

Beachwood City Council Meeting Agenda
Monday, June 21, 2021, 7:00 PM
at Beachwood City Hall, Council Chambers,
25325 Fairmount Boulevard, Beachwood, Ohio 44122

-Pledge of Allegiance to the Flag of the United States of America-

Agenda Items

1. Roll Call
2. Reports
 - a. Mayor
 - b. Council Member (non-agenda items)
 - c. Department Directors
3. Citizen's Remarks (City Council limits Citizen's Remarks to five (5) minutes each)
4. Legal & Personnel Committee **Ordinance No. 2021-75** An Ordinance confirming the appointment of Joseph M. Shafran as a Member of the Beachwood Community Improvement Corporation; and declaring this to be an urgent measure
5. Planning & Zoning Committee **Ordinance No. 2021-31** An Ordinance amending BCO Chapter 1116, Section 1116.08, titled "Landscaping and Open Space" of the City of Beachwood, Ohio Planning and Zoning Code
Placed on First Reading and Referred to Planning and Zoning Commission: March 1, 2021
Placed on Second Reading and Referred to Public Hearing: April 5, 2021
Public Hearing held on: June 7, 2021
6. Recreation/Community Services Committee **Ordinance No. 2021-76** An Ordinance authorizing the Mayor to Advertise for Bids and Appropriate a not to exceed amount for the expansion of City Park East; and declaring this to be an urgent measure
7. Recreation/Community Services Committee **Ordinance No. 2021-77** An Ordinance amending Section 927.02(c)(6), "Procedures and Practices" of the Codified Ordinances of the City of Beachwood, Ohio; and declaring this to be an urgent measure
8. Safety & Public Health Committee **Motion** A Motion authorizing the Clerk of Council to advertise for Request for Proposals for the installation of lighting on Green Road per BCO 121.09 and ORC 7.16


Any other matters coming before City Council

Adjournment

CITY OF BEACHWOOD

INTER-OFFICE MEMORANDUM

TO: City Council

FROM: Martin Horwitz, Mayor 

DATE: June 15, 2021

SUBJECT: **Community Investment Corporation (CIC) Appointment
Joseph M. Shafran**

As my appointment to the CIC I am recommending Joseph M. Shafran, the Chairman and CEO of Paran Management Company Limited. The company was founded in 1975 with the objective of specializing in the rehabilitation of community shopping centers in small towns and cities in the Midwest. The company has grown to manage in excess of one-million square feet of commercial space, including multi-family apartments and boutique hotels.

Mr. Shafran is extremely well known in development, management and building circles. He is not involved in any construction projects in Beachwood. He is involved in numerous professional and civic organizations and has served on the boards of University Circle, Inc. and the Cleveland Museum of Natural History. He was also involved in the restoration of the 80-year-old Glidden House, a boutique hotel.

INTRODUCED BY:

ORDINANCE NO. 2021-75

AN ORDINANCE CONFIRMING THE APPOINTMENT OF JOSEPH M. SHAFRAN AS A MEMBER OF THE BEACHWOOD COMMUNITY IMPROVEMENT CORPORATION; AND DECLARING THIS TO BE AN URGENT MEASURE

WHEREAS, Ordinance No. 2020-50 established the Community Improvement Corporation and outlined the membership of the Board of Directors; and

WHEREAS, the Board of Directors shall consist of seven (7) members to include two (2) Resident/Business Representatives appointed by the Mayor and City Council; and

WHEREAS, the Mayor has appointed Joseph M. Shafran for the City of Beachwood and has requested Council to confirm said appointment.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Beachwood, County of Cuyahoga, and State of Ohio, that:

Section 1: The appointment by the Mayor of Joseph M. Shafran as a member of the Beachwood Community Improvement Corporation for a term not to extend beyond the Council Organizational Meeting in January, 2022, be and the same is hereby confirmed.

Section 2: It is found and determined that all formal actions and deliberations of Council and its committees relating to the passage of this legislation that resulted in formal action were in meetings open to the public where required by Chapter 105 of the Codified Ordinances of the City.

Section 3: This Ordinance is hereby declared to be an urgent measure immediately necessary for the public peace, health or safety or the efficient operation of the City, and for the further reason that the employment provided herein is needed for the proper operation of an essential function of the City government; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest date permitted by law.

Attest: I hereby certify this legislation was duly adopted on the 21st day of June, 2021, and presented to the Mayor for approval or rejection in accordance with Article III, Section 8 of the Charter on the 22nd day of June, 2021.

Clerk

Approval: I have approved this legislation this 22nd day of June, 2021, and filed it with the Clerk.

Mayor

INTRODUCED BY:

AMENDED ORDINANCE NO. 2021-31

AN ORDINANCE AMENDING BCO CHAPTER 1116, SECTION 1116.08, TITLED “LANDSCAPING AND OPEN SPACE” OF THE CITY OF BEACHWOOD, OHIO PLANNING AND ZONING CODE

WHEREAS, at the recommendation of the City’s Planner and Building and Community Development Director, it is necessary to amend Section 1116.08 of the City’s Zoning Code to include decks as a permitted use in the minimum area, open space for- U-2A Attached Single-Family Residential Districts.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Beachwood, County of Cuyahoga, and State of Ohio, that:

Section 1: The Council of the City of Beachwood, having received, on or about March 1, 2021, a request for an amendment to the City’s Planning and Zoning Code, a copy of the amendment being attached hereto and incorporated herein as Exhibit “A”, placed said amendment on First Reading, and referred the proposed amendment to the Planning and Zoning Commission for its report and recommendation on March 1, 2021.

The proposed amendment was recommended for approval by the Planning and Zoning Commission at its March 25, 2021 meeting.

Upon Council’s receipt of the recommendation of the Planning and Zoning Commission the issue of amending the current BCO Section 1116.08 will be placed on Second Reading and set for a Public Hearing.

The Clerk of Council advertised the hearing in a newspaper of general circulation in the City for a period of not less than thirty (3) days prior to the Public Hearing

The Public Hearing was held on the 7th day of June, 2021 at 7:15 P.M. via Zoom teleconference in accordance with Ohio Revised Code Section 121.22 specific to Amendments made in light of the current COVID-19 declared emergency.

This Ordinance shall be read by Council on three separate occasions and its passage shall cause the Proposed Amendment to become effective upon operation of the law.

Section 2: It is found and determined that all formal actions and deliberations of Council and its committees relating to the passage of this legislation that resulted in formal action were in meetings open to the public where required by Chapter 105 of the Codified Ordinances of the City.

WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest date permitted by law.

Attest: I hereby certify this legislation was duly adopted on the 21st day of June, 2021 and presented to the Mayor for approval or rejection in accordance with Article III, Section 8 of the Charter on the 22nd day of June, 2021.

Clerk

Approval: I have approved this legislation this 22nd day of June, 2021 and filed it with the Clerk.

Mayor

1116.08 LANDSCAPING AND OPEN SPACE.

In order to ensure the park-like character of the City and to provide environmental amenities to the occupants of the development, land area not covered by buildings, parking areas, drives, sidewalks, plazas, or other hard-surfaced uses shall be developed and maintained in grass or other landscape material, in accordance with the general plan approved by the Commission.

(a) Minimum Area. Open space shall not be less than fifty percent (50%) of the site and may include required setbacks, decks, patios, private gardens, sidewalks, private yards, garage roofs at ground level that are covered with earth and grass, and landscaping or other decorative features.

(b) Required Private Open Space for Residential Uses. Every dwelling unit shall have available to it separate private yards, patios or courts containing at least four-hundred (400) square feet, with screening provided as part of the planned development, so as to ensure adequate privacy, all in accordance with the general plan approved by the Commission. (Ord. 2018-94. Passed 10-21-19.)

INTRODUCED BY:

ORDINANCE NO. 2021-76

AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS AND APPROPRIATE A NOT TO EXCEED AMOUNT FOR THE EXPANSION OF CITY PARK EAST; AND DECLARING THIS TO BE AN URGENT MEASURE

WHEREAS, based upon community input and the recommendation of the Community Services Director, Council desires to expand City Park East to include the installation of a restroom facility, installation of a shade structure/pavilion, and installation of two (2) exercise equipment areas; and

WHEREAS, a not to exceed amount of Five Hundred Thousand Dollars and No/Cents (\$500,000.00) will be appropriated to fund the expansion.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Beachwood, County of Cuyahoga, and State of Ohio, that:

Section 1: Council hereby authorizes and directs the Mayor to appropriate a not to exceed amount of Five Hundred Thousand Dollars and No/Cents (\$500,000.00) to expand City Park East to include the installation of a restroom facility, installation of a shade structure/pavilion, and installation of two (2) exercise equipment areas. Council further authorizes the Mayor to advertise for bids for the expansion of City Park East in accordance with BCO 121.09 and ORC 7.16.

Section 2: Council hereby appropriates an amount not to exceed Five Hundred Thousand Dollars and No/Cents (\$500,000.00) from the Capital Projects Fund (441).

Section 3: It is found and determined that all formal actions and deliberations of Council and its committees relating to the passage of this legislation that resulted in formal action were in meetings open to the public where required by Chapter 105 of the Codified Ordinances of the City.

Section 4: This Ordinance is declared to be an urgent measure which is immediately necessary for the public peace, health or safety or the efficient operation of the City and for the further reason that the project may proceed as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest date permitted by law.

Attest: I hereby certify this legislation was duly adopted on the 21st day of June, 2021, and presented to the Mayor for approval or rejection in accordance with Article III, Section 8 of the Charter on the 22nd day of June, 2021.

Clerk

Approval: I have approved this legislation this 22nd day of June, 2021, and filed it with the Clerk.

Mayor



Interoffice Memo

Date: 06/07/2021

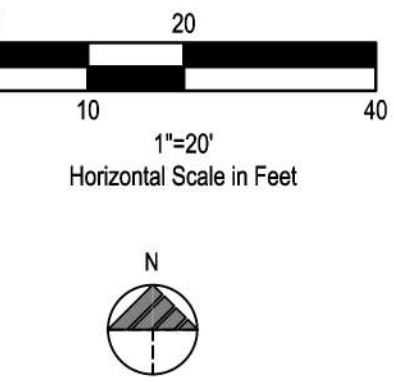
To: Martin S. Horwitz, Mayor

From: Derek Schroeder, Community Services Director

RE: City Park East – Expansion

Mayor,

I would like to get the funding for the expansion of City Park East included on the June 21, 2021 council meeting agenda. The expansion would include Fitness Park, Fitness Machines, Restroom with 2 bathrooms (pre fab or constructed), and some sort of shade structure. We estimate the project to cost between \$450,000 to \$600,000. Can you provide council with your preferred total budgetary number for the next meeting? Based on this recommendation and the approved amount by council, we can then select the appropriate materials for the expansion.



