

**MEMORANDUM OF UNDERSTANDING  
AMONG THE VILLAGE OF HUNTING VALLEY, RUSSELL TOWNSHIP,  
AND THE GEAUGA COUNTY ENGINEER FOR THE DESIGN WORK  
FOR JOINT RECONSTRUCTION OF COUNTY LINE ROAD**

This Memorandum of Understanding (“Design MOU”) is entered into between the Village of Hunting Valley (hereinafter referred to as the “Village”), Russell Township (hereinafter referred to as the “Township”), and the Geauga County Engineer (hereinafter referred to as the “Engineer”) (hereinafter collectively referred to as the “Parties”). This Design MOU is made and effective upon the date when all Parties have signed it (as indicated by the date associated with that Party’s signature, below), provided that before 5:00 p.m. on December 20, 2017, the Village delivers to the Township properly executed original versions of the following Memorandums of Understanding: 1. This Design MOU; 2. The Project Memorandum of Understanding concerning construction costs; and 3. The Project Memorandum of Understanding governing bidding and inspection services. This Design MOU will not take effect if the Township is not in possession of the Village’s properly executed versions of all three of the above-named Project Memorandums of Understanding before 5:00 p.m. on December 20, 2017.

**PURPOSE:**

In 2018, the Village and the Township intend to jointly reconstruct their commonly-shared road, TR-93, County Line Road. The joint reconstruction will consist of a total of approximately 3.12 miles of County Line Road that is located in the Township and in the Village (hereinafter referred to as the “Project”). For the Project, approximately 3.12 miles of County Line Road (the northerly Project terminus is the Gates Mills Village/Hunting Valley Village/Russell Township/Chester Township line, and the southerly Project terminus is the Hunting Valley Village/Russell Township Line at Whisper Wood Drive) is located equally in the Township in Geauga County, Ohio and in the Village. An additional 0.6 miles of County Line Road that is located solely in the Village in Cuyahoga County, Ohio is not considered part of the Project, though the Village may improve that portion of County Line Road simultaneously to the Project.

**RELEVANT AND APPLICABLE AGREEMENTS:**

On February 1, 2017, the Parties executed a Memorandum of Understanding for survey work for the Project. Such survey work for the Project is complete. The Parties now wish to move forward to the next phase – the design and planning work – for the Project. Concurrent to this Design MOU, the Parties are also executing memorandums of understanding for Project services related to (i) construction costs, and (ii) bidding and inspection.

## OVERALL PROJECT RESPONSIBILITIES:

The Project responsibilities are broken down according to the following schedule:

### 1. Design Phase

- a. Village: The Village in privity of contract with GDP Group is responsible to provide the overall Project design. The overall Project design will be conducted in a staged design process with the Engineer serving as the Design Compliance Reviewer through the Design Phase. The Village will be responsible to bear the design costs with the Engineer reimbursing the Village for 50% of design costs for the Project.
- b. Engineer: The Engineer serves as the Design Compliance Reviewer through the staged Design Phase. Such Design Compliance Review hours will be deducted by the Engineer against the Shared Design Costs (as defined in 1(c)).
- c. Engineer: The Engineer will be responsible to reimburse the Village for 50% of the design costs for the Project (the “Shared Design Costs”).
- d. Township: The Township is represented by the Engineer during the Design Phase.

### 2. Bidding/Inspection Phase

- a. Engineer: The Engineer is responsible to administer the bidding services phase of the process, which shall include, but is not limited to: posting of legal notices; issuing plans and specifications to potential bidders and plan rooms; providing copies of plans and specifications to individuals upon request; issuing bid proposal packages; placing registered bidders on bidders list; answering bid related questions or forwarding same to project designer GDP during bid review period; issuing clarifications and addenda as needed; accepting sealed bids; opening proper and timely submitted bids in public meeting area; preparing bid tabulations; issuing recommendation as to best qualified bid proposal; assisting in issuance of award and contract(s); managing reevaluation and rebidding process if bids exceed 10% of engineer’s estimate. The Parties agree that 50% of the Engineer’s costs associated with the bidding services for the Project provided to the Village will be charged against the Village’s reimbursement of the Shared Design Costs.
- b. Engineer: The Engineer is responsible to administer the construction inspection phase of the process. The Parties agree that 50% of the Engineer’s costs associated with the construction inspection phase of the Project provided to the Village will be charged against the Village’s reimbursement of the Shared Design Costs.

