	TOTAL
Site Electrical						
Meter/Power Center		ls	\$4,000	\$4,000		
PVC Conduit & Branch Circuit Wiring		ls	\$13,000	\$13,000		
LED Power Supplies		ls	\$1,800	\$1,800		
GFCI Weather Proof Receptacles	2	ea	\$500	\$1,000		
Flag Pole Collar Lights (LED)	5	ea	\$700	\$3,500		
Lighted Bollards (LED)	3	ea	\$1,500	\$4,500		
Wall Lighting- (LED Strip)		ls	\$9,400	\$9,400		
					\$37,200	
Landscape Plantings						
Plantings						
Large Deciduous Trees	6	ea	\$550	\$3,300		
Small Flowering Trees	6	ea	\$300	\$1,800		
Shrubs	50	ea	\$50	\$2,500		
Groundcover	250	ea	\$20	\$5,000		
Lawn Area Seeding	8,000	sf	\$0.12	\$960		
Topsoil (4")	99	cy	\$40	\$3,951		
Plantings	3,325	sf				
Bed Mix (12")	123	cy	\$50	\$6,157		
Mulch (3")	31	cy	\$50	\$1,539		
					\$25,207	
					Subtotal	\$209,447
					Contingency (10%)	\$20,944.74
					General Contractor Markup on Electrical (15%)	\$5,580.00
					Survey - Complete Site (Mannik Smith Group)	\$5,700.00
					Design (9%)	\$18,850.26
					Project Total	\$260,522

Alternates

Gravel Loop Trail along Frontage (5' Width)	575	lf	\$25.00	\$14,375
Rough Grass Seeding along Trail		ls	\$1,000	\$1,000

Note: Estimate does not include the following:

1. Parking area and driveway improvements
2. Irrigation
3. Wetland delineations (if required)
4. Restoration of disturbed site areas outside of project area

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May 16, 2018

Russell Veterans Memorial

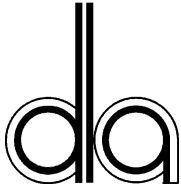
Schedule Outline

2018

Field Surveying	Two Weeks	May 18 – June 1
Plan Preparation	Five Weeks	June 1 – July 13
Owner Review / Approval	One Week	July 6 – July 13
Plan Revisions	One Week	July 13 – July 20
Advertise to Bid / Bidding	Two Weeks	July 20 – Aug 3
	Advertise #1*	July 20
	Advertise #2*	July 27
	Prebid Conference	July 30 @ 11am
Bid Opening		August 3 @ 1pm
Award Contract / Notice to Proceed	Two Weeks	August 17
Construction	Eight Weeks	August 17 – Oct. 12
Substantial Completion		Oct. 5
Project Completion		Oct. 12

*Verify Dates





DENK ASSOCIATES, INC.
CONSULTING ENGINEERS

Proposal

PRINCIPALS
Joseph F. Denk, Jr.
Michael T. Denk

May 11, 2018

ASSOCIATES
Joseph F. Denk, Sr.
Joseph A. Koss

Mr. Rob Morgan
RMLLC Landscape Architecture
P.O. Box 294
Novelty, Ohio 44072

RE: Russell Township – Veterans Memorial Site Lighting

Dear Mr. Morgan

We propose to provide electrical engineering services for the referenced project for a fee of \$3,500. We understand the scope to include the following items.

- Electrical demolition plan documenting existing overhead utility lines and 50 KVA pole mounted transformer to remain. Our base fee considers reusing the equipment and installing a new utility company meter with weatherproof/lockable service entrance rated power center and branch circuit breakers *(see footnote below)*.
- Electrical plan documenting (3) light bollards, approximately 200 feet of LED IP67 rated tape light, low voltage power supplies, (6) Pole-Led flag pole lights, (2) GFCI weatherproof receptacles.
- Power distribution diagram, light fixture and panel schedules.
- (1) design meeting with Russell Township Board Members.
- Drawing specifications
- Shop drawing review

Any service beyond those listed above shall be discussed, reviewed and approved prior to design, and a separate proposal shall be submitted for the additional services.

If this proposal is acceptable, please sign and date below and email or mail a copy to our office for our records.

Thank you for the opportunity.

Sincerely,

Joseph A. Koss

jak

Name

Date

Footnote: Add \$1,500 to the design fee for a proposed new underground electric service and directional line boring.