BARKWOOD PARK PHASE 2 MASTER PLAN

Beachwood, OH



THE COLORS AND MATERIALS SHOWN IN THIS RENDERING ARE CLOSE APPROXIMATIONS AND NOT AN EXACT MATCH. RENDERING IS TO BE CONSIDERED FOR VISUAL DESIGN INTENT ONLY AND NOT FOR CONSTRUCTION.



City Park East Concept Plan

Option 1

Option 2

Fitness Court Project

	Pre Feb 2 Restroom Structure	Constructed 2 restrooms w/attached pavilion
Fitness Court	\$ 100,000.00	\$ 100,000.00
Fitness Court Artwork	\$ 25,000.00	\$ 25,000.00
Fitness Court Installation	\$ 25,000.00	\$ 25,000.00
Fitness Court Concrete (38'x38' plus small walkway)	\$ 30,000.00	\$ 30,000.00
Heat coils in concrete - removed from scope	\$ -	\$ -

Fitness Machine Project

Fitness Machines	\$ 46,000.00	\$ 46,000.00
Fitness Machine Rubber Flooring	\$ 15,000.00	\$ 15,000.00
Fitness Machine Concrete (32'x28' plus small walkway)	\$ 20,000.00	\$ 20,000.00
Heat Coils in concrete - removed from scope	\$ -	\$ -

Picnic / Shade Project

(includes 2 tables, all concrete, installation, and shade structures)	\$ 32,000.00	\$ -
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Restroom Project

	\$ 75,600.00	\$ 265,000.00
Add on Heating Package	\$ 14,775.00	\$ -
Utility connections and pad	\$ 30,000.00	\$ 30,000.00

Additional 10-15 Parking Spaces

	\$ 30,000.00	\$ 30,000.00
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Security Cameras; misc

	\$ 5,000.00	\$ 5,000.00
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Total \$ 448,375.00 \$ 591,000.00

Fitness Court

Budget

Fitness Court	\$ 100,000.00
Fitness Court Artwork	\$ 25,000.00
Fitness Court Installation	\$ 25,000.00
Fitness Court Concrete	\$ 30,000.00
Heat coils in concrete - removed from scope	\$ -

Equipment Included

1024 sq ft of training area

28 simultaneous users on 30 integrated bodyweight training components

32'x5.5' public art mural

Footprint

38'x38'

Concrete installed by contractor

Rubberized Surface Material on top of concrete

Tech

Digital engagement wall with QR codes embedded

Miscellaneous

Local artist awarded \$5,000 from National Fitness Campaign for artwork

Warranty

25 year limited - Wall Structural Frames

5 year - outer wall panes, brackets, pull up bars, foot strips, push ladders, row stands

3 year - squat boxes, lunges steps, bend boxes

1 year - Wall graphics, cables and rings, bend cushion, plyo box

Fitness Machines

Budget

Fitness Machines	\$ 46,000.00
Fitness Machine Rubber Flooring	\$ 15,000.00
Fitness Machine Concrete	\$ 20,000.00
Heat Coils in concrete - removed from scope	\$ -
	\$ 81,000.00

Equipment Included

Single Cross-Country Ski

4-Person Lower Body Combo

2-Person Back and Arms Combo

2-Person Accessible Chest Press

2-Person Combo Lat Pull and Vertical Press

Elliptical Cross Trainer

These 6 units may serve up to 12 people at a time.

Footprint

27'6" x 31'

Concrete installed by contractor

Rubberized Surface Material on top of concrete

Tech

Phone App to help record works and help on equipment

Warranty

Limited 10-year warranty on main posts and metal structure

Limited 5-year warranty on moving parts and bearings

Limited 5-year warranty on seats and backrests

Limited 3-year warranty on hydraulic pistons

Limited 2-year warranty on footrests, armrests, rubber parts, and chains

Constructed Restroom & Pavilion

Budget

Constructed Restrooms and Pavilion	\$ 265,000.00
Utility connection	\$ 30,000.00
	\$ 295,000.00

Equipment Included

Restroom and pavilion similar to current structure at City Park West; with 2 bathrooms though
1 large pavilion for 4-6 picnic tables.

Tech

Security Cameras

Warranty

Varies, but the current park restrooms have had very few issues over the years.

Picnic and Fabric Shade Structure with PreFab Restroom

Budget

Fabric Sail, Concrete Pad, 2 picnic tables,	\$ 28,322.88
Installation of shade structure and picnic concrete	\$ 3,879.00
Pre-Fab Restroom	\$ 75,600.00
Heating Package for Restroom	\$ 14,775.00
	\$ 122,576.88

Equipment Included

2 restrooms (many different facades and architectural features)

1 large pavilion for 4-6 picnic tables.

2 Restrooms

Drinking fountain and bottle filler

Footprint

Restroom 12'x18'

Shade Area 20'x20

Tech

Security Cameras

Warranty

Shade Structure metal parts 25 year limited

Shade Structure fabric 10 year limited

INTRODUCED BY:

ORDINANCE NO. 2021-77

AN ORDINANCE AMENDING SECTION 927.02(C)(6), "PROCEDURES AND PRACTICES", OF THE CODIFIED ORDINANCES OF THE CITY OF BEACHWOOD, OHIO; AND DECLARING THIS TO BE AN URGENT MEASURE

WHEREAS, Section 927.06 (C)(6) governs the use of the Community Services Center including serving alcohol at City sponsored events; and

WHEREAS, the Community Services Director has requested an amendment to allow alcoholic beverages to be served at certain City sponsored events; and

WHEREAS, this Council desires to adopt the recommended amendment to 927.06 (C)(6).

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Beachwood, County of Cuyahoga and State of Ohio, that:

Section 1: Existing Section 927.06 (C)(6), "Procedures and Practices", of the Codified Ordinances of the City of Beachwood, Ohio, be and the same is hereby amended to read and provide, in its entirety, as follows:

927.02 PROCEDURES AND PRACTICES.

"(c) Special Conditions.

(1) Applicants for the use of the Community Center shall pay for or furnish any special supervisors needed, i.e., police protection, parking supervisors, etc., as determined by the Community Services Director or the Police Chief and approved by the Mayor.

(2) Applicants shall be responsible for any damage to the City property and for supervision of the use of the Community Center. The Community Services Director may charge for janitorial services if extra clean-up costs have been incurred over and above those which might normally be expected, at the rate of per employee hour for such extra services.

(3) Except for the groups listed in subsection (a)(1) above, no groups or individuals may reserve space more than once per calendar quarter.

(4) Campaign events or other political events associated with an individual running for office are not permitted.

(5) The sale, soliciting or advertising for sale of merchandise, circulars, tickets, prizes, rewards or other monetary rewards, or the collection of money or goods by any for profit entity shall not be permitted in the Community Center.

(6) Under no conditions may ~~alcoholic beverages~~, smoking or illegal drugs be used in connection with any function held in or on any City building or on City grounds, nor shall guns or weapons of any type be permitted inside any City building or on City grounds."

Section 2: Any other Ordinances or parts thereof in conflict herewith be, and the same hereby are, repealed to the extent of the conflict and all Ordinances not amended by this Ordinance shall remain in full force and effect.

Section 3: It is found and determined that all formal actions and deliberations of Council and its committees relating to the passage of this legislation that resulted in formal action were in meetings open to the public where required by Chapter 105 Codified Ordinances of the City.

ORDINANCE NO. 2021-77

Section 4: This Ordinance is declared to be an urgent measure immediately necessary for the preservation of the public peace, health, or safety, or the efficient operation of the City, and for the further reason that it is necessary to implement the updated language at the earliest possible time; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest date permitted by law.

Attest: I hereby certify this legislation was duly adopted on the 21st day of June, 2021, and presented to the Mayor for approval or rejection in accordance with Article III, Section 8 of the Charter on the 16th day of March, 2021.

Clerk

Approval: I have approved this legislation this 21st day of June, 2021, and filed it with the Clerk.

Mayor

CITY OF BEACHWOOD

ADMINISTRATIVE POLICY

Policy No. 2021-1

Date: Effective June 21, 2021

Policy Subject: Alcohol on City Property

PURPOSE: Recognizing that many local communities now permit alcohol at some public events, the City of Beachwood may permit alcohol on City property for a limited number of specific events/activities as defined below:

(a) GROUPS

The following groups will have consideration as it relates to alcohol at specific events or activities on City Property:

1. City of Beachwood
2. Beachwood Arts Council
3. Beachwood Chamber of Commerce
4. Beachwood Board of Education and affiliated community groups

(b) CRITERIA AND LIMITATIONS

1. Alcohol will be limited to beer, wine or similar beverages. Spirituous alcohol as defined by the State of Ohio will NOT be permitted.
2. Expected attendance will be primarily adults.
3. All permitting and proper procedures relating to alcohol at these events must be adhered to and in accordance with State Law.
4. Any person, group or member of our staff who is involved in the distribution of alcohol must be TIPS (required program for all bartenders) certified.
5. The organizing group may designate an outside vendor to obtain proper permits and supply alcohol.
6. Any outside vendor must agree to defend and indemnify the City of Beachwood and all its employees for any and all claims arising out of the serving of alcoholic beverages.
7. Any outside vendor must have liability insurance of at least one million dollars (\$1,000,000.00), and the insurance policy must name the City of Beachwood and all of its employees as additional named insureds.
8. No outside groups (other than the groups specifically outlined above) or individuals are permitted to bring alcohol on any city property or facility.

(c) APPROVAL

Approvals will be based on the recommendation of the Community Services Director and the approval of the Mayor. The Mayor reserves the right to refuse approval for any reason.