- c. Village: The Village is responsible to reduce the Shared Design Costs reimbursement from the Engineer based on the total of 50% of the bidding services and 50% of the construction inspection services provided by the Engineer.
- d. Village: The Village will provide a full-time liaison (un-reimbursable, and at Village expense) to the Engineer through the Inspection Phase of the Project to ensure smooth interaction between the Engineer and the Village residents.
- e. Township: The Township is represented by the Engineer through the Bidding and Inspection Phases of the Project.

### 3. Actual Project Construction Costs

- a. Village: The Village is responsible for 50% of the following construction work costs for shared common work for the Project:
  - i. Roadway work;
  - ii. Roadway alignment work and any corresponding right of way acquisition relative to roadway alignment work; and
  - iii. Roadway drainage work.
- b. Village: The Village shall pay all costs of and related to waterlines, including but not limited to fire hydrants, hydrant relocation, waterline relocation, fire suppression system relocation, etc. The Village agrees that neither the Township nor the Engineer will be responsible at any time for any cost related to this Section. The Village shall pay all costs related to the following Project work specific to the Village, and agrees that neither the Township nor the Engineer will be responsible at any time for any cost related to this Section:
  - i. Clearing;
  - ii. Driveways;
  - iii. Curbing;
  - iv. Mailboxes;
  - v. Embankment work;
  - vi. Easement acquisition; and/or
  - vii. Any other special or unique conditions.

- c. Township: The Township is responsible for 50% of the following construction work costs for shared common work for the Project:
  - i. Roadway work;
  - ii. Roadway alignment work and any corresponding right of way acquisition relative to roadway alignment work; and
  - iii. Roadway drainage work.
- d. Township: The Township is responsible for actual costs of the following construction work costs specific to the Township for the Project:
  - i. Clearing;
  - ii. Driveways;
  - iii. Curbing;
  - iv. Mailboxes;
  - v. Embankment work;
  - vi. Easement acquisition; and/or
  - vii. Any other special or unique conditions.
- e. Engineer: The Engineer is not responsible for any Project construction costs.

**SPECIFIC PROVISIONS:**

The Township and the Village agree that the Engineer has a statutory duty to provide professional design and planning services for the Project only to the Township and the Township and Village agree that the Engineer does not have a statutory duty to provide professional design and planning services to the Village.

The Village has retained its own private engineer, GPD Group, to provide professional design and planning services for the Project. GPD Group's professional design and planning services will be performed in accordance with GPD Group's proposal and agreement between the Village and GPD Group, and subject to the Engineer's direction and approval. The Township and the Village agree that the Engineer will have approval authority over the final GPD Group design and planning quote for the Project.

For the purposes of this Project and this Design MOU, professional design services include only the following engineering related tasks:

1. Plan Set that relates to Design of the following work, as may be directed by the Engineer:
  - a. Roadway design;
  - b. Embankment design;
  - c. Roadway drainage design; and
  - d. All other improvements benefitting the Township and the Village, including, but not limited to, clearing, driveway work, curbing, mailboxes, and any other special or unique conditions necessary for completing the Project.
  
2. Design Specifications

Any additional design and/or planning services desired to be included in this Project and subject to this Design MOU shall be agreed to among the Parties and memorialized as an addendum to this Design MOU.

At all times herein, GDP will be responsible to perform all necessary design services, and the Engineer will serve in as the Design Reviewer and utilize the Ohio Department of Transportation's Staged Review Process according to the Ohio Department of Transportation Location and Design Manual Volume 3, Highway Plans, Section 1400 Review Submission. The Engineer will provide Design Review responsibilities throughout the professional design services portion of the Project that is subject to this Design MOU.