EXHIBIT E

AGREEMENT FOR PROFESSIONAL SERVICES



23225 Mercantile Road, Beachwood, Ohio 44122
Tel: 216.378.1490 Fax: 216.378.1497
www.MannikSmithGroup.com

MSG Proposal No.: OP180637
Date: May 10, 2018

CLIENT:	<u>robmorganllc</u>		
CLIENT CONTACT:	<u>Robert Morgan</u>		
ADDRESS:	<u>P.O. Box 294</u>	CITY, STATE ZIP:	<u>Novelty, OH 44072</u>
PHONE:	<u>440-338-1119</u>	EMAIL:	<u>rob@robmorganllc.com</u>
PROJECT NAME:	<u>Russell Veterans Memorial Base Map</u>		

SCOPE OF WORK FOR MSG: Pursuant to the phone conversation and follow-up email between Rob Morgan and Steve Barlow on May 3rd, 2018, Mannik & Smith Group, Inc.(MSG) proposes the following scope of work:

Task #1: Boundary survey: MSG will perform a boundary survey on Geauga County Parcel Number 26-707055 per Ohio Administrative Code (OAC) Chapter 4733-37.

Task #2: Base Map survey (Area A): Per the survey limits provided by Client and attached herein as Exhibit A, and as specified in phone conversations and emails, MSG will locate the existing conditions, topography, utilities, wetlands and trees greater than 6" in Area A.

Task #3: Base Map survey (Area B): Per the survey limits provided by Client and attached herein as Exhibit A, and as specified in phone conversations and emails, MSG will locate the existing conditions, topography, utilities, wetlands and trees greater than 6" in Area B.

Clarifications & Exceptions:

- MSG will research available public records such as deeds, plats and right-of-way plans to establish the boundary lines within the subject area as shown in red in Exhibit A. MSG assumes the available record information and field evidence of that information is adequate to perform the survey. MSG reserves the right to negotiate additional fees for this project if the evidence is inadequate to render an opinion.
- MSG has not included time to rectify issues with the boundary of the parcel, including but not limited to Deed overlaps, gaps, gores or clouds in Title with neighboring parcels or rights-of-way.
- MSG has not included time to create or facilitate a Lot Consolidation with adjacent Board of Trustees parcels.
- MSG will contact the Ohio Utility Protection Service (OUPS) to locate existing utilities within the subject survey area. Please note private utilities may not be marked by OUPS, MSG makes no guarantee that all utilities will be located within the subject survey area. MSG can provide Ground Penetrating Radar (GPR) utility location services for an additional fee upon Client request.
- MSG will use record plans, information provided by client, utility markings and visible utility appurtenances (hydrants, valves, etc.) to portray utilities on the base map drawing.
- Survey includes location of individual trees greater than 6" in diameter within design area shown on Exhibit A. Located trees will be classified as deciduous or evergreen. Wooded areas along the parcel lines will be shown as treelines on face of survey.
- Client will notify the landowner/tenant that surveyors will be working on the property.
- MSG will use document provided by client, attached as Exhibit B, to show general outlines of wetlands. MSG can initiate a request to the Army Corps of Engineers to provide information retained by the Corps pertaining to previous delineation of the wetlands, or provide client with a proposal to locate the wetlands more specifically, upon request and for an additional fee.
- MSG fee for Tasks #2 and #3 is dependent on acceptance of Task #1.



23225 Mercantile Road, Beachwood, Ohio 44122
 Tel: 216.378.1490 Fax: 216.378.1497
 www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: OP180637
 Date: May 10, 2018

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

Task #1	\$	<u>1,800</u>
Task #2 Area A	\$	<u>2,400</u>
Task #3 Area B	\$	<u>1,500</u>
Total	\$	<u>5,700</u>

AGREEMENT:

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above according to the attached Terms and Conditions. No terms or conditions other than those stated within the attached, and no agreement or understanding oral or written, in any way purporting to modify these terms and conditions whether contained in Client's purchase order or elsewhere, shall be binding on MSG and its subcontractors unless hereafter made in writing and signed by an authorized representative of MSG. All proposals, negotiations, and representations, if any, made prior to, and referenced hereto, are merged herein. In the event Client directs The Mannik & Smith Group, Inc. to proceed with the work, even if not signed below, the Terms & Conditions are considered accepted by the Client.

ROBMORGANLLC

THE MANNIK & SMITH GROUP, INC.