Martin S. Horwitz, Mayor

Date

Larry Heiser, Finance Director

Date

Task	Completion Date	Duration
Council Authorization to Advertise	6/21/2021	
Advertisement 1 / Request for Proposal *	6/24/2021	
Advertisement 2 / Request for Proposal	7/1/2021	
Deadline for Information Requests *	7/16/2021	
Proposal Due *	7/23/2021	3 weeks develop proposal/cost
Council Authorization of Proposal	8/2/2021	1 week
Preliminary Plans Submittal	8/27/2021	4 weeks plan development
Preliminary Plan Review Complete	9/3/2021	1 week review
Final Plans Submittal	9/17/2021	2 weeks plan development
Final Plans Review Complete	9/24/2021	1 week review
Final Plans Acceptance *	10/1/2021	1 week final plan development and review
Final Construction Acceptance / Completion *	4/29/2022	7 months construction

* Included in Scope

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUNE 20	21 Council Auth to Advertise	22	23	24 Advertise 1	25	26
27	28	29	30	JULY 1 Advertise 2	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Info Deadline	17
18	19	20	21	22	23 Proposal/Bids Due	24
25	26	27	28	29	30	31
AUG 1	2 Council Authorization	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Preliminary Plan Submittal	28
29	30	31	SEPT 1	2	3 Preliminary Plan Review	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Final Plan Submittal	18
19	20	21	22	23	24 Final Plan Review	25
26	27	28	29	30	OCT 1 Final Plan Acceptance	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	NOV 1	2	3	4	5	6

City of Beachwood

DESIGN BUILD

SCOPE OF SERVICES

Green Rd. Lighting and Fiber Improvements

Table of Contents:

i	ABBREVIATIONS	2
1.	PROJECT IDENTIFICATION.....	4
2	PRE-BID MEETING.....	4
3	ADDENDA PROCESS	5
4	PRE-QUALIFICATION.....	5
5	CONTRACTOR’S CONSULTANT	7
6	SCOPE OF WORK.....	11
7	FIELD OFFICE	13
8	GENERAL PROVISIONS FOR THE WORK	13
9	RIGHT OF WAY (ROW).....	18
10	UTILITIES.....	19
11	DESIGN AND CONSTRUCTION REQUIREMENTS: MAINTENANCE OF TRAFFIC ...	30
12	DESIGN AND CONSTRUCTION REQUIREMENTS: LIGHTING	38
13	DESIGN AND CONSTRUCTION REQUIREMENTS: FIBER INFRASTRUCTURE.....	41
14	DESIGN AND CONSTRUCTION REQUIREMENTS: LOCATION & DESIGN	44
15	PROJECT SCHEDULE REQUIREMENTS.....	46
16	PLAN SUBMITTALS AND REVIEW REQUIREMENTS.....	47
17	QUALITY MANAGEMENT.....	50
18	PUBLIC INFORMATION AND COMMUNICATION.....	56
19	COORDINATION WITH OTHER PROJECTS	64
20	INDEX OF ATTACHMENTS	64

i ABBREVIATIONS

AASHTO	American Association of State Highway and Transportation Officials
ACM	Asbestos Containing Materials
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
ANSI	American National Standards Institute
ASCII	American Standard Code for Information Interchange
ASTM	American Society for Testing and Materials
BMP	Best Management Practice (Erosion Control)
CAHES	Certified Asbestos Hazard Evaluation Specialist
CADD	Computer-Aided Design and Drafting
CCTV	Closed Circuit Televising
C&MS	Construction and Material Specifications
CFR	Code of Federal Regulations
CPM	Critical Path Method
DB	Design Build
DBT	Design Build Team
DVD	Digital Versatile Disc
EDGE	Encouraging Diversity, Growth and Equity
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration, Department of Transportation
GFCI	Ground Fault Circuit Interrupter
GPS	Global Positioning System
IEEE	Institute of Electrical and Electronic Engineers
IESNA	Illuminating Engineering Society of North America
IQF	Independent Quality Firm
IQM	Independent Quality Manager
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation System
JMF	Job Mix Formula
L&D	Location and Design Manual
LED	Light Emitting Diode
LEO	Law Enforcement Officers
LLDPE	Linear Low-Density Polyethylene
MOT	Maintenance of Traffic
MPH	Miles per Hour
MSE	Mechanically Stabilized Earth
N/A	Not Applicable
NAD	North American Datum
NAVD	North American Vertical Datum
NEC	National Electric Code
NEMA	National Electrical Manufacturers Association
NEPA	National Environmental Policy Act

NESHAP	National Emissions Standard for Hazardous Air Pollutants
NHS	National Highway System
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NSLE	NEW, SMALL, LOCAL, AND EDGE firms
NTP	Notice to Proceed
ODOT	Ohio Department of Transportation
OEPA	Ohio Environmental Protection Agency
OGPUPS	Oil and Gas Producers Underground Protection Service
OJT	On the Job Training
OMC	Operations and Monitoring Center
OMUTCD	Ohio Manual of Uniform Traffic Control Devices
ORC	Ohio Revised Code
OUPS	Ohio Underground Protection Service
PCMS	Portable Changeable Message Sign
PCS	Petroleum Contaminated Soil
PID	Project Identification
PIP	Public Information Plan
PMP	Project Management Plan
PN	Proposal Note
POC	Point of Contact
PVC	Polyvinyl chloride
QA	Quality Assurance
QC	Quality Control
QPL	Qualified Products List
RCP	Reinforced Concrete Pipe
RFP	Request for Proposal
ROW	Right-Of-Way
RTA	Greater Cleveland Regional Transit Authority
SCD	Standard Construction Drawing
SGE	Specifications for Geotechnical Exploration
SPCC	Spill Prevention Control and Countermeasures
SS	Supplemental Specification
SUL	Subsurface Utilities Locating
SWPPP	Storm Water Pollution Prevention Plan
TEM	Traffic Engineering Manual
UL	Underwriters' Laboratories, Inc.
UST	Underground Storage Tank
UV	Ultraviolet
USDOT	United States Department of Transportation
VAC	Volts Alternating Current
WTS	Worksite Traffic Supervisor

1. PROJECT IDENTIFICATION

Project Name: Green Rd. Lighting and Fiber Improvements

Project Location: Multiple roads, see below

1.1 Design Information:

Location: S. Green Road

Design Speed: 35 mph

Legal Speed: 35 mph

Design Functional Classification: 04 Minor Arterial (Urban)

Location: Fairmount Boulevard

Design Speed: 35 mph

Legal Speed: 35 mph

Design Functional Classification: 05 Major Collector (Urban)

1.2 Existing plans:

The following existing plans are available for review as Attachment A:

City of Beachwood – Sanitary Sewer Location Map

City of Beachwood – Storm Sewer Location Map

S. Green Rd. / E. Carroll Blvd. Traffic Signal Plans

These are **NOT** as-built plans. The Design-Build Team (DBT) is advised to verify the preceding referenced plans to determine if they accurately depict existing field conditions.

Plans marked “Planning” are plans that have been designed by another entity but have not been approved for construction and should be considered a reference only. The DBT shall use the plan as a guideline for design intent but is responsible for all aspects of the design.

1.3 Railroad Coordination

No railroad coordination required.

1.4 Airway/Highway Clearance

No airway/highway clearance study required.

2 PRE-BID MEETING

No Pre-bid meeting required.

3 ADDENDA PROCESS

All questions prior to the letting date shall be directed to:

The City Project Manager:

City of Beachwood Director of Public Works, Chris Arrietta at
Chris.Arrietta@beachwoodohio.com.

All questions must be supplied in email form to the City Project Manager no later than one (1) week prior to the bid due date. No telephone or standard mail questions will be accepted.

Answers to questions will be provided by the City of Beachwood via email reply to all registered bidders.

4 PRE-QUALIFICATION

Refer to Section 102.01 in PN 126 dated January 15, 2021 provided in Attachment B for prequalification requirements and as supplemented herein. In order to submit a Technical Proposal and Price Proposal, interested Offerors shall be prequalified with the Ohio Department of Transportation in accordance with ORC Chapter 5525 and Chapter 5526 for the performance of the Work. Prequalification requirements pertaining to licensure in the State of Ohio will not be required until one week just prior to Anticipated Award. All other prequalification requirements will apply throughout the procurement process.

Offerors are directed toward ORC Chapter 5525.01 et seq. including but not limited to Chapter 5525.13 regarding surety limits and Chapter 5525.05 regarding Offeror prequalifications.

Upon request, the Department will provide a prequalification application, applicable rules and regulations, and other relevant information. For Offerors that are not yet prequalified, furnish the Department with a properly completed prequalification application at least thirty (30) days before the due date specified for the Price Proposals as noted in Vol. 1. The prequalification certificate is the Offeror's license to submit a Technical Proposal and Price Proposal and perform construction for the Department.

If the Lead Contractor and/or Lead Designer is a joint venture, the joint venture shall be prequalified with ODOT in accordance with Rule 5501:2-3 of the Ohio Administrative Code.

For foreign Offerors, refer to ORC 5525.18 and Ohio Administrative Rule 5501:2-3-07.

The DBT's Lead Designer must be prequalified in at least one of the Ohio Department of Transportation consultant prequalification categories and the DBT must include at least one design consultant firm that meets each category (if applicable) as follows:

Intelligent Transportation Systems (ITS) Design
ITS Design and Operations
Subsurface Utility Engineering
Subsurface Utility Engineering
Traffic Signal Design
Basic Traffic Signal Design / Traffic Signal System Design
Highway Lighting Design
Limited / Complex
Right of Way Plan Development
Limited / Complex

Design services that require prequalification may only be performed by firms that are prequalified for those services at the time of performance of the services. Consultants and Sub-consultants that will perform design work must be listed in the appropriate prequalification category on the following website:

<http://www.dot.state.oh.us/Divisions/Engineering/Consultant/Pages/default.aspx>

All Consultant names and addresses must be the same as those on file with the Department.

All engineering services must comply with Section 4733.16 of the Ohio Revised Code.

All prequalification applications shall be submitted to the Ohio Department of Transportation.