The Engineer's design Stage Review responsibilities are delineated according to the following schedule:

- a) Stage 1 – (Complete Design Work Approximately 30% Complete) Line, Grading, and Typical Section Completion and Provided to the Engineer for Approval.
- b) Stage 2 – (Complete Design Work Approximately 60% Complete) Detailed Design Provided to the Engineer for Approval.
- c) Stage 3 – (Complete Design Work Approximately 90% Complete) Plans Include all Details and Quantities to Bid.
- d) Stage 4 – (Complete Design Work 100% Complete) Final Tracings: All Design Documents Completed and Prepared for Bidding Package.

### 3. Payment and Reimbursement

The Parties agree that, for purposes of efficiency and convenience, all payments and reimbursements from the Engineer to the Village for the Project, which include the Shared Design Costs, the bidding and inspection costs, and the construction contract costs, will be remitted upon completion of the Project.

In consideration of the professional planning services performed by GPD on behalf of the Engineer and the Township, the Village agrees to pay the actual costs for all professional planning services incurred by the Village based on the approved estimate by the Engineer for professional planning services related only to the Project, and specifically, only to portions of County Line Road in the Township located in Geauga County, Ohio. Further, the Engineer will not be responsible to reimburse the Village for any amount of the professional planning services for the Project.

The Engineer further agrees that the Village shall have full legal recourse against the Engineer should the Engineer fail to make such reimbursement to the Village for the professional design services incurred by the Village for the Project, which shall include the Shared Design Costs.

The Parties further agree that, at all times herein, the duties of the Township and Village to maintain their respective roads do not transfer to the Engineer, and this Design MOU does not in any way diminish the Township's and the Village's responsibilities to their roads.

#### GENERAL PROVISIONS:

The Parties agree that this Design MOU supersedes any and all agreements, verbal or otherwise, among the Village, the Township, and the Engineer regarding professional design and planning services for the Project.

The Parties also agree that this Design MOU constitutes the entire agreement among the Parties regarding professional design and planning services for the Project, and that any change or modifications to this Design MOU shall be made and agreed to by the Parties in writing. This Design MOU supersedes all previous negotiations and agreements.

The Parties also agree that, except as otherwise provided herein, this Design MOU in no way denotes any division or sharing of responsibility or liability for losses, damages, thefts, injuries (including death), expenses, demands, suits, liabilities, and claims sustained or alleged to have been sustained directly or indirectly in connection with, or to have arisen out of, or resulting from any service, work, operation, performance, or associated incidents from the actions or omissions undertaken by the Parties, their subcontractor(s), agent(s), and employee(s), including all losses, damages, thefts, injuries (including death), expenses, demands, suits, liabilities, and claims sustained by the Parties.

This Design MOU shall be construed and interpreted and the rights of the Parties determined in accordance with the laws of the State of Ohio. Any litigation arising hereunder shall be brought in a court of competent jurisdiction of Geauga County, Ohio.

By signing below, the Parties represent that each has taken all steps required by law to duly authorize this Design MOU.

**AGREED AND APPROVED BY:**

\_\_\_\_\_  
**Richard R. Hollington, Jr., Mayor**  
Village of Hunting Valley

Date: \_\_\_\_\_

*Approved as to form:*

\_\_\_\_\_  
*Stephen L. Byron, Hunting Valley Law Director*

Date: \_\_\_\_\_

\_\_\_\_\_  
**Joe Cattell**  
Geauga County Engineer

Date: \_\_\_\_\_

\_\_\_\_\_  
**Justin Madden**  
Russell Township Trustee

Date: \_\_\_\_\_

\_\_\_\_\_  
**Gary Gabram**  
Russell Township Trustee

Date: \_\_\_\_\_

\_\_\_\_\_  
**Jim Mueller**  
Russell Township Trustee

Date: \_\_\_\_\_

*ATTEST:*

\_\_\_\_\_  
*Charles Walder*  
*Russell Township Fiscal Officer*

Date: \_\_\_\_\_