SIGNED: _____

SIGNED:  05-10-18

PRINTED: _____

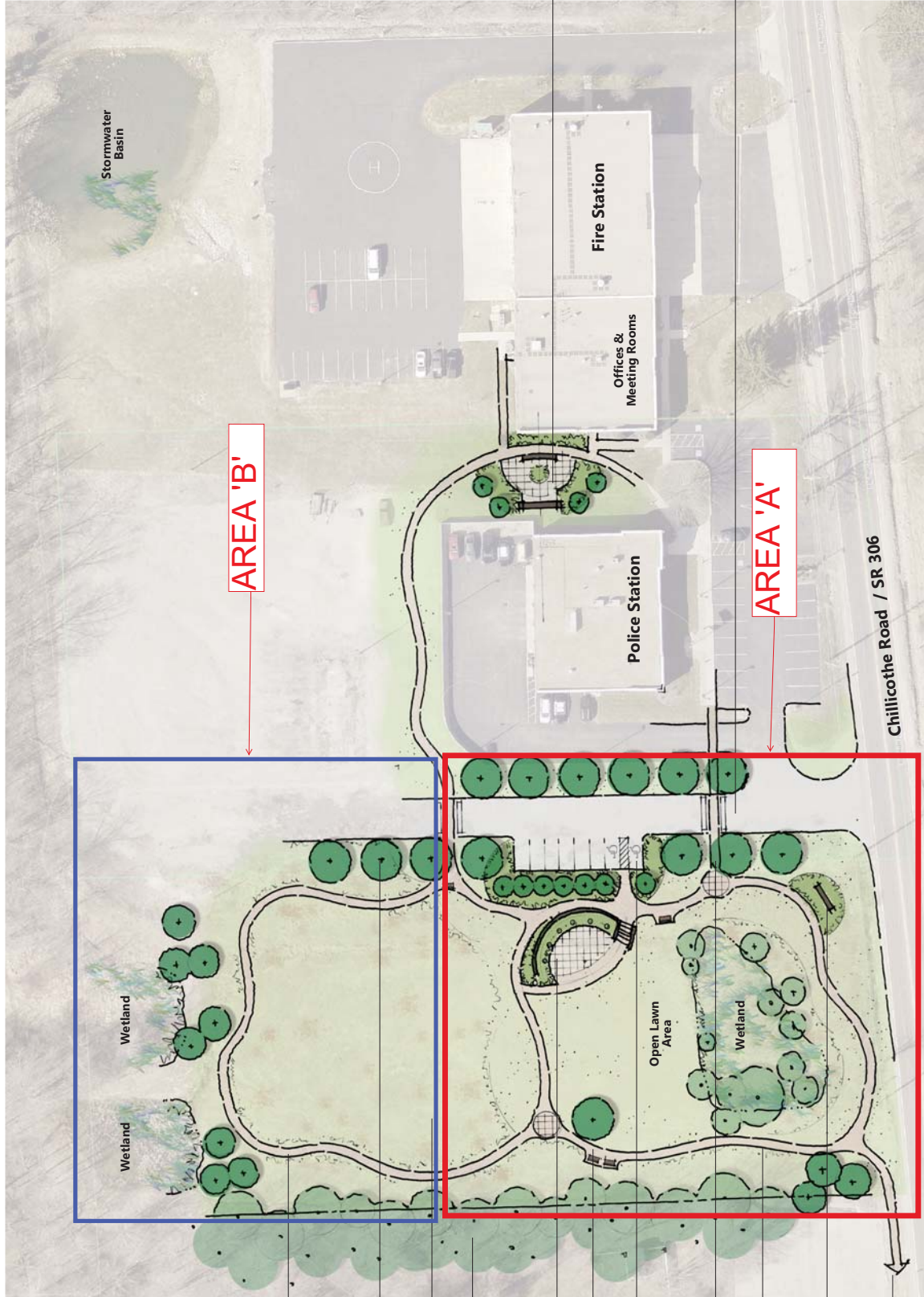
PRINTED: Greg Schunck P.E., P.S.

TITLE: _____

TITLE: Senior Project Manager

DATE: _____

DATE: May 10, 2018



AREA 'B'

AREA 'A'

Loop Path Extension

Deciduous Shade Tree

Open Meadow Area

Existing Wooded Area

Veterans Memorial Site
Memorial Tree & Seating Area

Parking Area (8 Cars)

Walk Connection to Front of Police Station

Loop Path (5' Width)

Park Sign

Future Connection to Town Hall

Russell History Plaza
(Includes Russell School Stonework and Informational Panels)

Fire Station

Offices & Meeting Rooms

Police Station

Reduce Drive to 24' width. Include Shade Trees and Buffer from Fence at Police Station

Chillicothe Road / SR 306

Overall Site Plan

Russell Veterans Memorial
Russell Township Park Board of Commissioners

March 20, 2017