5 CONTRACTOR'S CONSULTANT

The Contractor must name all Consultant(s) and all Sub-Consultant(s) in the Bid submittal:

The Contractor must list relevant prequalification categories for prime and sub-consultants to show that the prequalification requirements listed below are satisfied. All Consultant names and addresses must be the same as that on file with the Department as found on the following listing:

<http://www.dot.state.oh.us/Divisions/Engineering/Consultant/Consultant/prequal-engineering.pdf>

Failing to name the Consultant and Sub-Consultant(s) who are pre-qualified in the required Project work types shall render the Bid nonresponsive and ineligible for award per 102.14 A and 102.14 Q.

Restrictions on Participation in Design-Build Contracts:

Any Technical Proposal or Price Proposal received in violation of this section's requirements may be rejected.

The Offerors' attention is directed to 23 CFR Part 636 Subpart A and in particular Section 636.116 regarding organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

"Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage."

Offerors are prohibited from receiving any advice or discussing any aspect relating to the Project or procurement of the Project with any person or entity with an organizational conflict of interest. The City of Beachwood may disqualify an Offeror if an organizational conflict of interest exists.

The Offeror agrees that, if after award, an organizational conflict of interest is discovered, the Offeror must make an immediate and full written disclosure to the City that includes a description of the action that the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the City may, at its discretion, cancel the contract for this project.

The Offerors' attention is further directed to Ohio Administrative Code Section 4733-35-05 (C) and the requirements regarding organizational conflicts of interest.

Each Offeror shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this procurement. Offerors are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Offeror shall submit in writing the pertinent information to City of Beachwood's Point of Contact prior to the submittal of the Technical Proposal. The Offeror may request a waiver of the conflict of interest for the City's consideration.

City's Point of Contact: Chris Arrietta, Director of Public Works, 23355 Mercantile Road, Beachwood OH, 44122. Phone: 216.292.1922, email: Chris.Arrietta@beachwoodohio.com

The City, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this procurement that cannot be mitigated, shall not be allowed to participate as a DBT member for the Project. The City of Beachwood will attempt to make all reasonable efforts to respond to a waiver request timely.

The firm(s) listed below will not be allowed to participate as an Offeror or a Design-Build team member due to a conflict of interest:

- GPD Group

Ex Parte Communications

Offerors are expected to conduct themselves with professional integrity and to refrain from lobbying activities. No employee, member, agent, or advisor of any potential or submitting Offeror shall have any direct or indirect ex parte communications regarding this Project with any representative of the City, staff or advisors or representatives of the City of Beachwood or its departments or agencies, Offerors or consultants involved with the procurement, except for communications expressly permitted by the Bid Documents.

Any verified allegation that an Offeror, Offeror member, an employee, agent, advisor or consultant of the Offeror has engaged in such prohibited communications or attempted to unduly influence the selection process will be cause for the City to disqualify the Offeror or to disqualify the Offeror member from participating with the Offeror; all at the sole discretion of the City.

Examination of Bid Documents and Project Site and Submission of Pre-Bid Questions

Each Offeror shall be solely responsible for (a) examining, with appropriate care and diligence, the Bid Documents, including the RFP, Document Inventory and any other documents or information provided by the City of Beachwood, prior to submitting the Technical Proposal and Price Proposal, (b) requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error or omission contained in the

RFP, or of any provision that such Offeror fails to understand and (c) informing itself with respect to any and all circumstances which may in any way affect the nature of its Technical Proposal or the performance of its obligations if such Offeror enters into a Contract with the City of Beachwood.

Failure of a Proposer to examine and inform itself shall be at its sole risk, and the City of Beachwood will provide no relief for any error or omission. The submission of a Technical Proposal and Price Proposal shall be considered prima facie evidence that the Offeror has investigated the Project site and is satisfied as to the character, quality, quantities, and the conditions to be encountered in performing the Work. A reasonable site investigation includes investigating the documents provided by the City of Beachwood, the Project site, borrow sites, hauling routes, and all other locations related to the performance of the work.

Should a question arise at any time during the reasonable site investigation the Offeror may seek clarification by submitting a Pre-bid Question. All questions prior to submission of the Price Proposals or Technical Proposals shall be emailed to the City of Beachwood Project Manager Chris Arrietta at Chris.Arrietta@beachwoodohio.com no later than one (1) week prior to the bid date.

The City of Beachwood will email reply to all registered bidders to all Pre-bid Questions submitted before the deadline as outlined in Section 18. Responses to Pre-bid Questions are not revisions to the Bid Documents and are not binding. The City of Beachwood is not obligated to respond to, or otherwise act upon, a Pre-bid Question submitted after this deadline, but reserves the right to act upon any information received.

Participation on More Than One Proposer Team

The Lead Contractor and Lead Designer shall not, directly or indirectly, participate in any capacity on more than one Offeror's team. This prohibition includes the participation on different teams by a Lead Contractor or Lead Designer through related corporate entities, such as an entity that directly or indirectly controls another entity, or two entities that are under common control. If any Lead Contractor or Lead Designer fail to comply with this prohibition, all Offeror teams on which it is participating may be considered non-responsive and the Technical Proposal and Price Proposal will be rejected.

Disclosure

All documents received by the City of Beachwood are subject to Section 149.43 of the Ohio Revised Code, also known as The Public Records Act, and are subject to release unless a statutory exception exists that exempts the documents from public release.

If any information in a Technical Proposal is to be treated as a "trade secret," the Offeror must identify each and every occurrence of the information within the Technical Proposal by:

1. Listing the page numbers of every occurrence of the “trade secret” on the cover sheet submitted with the Technical Proposal.
2. Placing an asterisk before and after each line of the Technical Proposal which contains “trade secret” information.

Ohio Revised Code Section 1333.61(D) defines “trade secret” as "information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique, or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers, that satisfies both of the following:

1. It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
2. It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

During the RFP process, the City does not intend to share with, or convey to, any person the information provided by the Offeror, unless disclosure is required by law or the Offeror gives prior written approval for such disclosure.

In the event the City is required to disclose any information the Offeror considers a trade secret pursuant to applicable law, prior to disclosing such information, the City intends to notify the Offeror in writing. The City intends to use reasonable efforts to give notice of disclosure at least three days in advance of release. However, upon Award, all information provided to the City that was used in the evaluation of the bids will be considered a public record.

The City shall not be obligated to maintain in confidence any information that is not a trade secret including information that (1) is already known by the city or state, or (2) is or comes into the public domain through no fault of the city or state, or (3) is independently developed by the city or state, or (4) comes to the city or state from a third party in a manner not in violation of any obligation of confidentiality by such third party to the Offeror.

State law generally requires that documents which contain both confidential/trade secret and non-confidential information be disclosed with confidential information redacted.

6 SCOPE OF WORK

The contractor's Design Consultant shall provide for the engineering services, design, and preparation of detailed construction plans for the construction of the proposed project.

The Contractor shall provide for the furnishing of materials, labor, and equipment necessary for the completion in every detail of all the work described in the Construction Documents in order to fulfill the intent of the contract. Under no circumstances shall construction proceed prior to the receipt and approval of final plans by the City of Beachwood.

Project Description

The proposed project will implement the following improvements:

1. Install pedestrian level lighting along the east side of S. Green Road from Fairmount Boulevard to Beachwood Boulevard.
2. Install fiber optic interconnect cable from City Hall, west along Fairmount Boulevard to the S. Green Rd. / Fairmount Blvd. intersection, and then north along S. Green Road to the S. Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. intersection.
3. Provide a drop cable connection and necessary fiber equipment to directly connect the S. Green Rd. / E. Carroll Blvd. intersection to the City's existing Centrac's system.
4. Provide a drop cable connection and necessary fiber equipment to directly connect the S. Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. intersection to the City's existing Centrac's system.

The aforementioned improvements will occur within existing right-of-way for the entire length of the project. The existing right-of-way shall be considered the face of building when said buildings are adjacent to the right-of-way line or the extents of existing sidewalks maintained by the City of Beachwood when the existing sidewalk extends beyond the physical right-of-way line.

Special Provision – Additive Alternates

Description

Additive Alternates maximize the contract work within a budget by allowing bids on potential additive work exceeding an established Base Scope.

A Bidder must bid all Base Scope items and Additive Alternates to be considered responsive. The City will declare the apparent low Bidder to be the Bidder which maximizes the quantity of work (Base Scope and number of Additive Alternates) and has the lowest bid that is below the Bid Budget when compared to other Bidders when considering the same Additive Alternates.

Definitions

The following terms are defined:

Additive Alternate: Alternate bid items for the project that could be incorporated

Base Bid: Price of all work less the price of work associated with Additive Alternates

Base Scope: All contract work less the work associated with the Additive Alternates

Bid Budget: Maximum amount of funds available for the Project used by the City in the determination of apparent low bidder when considering potential Additive Alternates.

Consideration of Proposals

All other bid items not identified as Additive Alternates shall constitute the Base Scope.

All Additive Alternate bid items only apply to work associated with the proposed fiber infrastructure. Any repetitive bid items shall be priced accordingly.

If the combined value of the Base Bid and the bid amount of the Additive Alternates or cumulative portions of the Additive Alternates does not exceed the Bid Budget, Additive Alternate work that does not exceed the Bid Budget will be added to the Contract.

The City will declare the apparent low Bidder to be the Bidder which maximizes the quantity of work (Base Scope and number of Additive Alternates) and has the lowest bid that is below the Bid Budget when compared to other Bidders when considering the same Additive Alternates.

If all bids that include any portion of the Additive Alternates exceed the Bid Budget, then the Bidder with the lowest bid amount for the Base Bid of items will be considered apparent low Bidder. In this scenario, the City may award a contract to the Bidder with the lowest bid for the Base Bid exceeding the Bid Budget.

The City's objective is to award the maximum amount of work (Base Scope and Additive Alternates).

7 FIELD OFFICE

Provision of a field office is not required for the project. No payment will be made in the contract for Field Office.

8 GENERAL PROVISIONS FOR THE WORK

8.1 Governing Regulations

All services, including but not limited to survey, design and construction work, performed by the DBT and all subcontractors (including sub-consultants), shall be in compliance with all applicable ODOT Manuals and Guidelines.

The fact that the bid items for this Design-Build project are general rather than specific shall not relieve the DBT of the requirement that all work be performed as required by the Contract and shall be in reasonable conformity with the specifications. The Contractor's Consultant shall reference in the plans the appropriate Construction and Material Specifications Item Number for all work to be performed and all materials to be furnished.

The attention of the Bidder is directed to the provisions of section 100 of the Ohio Department of Transportation Construction and Material Specifications as modified in the design-build proposal.

It will be the responsibility of the DBT to acquire and utilize the necessary ODOT manuals that apply to the design and construction work required to complete this project.

The "Current Edition" or "Current Standard" of specifications, standard drawings, or plan notes, including updates released on or before January 21, 2022, of the following ODOT shall be met or exceeded in the performance of the design and construction work required to complete this project:

American Association of State Highway and Transportation Officials (AASHTO)

ODOT Location and Design Manuals

Volume One - Roadway Design

Volume Two - Drainage Design

Volume Three - Plan Preparation

ODOT Pavement Design & Rehabilitation Manual

Specifications for Geotechnical Explorations

Survey Manual

ODOT Construction and Material Specifications (2019)

Proposal Notes for Construction and Material Specifications

Supplemental Specifications for Construction and Material Specifications

ODOT Item Master

Manual for Abandoned Underground Mines - Inventory and Risk Assessment

State Highway Access Management Manual
ODOT Standard Construction Drawings
Plan Insert Sheets
Traffic Engineering Manual
Ohio Manual of Uniform Traffic Control Devices
Utilities
Wireless Communication Tower Manual
Environmental Services Handbooks and Guidelines
Design Mapping Specifications
ODOT Geotechnical Bulletins
ODOT Project Development Process Manual

The design of the project shall meet or exceed the requirements of the design manuals. Interpret all references to guidelines, recommendations and considerations in the design manuals as minimum requirements except when specifically precluded within the Scope of Services. Perform recommended evaluations unless provided by the City of Beachwood.

If a recommendation in any design manual cannot be met, perform an analysis and submit to the City for review and concurrence. The analysis shall indicate the reasons for a deviation from design recommendation guidance and shall propose an acceptable solution. Cost or an incorrect design assumption shall not be a reason for a deviation. A deviation from a design recommendation shall not be included in the design without the City of Beachwood Project Manager's concurrence.

8.2 Basis of Payment

All Items covered by Construction and Material Specifications, Supplemental Specifications, Proposal and Special Provision notes with unit price or Lump Sum as a basis of payment will be paid for under the most appropriate Lump Sum bid item, unless a unit line price item has been established in the Scope of Services. All costs whether specifically called for in these documents or are necessary to complete the project intent shall be included in the Project final Guaranteed Maximum Price.

The DBT shall be required to furnish the City with a Schedule of Values showing the complete breakdown (approximate cost and approximate work) of the Lump Sum bid items. The breakdown shall be in sufficient detail to depict reasonable elements of all physical work items, including materials and products requested, and in sufficient detail to provide the City of Beachwood with a means to check partial payment requests. It shall show estimated quantities of work in sufficient detail to determine testing and material reporting requirements per C&MS and/or where specifically requested within these documents and attachments. It shall be submitted and agreed with the City prior to physical work. It may be (and is preferred to be) in an electronic format (i.e. Excel Spreadsheet), however the DBT is responsible for the accuracy of all formulas in any spreadsheet.

The City shall generate payment estimates upon receipt of a written request from the Contractor. This request shall correspond to the work performed for the payment estimate period. This request shall be in a format which utilizes the agreed Schedule of Values.

The DBT shall provide a general summary and submit the General Summary within the final as-built Construction plans.

8.3 Final Payment

The DBT shall prepare and submit the following prior to the request for final payment:

1. All original project files and notes utilized in the preparation of the survey, design and construction of the project.
2. Record-Drawings Plans as required in section 8.4 below.
3. DBT member affidavit for payment release.

8.4 Record-Drawing Plans

A. General: At the completion of the work, prior to final acceptance of the construction, the Consultant shall furnish the City Record-Drawing construction plans. When the Record-Drawing plans are completed the Consultant shall professionally endorse (sign and seal) the title sheet.

Record-Drawing plans shall be submitted in the following methods:

- Half Size (11x17) PDF Images
- Half Size (11x17) plans
- AutoCAD Civil 3D 2018 ODOT State Kit

In addition to the information shown on the construction plans, the Record-Drawing plans shall show the following:

1. All deviations from the original approved construction plans which result in a change of location, material, type or size of work.
2. Any utilities, pipes, vaults, wellheads, abandoned pavements, foundations or other major obstructions discovered and remaining in place which are not shown, or do not conform to locations or depths shown in the plans. Underground features shall be shown and labeled on the Record-Drawing plan in terms of station, offset and elevation.
3. The final option and specification number selected for those items which allow several material options under the specification (e.g., conduit).
4. Additional plan sheets may be needed if necessary to show work not included in the construction plans.

Notation shall also be made of locations and the extent of use of materials, other than soil, for embankment construction (rock, broken concrete without reinforcing steel, etc.).

The Plan index shall show the plan sheets which have changes appearing on them.

Two copies of the Record-Drawing plans shall be delivered to the Project Engineer for approval upon completion of the physical work but prior to the request for final payment. After the City has approved the Record-Drawing plans, the original tracings and the associated electronic files shall be delivered to the City Project Manager. Acceptance of these plans and delivery of the original tracings and the associated electronic files is required prior to the work being accepted and the final estimate approved.

The delivered original tracings shall be prepared in conformance with the Location and Design Manual, Volume 3, Section 1200 Plan Preparation Standards.

B. CADD files supplied by Consultant: X Yes No

If marked yes, the Consultant shall comply with ODOT CADD Standards and supply files in accordance with the CADD Engineering Standards Manual. All data shall be provided to the City according to the provisions herein. This includes, but is not limited to, the layer assignments, symbols, lines and line styles that are to be used, line weights, blocks, placement of text and file naming conventions. The web site can be accessed at the following URL address:

http://www.dot.state.oh.us/Divisions/Engineering/CaddMapping/CADD_Services/Pages/default.aspx

<http://www.dot.state.oh.us/Divisions/Engineering/CaddMapping/Pages/default.aspx>

CADD Civil 3D templates shall be acquired at the following URL address:

ftp://ftp.dot.state.oh.us/pub/CADD/CADDSync/StateKit/C3D_2018_ODOTStateKit.zip

The City will accept CADD files on CD ROM, DVD, or Flash Drive electronic media.

1. The Consultant shall submit all CADD information produced in the process of plan development. All CADD information shall be created, developed, and submitted in the 2018 version of Civil 3D (*.dwg) format utilizing the ODOT State Kit. **Files shall be native Civil 3D and shall not be created in another CADD software and converted.** This requirement ensures that the City receives an end product that is directly usable on the City's CADD systems without additional work. The responsibility to provide the City with correct and complete CADD data rests with the consultant.
2. In addition to the Civil 3D drawing files created for plan development as stated in Section 8.4.B.1, the Consultant shall submit all survey information produced in the process of plan development. The submission shall include all files generated by

Civil 3D as the result of the plan processing and these files shall include but are not limited to the following:

- a. Coordinate databases
- b. ASCII text files containing all raw point data (PT #, X, Y, Z, Linking Code/Mapping Code)
- c. ASCII text files containing all adjusted point data (PT #, X, Y, Z, Linking Code/Mapping Code, Attribute data if any)
- d. ASCII text files listing the northing, easting, station, offset and elevation for all existing and proposed monuments.

8.5 Pre-Award Conference:

Within 7 days of after bid opening, the apparent successful DBT will attend a mandatory pre-award conference. This confidential meeting will be held with the City to discuss the DBT's bid of the Lump Sum items. The DBT shall be prepared to discuss general items of Work included within the Lump Sum bid items, approximate amounts of Work included within the Bid Item by the DBT, and general design approach and design concepts for the Work. Other City representatives familiar with the Project may attend.

While not required, the DBT may prepare general engineering information to be presented to the City to help explain design concepts and quantities. This information will be used only by the City to assist in understanding the DBT's bid for award recommendation purposes.

The DBT will be required to present two (2) luminaire fixture options (see Section 12.3.C) to the City. The City will choose an option to move forward with the design within seven (7) calendar days of being presented with the information.

No shared concepts, shared quantity information, discussions, comments made or shared by either party will be considered binding, a revision to the contract, or acceptance or validation of any design concept or assumed quantities of Work.

8.6 Communication

All communication during design and construction shall be with the City Project Manager.

City's Project Manager's Name: Chris Arrietta

Phone number: 216.292.1922

E-mail: Chris.Arrietta@beachwoodohio.com

8.7 Permits

Contractor will be required to prepare and obtain all applicable permits to complete the project. Fees for permits obtained from the City of Beachwood will be waived. The contractor shall be responsible for all fees associated with permits obtained from State or local agencies other than the City of Beachwood.

8.8 Entry Onto Private Property

The DBT, acting as the City's agent, may enter upon any lands within the City of Beachwood for the purpose of inspecting, surveying, leveling, digging, drilling, or doing any work deemed necessary in the execution of any survey authorized by the City of Beachwood as authorized in ORC 163.03. Prior to performing said survey, the DBT will send notification letters (letter format must be approved by the City) indicating the date and duration of entry to the affected property owners no less than forty-eight hours nor more than 30 days prior to the date of entry for said survey. The DBT shall forward copies of all notification letters distributed to the City's Project Manager. Any subsequent claims for compensation due to damages incurred while said survey was being performed will be negotiated between the DBT and the affected property owners with final approval from the City's Project Manager. Property damage minimization and reimbursement information, together with the Special Waiver of Damage form, will be provided to the DBT by the City's Project Manager. Any subsequent entries onto private property for the purpose of obtaining additional survey or soil information prior to the submission of the bid will be made in accordance with the procedures outlined in this section.

9 RIGHT OF WAY (ROW)

All necessary construction work for the project will be performed within the existing right of way or within existing sidewalk currently maintained by the City of Beachwood. The existing right-of-way shall be considered the face of building when said buildings are adjacent to the right-of-way line or the extents of existing sidewalks maintained by the City of Beachwood when the existing sidewalk extends beyond the physical right-of-way line.

Existing right of way lines will be located by the DBT based on requirements specified in Chapter 4733-37 of the Ohio Revised Administrative Code (Board Rules) governed by regulations outlined in Chapter 4733, Ohio Revised Code (Regulation Laws). It is the responsibility of the DBT to research existing right of way information from all available sources including but not limited to ODOT records, County road records, Commissioners' Journals and records of other County offices to the extent necessary to provide an accurate basis for the establishment of the existing right of way. Some information for the existing right of way has been provided in Attachment A. This information shall not be considered all of the available information. It is the responsibility of the DBT to supplement this information as required to accurately establish the existing right of way.

The DBT will stake and flag the existing right of way in the field prior to the start of construction and will maintain said stakes and flags throughout the duration of the project.

The Consultant will identify and show all right of way encroachments on the construction plans at the Conceptual Review Submission.

10 UTILITIES

Utilities Special Provisions in addition to the Governing Regulations listed in Section 8.1 of this document, Section 105.07 of PN 126 dated January 15, 2021 provided in Attachment B, and Section 153.64 of the Ohio Revised Code.

10.1 Existing Utilities

The City, in coordination with the registered Underground Utility Protection Services-Ohio Underground Protection Service (OUPS) and Oil and Gas Producers Underground Protection Service (OGPUPS) and other utility owners that are non-members of any utility protection services, has determined that the following utilities are located in the area of the project:

The Illuminating Company
6896 Miller Road
Brecksville, Ohio 44141
440-346-8711
Attention: Timothy Denzler

Charter Communications
7 Severance Circle
Cleveland Heights, Ohio 44118
216-575-8016
Attention: Lou Rubertino

Everstream
1128 Euclid Ave., Suite 250
Cleveland, Ohio 44115
440-723-7341
Attention: Eric LaCourse

Windstream
560 Teres Avenue
Elyria, Ohio 44035
330-329-4245
Attention: Geoffrey Hamm

Cleveland Water Department
1201 Lakeside Avenue
Cleveland, Ohio 44114
216-664-2444
Attention: Fred Roberts

Dominion East Ohio Gas Company
320 Springside Drive
Akron, Ohio 44333
330-664-2409
Attention: Bryan D. Dayton

AT&T
13630 Lorain Ave., 2nd Floor
Cleveland, Ohio 44111
216-476-6142
Attention: James Janis

City of Beachwood
2700 Richmond Road
Beachwood, Ohio 44122
216-292-1920

One Call Concepts
Locating Services
12438 Plaza Dr.
Parma, Ohio 44130
216-406-7048
Attention: Codlen Collins

MCI
9329 Ravenna Road
Twinsburg, Ohio 44087
330-425-3816

It is the DBT's responsibility to verify the list of utility companies for any additional utility companies that may be located inside the project as well as all records provided for completeness and accuracy. It shall be the DBT's responsibility to ensure that no other "non-member" utility companies have existing facilities present within the project area.

10.2 Utility Coordination Responsibilities

As soon as it is feasible after the final plan is approved by the City, the DBT shall stake the existing ROW in the field, in order to allow utility relocation (if necessary) and reduce potential delays. ROW stakes shall be maintained and updated as needed throughout the project length.

The DBT shall be cognizant of the project's impact on utility facilities. In the event utility rearrangements are required, the project shall not be designed to preclude legal occupancy of the highway ROW by the rearranged utility facilities.

The DBT shall coordinate all existing utilities with construction activities on this project. The DBT shall ensure that potential delays in coordination and relocation of the affected utilities are minimized. The DBT shall copy the City Project Manager on all correspondence or phone calls between the DBT and each utility. This shall include the submittal of plans to each utility.

The DBT shall organize and hold a meeting within two weeks of contract award. Invitations for the meeting shall be offered to the City Project Manager, City Construction Project Manager, and all utility owners to determine if any significant utility relocations can be eliminated or mitigated during the design process.

Only those utility facilities immediately affected by the proposed construction shall be relocated or adjusted. If the DBT desires the temporary or permanent adjustment of the utilities for its sole benefit, the DBT shall conduct all negotiations with the utility owners and pay all costs associated with the adjustment. The DBT shall assume all schedule impacts from these relocations or adjustments.

Any betterment to the utility's facility not included in the scope of work and ineligible, or unnecessary, work shall not be a part of the project's expense but the utility company's fiscal requirement. Determination of eligibility can be coordinated through the City Project Manager. Payment for betterments not included in the scope of work or ineligible costs shall be made by the appropriated utility directly to the Contractor.

10.2.1 Utility Coordinator

In addition to the work in section 10.2, the DBT shall be responsible for the coordination between all private utilities. In the case that coordination efforts have been unsuccessful, the DBT shall notify the City Project Manager and at that time may request assistance from the city. Assistance from the City does not alleviate the coordination responsibilities of the DBT. The notification shall document all efforts and responses between the DBT and the utility. The notification shall include:

- Name of person performing notification
- Date and time of notification
- Type of notification (phone, email, etc.)
- Reason for the coordination activity
- Name of utility contacted
- Name of person contacted
- Date and time of utility response
- Name of person responding

The duties of the DBT is to pursue, facilitate, and coordinate with each of the private utilities within the project limits, whether known or unknown. The DBT is to get the time, location, and schedule of all private utility relocations and compare it to the DBT's schedule to avoid any potential conflicts or delays. The intent of this

coordination is to minimize any construction delays associated with private utility relocations.

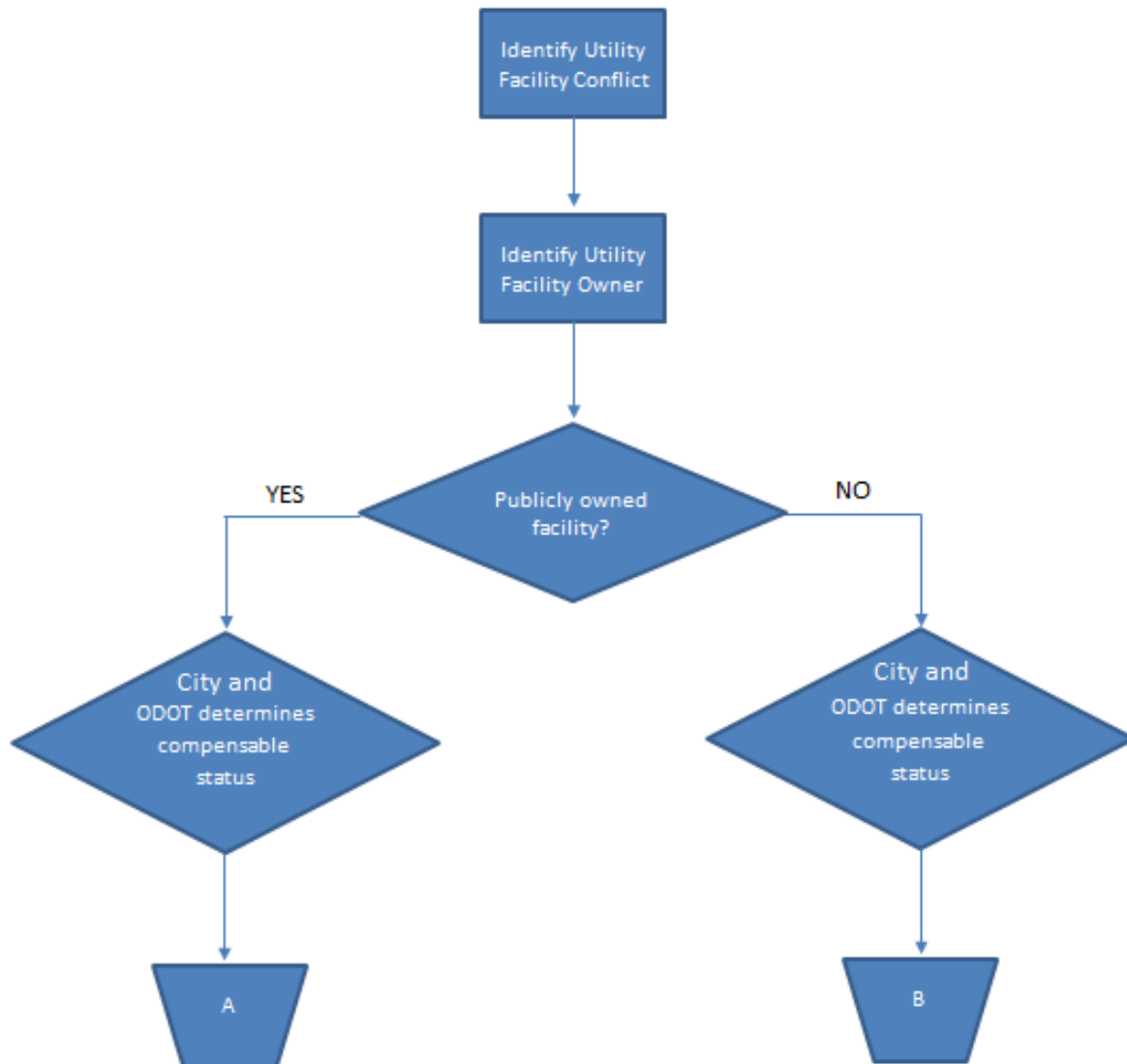
Unless specifically stated in the contract documents, it is not the DBT's responsibility to relocate the private utilities, only to coordinate the relocation with the respective private utility owners or their representatives. The duties of the utility coordinator are as follows:

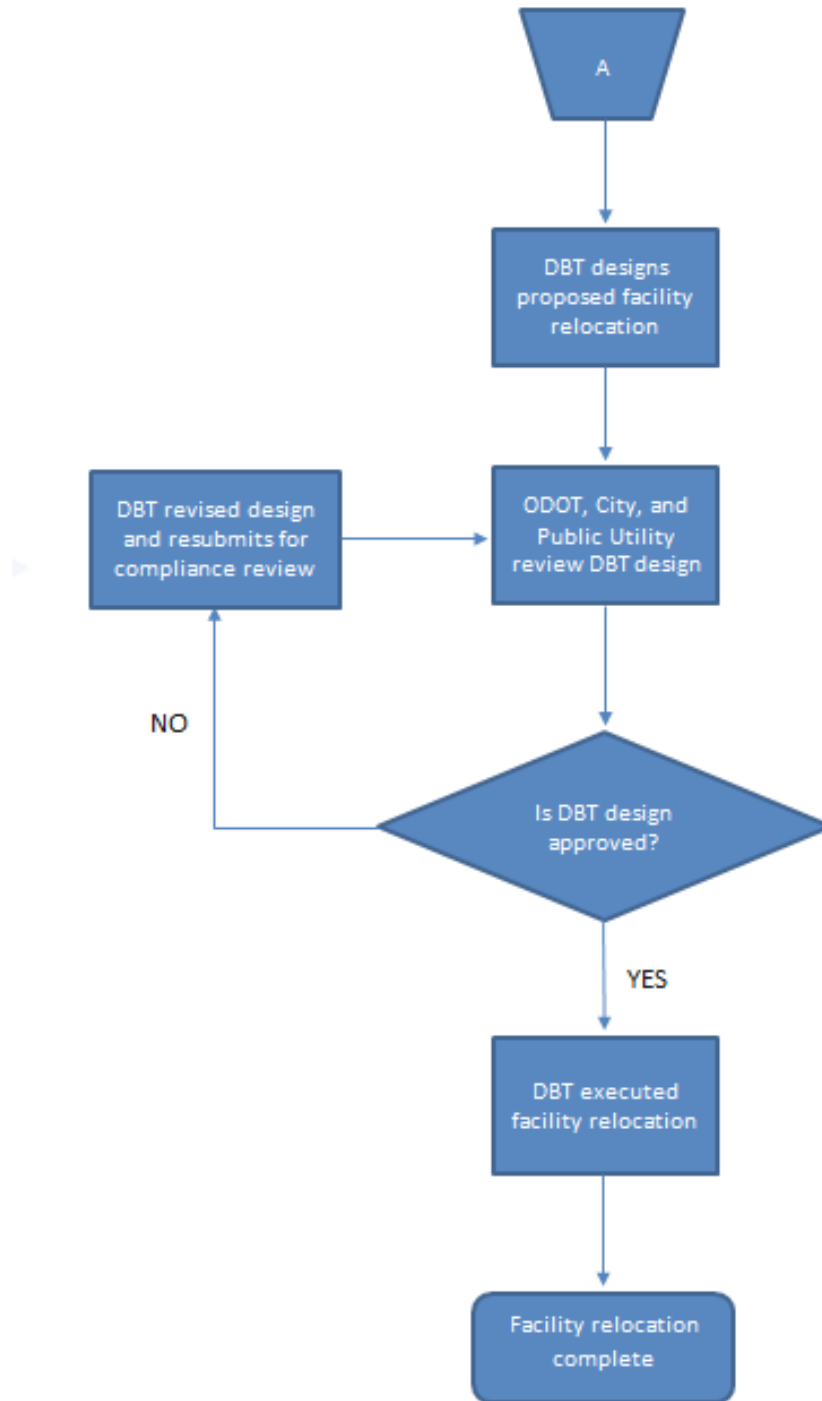
- Contact the Ohio Utilities Protection Service "Ohio811" prior to the start of construction, as required by Ohio Revised Code.
- Contact the Ohio Utilities Protection Service "Ohio811" at quarterly intervals to get any updated utility information.
- Maintain weekly records of all utility correspondence.
- Notify utility companies of any potential conflicts, known or unknown, with their facilities and the proposed work.
- Be aware of, and coordinate, all known utility conflicts and associated relocation schedule.
- Notify private utility companies of any potential conflicts and delays resulting from the relocation schedule.
- Coordinate and facilitate monthly utility coordination meetings with all utilities within the project limits through the duration of construction.
- Conduct meetings with individual utility companies on an as needed basis to facilitate their relocations.
- Maintain an emergency contact list of all utilities within the project limits.
- Notify the city if a utility is unresponsive to coordination efforts.

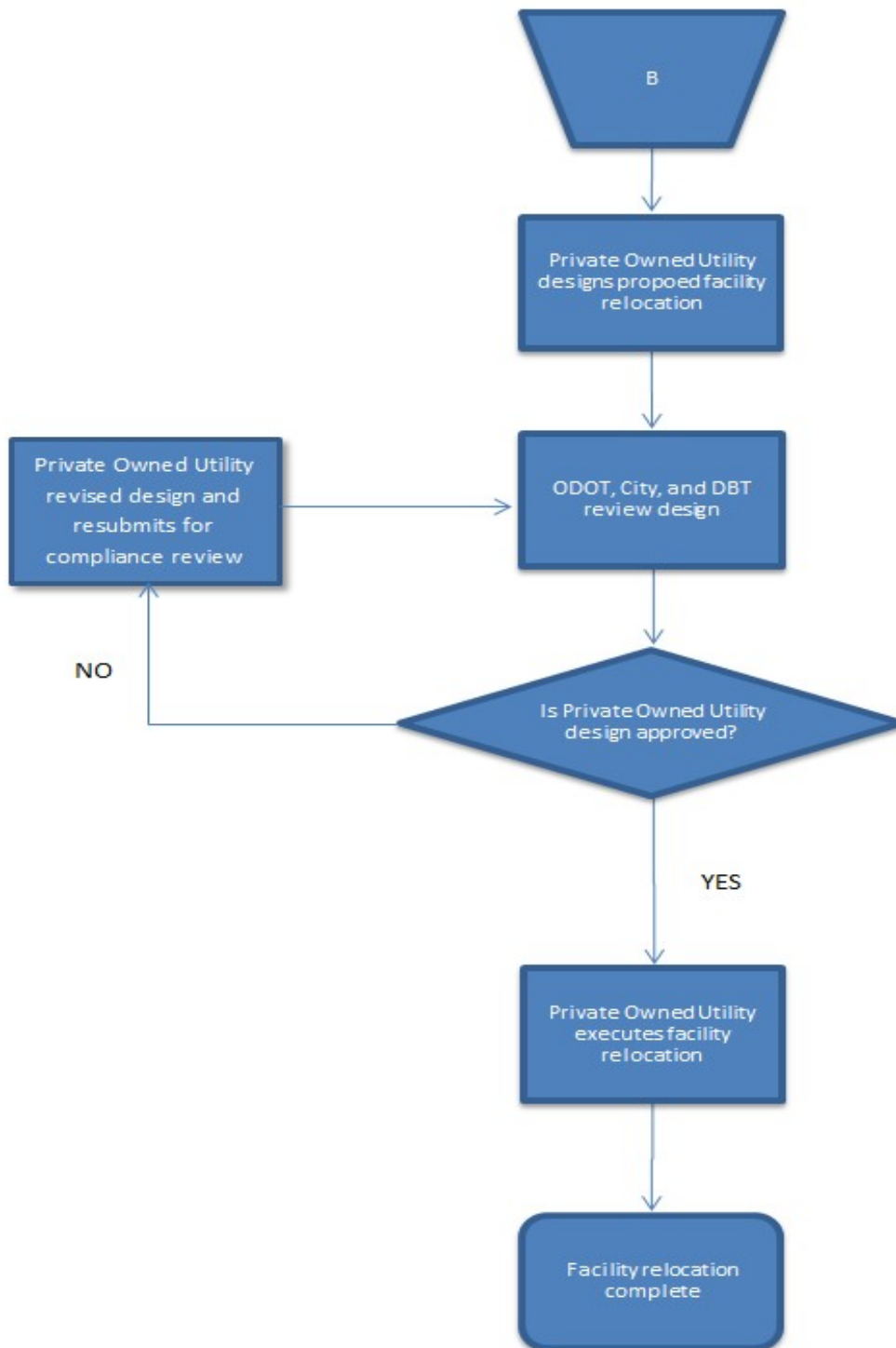
The cost of all utility coordination including but not limited to the work above shall be paid for as the contract bid price for Bid Item: Special - Utility Coordination - Lump Sum. No additional compensation will be provided for unanticipated but necessary utility coordination.

10.3 New and Relocated Utility Facilities

The following flowcharts provide guidance on new and relocated utility facilities processes:







10.3.1 Notification

The DBT shall notify the City, the registered utility protection services, and the Utility Owners that are not members of the registered utility protection services at least 14 Days prior to commencing construction operations in an area that may affect underground Utilities.

10.3.2 Scheduling of Utility Work

The DBT shall coordinate, anticipate, and confirm the relocation design and construction timeframes required by the utility owner and incorporate these timeframes into the project's Progress Schedule.

The DBT shall consider special scheduling requirements of utilities, such as peak load periods (e.g., winter gas loads, summer electric loads, etc.) and utility easement or Right-of-Way acquisitions when developing their Progress Schedule.

When the DBT prepares a utility facility relocation plan for a utility within the scope of work, the utility owner will review and approve/reject the design prepared by the DBT no later than 21 Days after its submission to the utility owner, unless a different time-period is agreed to by both parties. If a utility owner rejects any design work, the DBT shall immediately notify the City, in writing, of the grounds for rejection and suggestions for correcting the problem. The DBT shall correct the design and resubmit to the utility owner for review. This compliance review shall take no more than 14 Days.

When the utility owner prepares a utility facility relocation plan, the DBT will review the design and the City will review the permit application to ensure that the relocation does not interfere with other proposed construction activities, including relocations of other utility facilities. This review shall be completed no later than 14 Days after its submission, unless a different time-period is expressly agreed to by both parties. The DBT shall compile and provide written review comments to the City and the utility owner.

The DBT shall be responsible for keeping abreast of privately owned utility relocation and new installations to ensure that the relocation does not interfere with other proposed construction activities, including relocations of other utility facilities.

All publicly and privately owned utility adjustments and/or relocations performed within the permanent and temporary Right-of-Way limits will require a City of Beachwood permit.

10.3.3 Deadlines and Delays

The DBT shall be responsible for monitoring utility facility relocations including plan development, plan review, and construction. The DBT shall promptly notify the City if a utility facility owner is not complying with the agreed upon time frames indicated in Section 10.3.2 (Scheduling of Utility Work). If the DBT provides documentation confirming that a utility has failed to relocate their facilities or construct new facilities in a timely manner, an Obstruction Removal Notice may be issued by the City, as appropriate.

10.3.4 Changes to the Utility Work

Once utility construction has begun, the DBT shall not make any changes to the proposed project design, which would necessitate an additional relocation of the utility facility. However, the DBT may make changes if they agree to absorb the schedule impact and provide full compensation for 100 percent of all costs (design and construction) associated with the second relocation to the utility company. If this is the case, the DBT shall provide the City with documentation of their agreement with the involved utility.

10.3.5 Utility Owner Inspections

The utility owner may perform inspections of construction of any utility work that is performed by the DBT on their facility. The DBT shall notify the City of any such inspections. The DBT shall provide the City with written documentation of all utility comments and their resolution. The DBT shall provide safe access and any necessary traffic control for any utility work inspections performed by the utility owner.

10.3.6 Reimbursement Process

If a utility company notifies the DBT that they believe any utility work is reimbursable (to the utility), the DBT shall immediately notify the City. The City and ODOT will determine compensable interest for reimbursement. Unless stated otherwise, costs for utility work shall be paid for by the City if the work is determined to be reimbursable or by the utility company if the work is determined non-reimbursable.

10.3.7 Continuity of Utility Service

The DBT shall ensure that all utilities (including but not limited to Street Lighting and Traffic Signals) remain operational during all phases of project construction to the greatest extent practicable, both within the construction limits and outside the construction limits. If disconnections become necessary, temporary facilities shall be provided. Necessary interruptions of service, including proposals for shutdowns and temporary diversions of affected utilities, shall be approved by the involved utility.

Where the DBT is responsible for the performance of utility work, in order to maintain the service continuity of the utility owner's facilities to the extent practicable during that performance of work, the DBT, at its cost, shall:

- Keep the utility owner fully informed of schedules, including coordinating with the utility owner with regard to their design, construction and inspection of utility work performed by the DBT
- Keep the utility owner fully informed of changes that affect their facilities
- Keep the utility owner involved in making the decisions that affect their facilities so the utility owner is able to provide uninterrupted service to its customers, or be subject to the least interruption practicable

All the utility owner's facilities shall remain fully operational during all phases of project construction, except as specifically allowed and approved by the utility owner. The DBT is responsible for maintaining facilities throughout construction, which includes all necessary temporary bypass provisions.

10.4 Subsurface Utilities Locating (SUL): X Yes No

If marked yes, the DBT shall use a state approved subsurface utilities engineering location service to field verify all underground utilities prior to beginning of any design work and shall incorporate the results in the design.

When determined necessary by the DBT, at a minimum, the DBT shall have the SUL perform the following Quality Level: B .

It is the responsibility of the DBT to investigate the site and existing records to determine if Level A test holes will be required to properly design and construct the project. Cost for any Level A SUL work shall be included in the contract bid price.

This work shall be paid for under the contract bid price for the following Bid Items:

Special – SUL – Lump Sum

If the DBT determines that SUL work is not necessary to perform the design and construction of a particular roadway, the DBT may choose to enter \$0.00 for that bid item.

An amount of \$0.00 entered on any of the SUL items is the DBT's acknowledgement that they will not be performing any SUL. The omission of SUL work does not alleviate the DBT's responsibility of accurately locating and displaying the existing underground utilities on the plan set. The DBT is responsible for all design and construction issues that may arise during construction whether SUL is performed or not.

10.5 Known Utility Relocations

There are currently no planned utility relocations within the project limits.

10.6 Utility Services

The DBT is responsible for the disconnections, reconnections, relocations, etc. to private and public utility service connections. Disruptions to utility services shall be minimized to the best extent possible. Accidental disruptions shall be restored in a timely fashion. Planned disruptions shall be coordinated with the owner. Coordination shall be the responsibility of the DBT. The DBT shall give owners a minimum of two (2) weeks noticed for any planned disruption to their facilities.

The DBT shall provide temporary connections to utilities to prevent any harm or damage to the owner's assets. Assets shall include but not be limited to, business operations, perishable stock, security systems, etc.

The DBT shall assume full responsibility for any and all owner claims against the project due to a disruption to utility service.

11 DESIGN AND CONSTRUCTION REQUIREMENTS: MAINTENANCE OF TRAFFIC

11.1 General

The DBT shall be responsible for designing, providing, and maintaining safe and effective work zone traffic control 24 hours a day for the duration of the Project. All traffic control devices shall be furnished, erected, maintained, and removed by the DBT. Maintenance of traffic (MOT) shall be implemented in a manner that minimizes both construction duration and impact to the traveling public. This Section defines specific requirements, restrictions, detours, and allowable closure durations for travel lanes. If in the opinion of the City, the DBT fails to comply with the requirements in Section 11.3 (Maintenance of Traffic Requirements) and/or the Contract Documents, the City shall suspend work until all requirements are met. Any costs or delays incurred because of the failure shall be the full responsibility of the DBT.

11.2 Notification and Coordination Requirements

In addition to the notification requirements in Section 18.4.5 (Construction Notification), the DBT shall provide to the agencies listed below 14 Days advance written notice of pending changes in MOT or traffic patterns, including changes to any of the following: MOT configuration, property access, detours, work schedule, or work duration associated with the MOT. The notice shall include existing and proposed MOT configuration and all applicable changes affecting property access, detours, work schedule, and work duration.

City of Beachwood Police Department
2700 Richmond Road
Beachwood, Ohio 44122
216-464-1234

City of Beachwood Fire Station One
2655 Richmond Road
Beachwood, Ohio 44122
216-292-1965

City of Beachwood Public Works
23355 Mercantile Road
Beachwood, Ohio 44122
216-292-1922

City of Beachwood Traffic Engineer
GPD Group
5595 Transportation Boulevard, Suite 100
Cleveland, Ohio 44125
330-572-2100
Attn: Ryan Gillespie

Beachwood City School District
24601 Fairmount Boulevard
Beachwood, Ohio 44122
216-464-2600

Cuyahoga County Sheriff's Department
1215 West 3rd Street
Cleveland, Ohio 44113
216-443-6000

Greater Cleveland Regional Transit Authority (RTA)
1240 West 6th Street
Cleveland, Ohio 44113
216-566-5100

United States Postal Service
3695 Green Road
Beachwood, Ohio 44122
800-275-8777

11.3 Maintenance of Traffic Requirements

The DBT shall develop a Maintenance of Traffic scheme that defines all components of the DBT's plan for maintaining traffic during construction. The MOT scheme shall cover all phases of construction, from Notice to Proceed (NTP) to final acceptance, defining and detailing specific MOT procedures and plans for each construction phase. The MOT scheme shall be prepared and sealed by an Ohio-registered professional engineer. The MOT scheme shall include, at a minimum:

- A. Name, email, cell phone, and home phone for the Worksite Traffic Supervisor.
- B. Public Information Plan (PIP) sections relevant to the MOT Plan (see Section 22 - Public Information and Communication).
- C. Contact information included in Section 11.2 (Notification and Coordination Requirements) and additional contacts as deemed necessary by the DBT and the City.
- D. Discussion of sequence of operations and MOT procedures.
- E. Identification and use of Law Enforcement Officers (LEO) in conformance with ODOT C&MS 614.

The DBT shall maintain vehicular and bicycle traffic at all times on existing pavement and shall maintain pedestrian traffic, including bus stops and ADA-compliant access to such bus stops at all times on either existing or new sidewalk, per the OMUTCD Part 6, TEM Section 600, ODOT C&MS 614 and 615, MT Series Standard Construction Drawings, and ADA guidelines.

Pedestrian access to all places of worship located within the project limits shall be maintained at all times. Sidewalk replacement, if necessary, at places of worship shall be coordinated to be performed during hours which will not restrict access to the place of worship.

A. Lane Closure Requirements

Lane closures or restrictions over segments of the Project in which no work is anticipated within a reasonable time frame as determined by the City shall not be permitted.

Lane closures shall be restricted to daily lane closures only. One lane of traffic shall be maintained in each direction at all times. All travel lanes shall be reopened at the end of the day.

The DBT shall not close any lanes during periods when snow accumulation is probable. During these periods, daily isolated lane closures may be used during off peak hours, weather permitting. The DBT shall be responsible for clearing snow and de-icing the roadway prior to reopening an isolated lane closure during a snow event.

The DBT shall not close lanes during Holidays and Holiday Weekends. Holidays include New Year's Day, Passover, Easter, Shavuot, Memorial Day, Fourth of July, Labor Day, Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Thanksgiving, and Christmas.

Additionally, no construction will be allowed from 4:00 PM Friday through the end of day Saturday.

The period of time that the lanes are to be open depends on the day of the week on which the holiday or event falls. The following schedule shall be used to determine this period:

Day of holiday or event	Time all lanes must be open to traffic
Sunday	12:00 PM Friday through 6:00 AM Monday
Monday	12:00 PM Friday through 6:00 AM Tuesday
Tuesday	12:00 PM Monday through 6:00 AM Wednesday
Wednesday	12:00 PM Tuesday through 6:00 AM Thursday
Thursday	12:00 PM Wednesday through 6:00 AM Friday
Thursday (Thanksgiving only)	6:00 AM Wednesday through 6:00 AM Monday
Friday	12:00 PM Thursday through 6:00 AM Monday
Saturday	12:00 PM Friday through 6:00 AM Monday

The DBT shall not utilize any of the required travel lanes that are to be maintained for the loading or unloading of equipment, materials or any other construction-related activities. All such activities shall be performed within the designated work zone so that they do not impede the flow of traffic at any time. Proper access should

be provided into all designated work zones to ensure that construction vehicles of all sizes and provided with proper means of ingress and egress into these areas.

Should the Contractor fail to meet any of these requirements, the Contractor shall be fined in the amount of \$50 for each minute the above described lane restrictions are violated.

B. Local Access Requirements

Ingress/egress of pedestrian and vehicular traffic to all properties shall be maintained at all times. The DBT shall notify property owners in writing at least one week in advance of any access changes or constraints. Resident notification shall be provided in accordance with the specifications in Attachment E. Specific attention should be given to the placement of traffic control devices so as to not impede access. All changes to access shall be discussed with the City prior to sending out notifications.

11.4 General MOT Criteria

In addition to the applicable governing regulations, the MOT scheme shall comply with the following:

1. S. Green Road (Urban Minor Arterial)
 1. Legal Speed = 35 mph
 2. 10-foot lane width minimum
 3. 1-foot minimum clearance from traveled lane edge to toe of barrier/drum/barricade.
 4. Maintain one northbound travel lane and two southbound travel lanes. Blocks not under construction shall provide two travel lanes in each direction.
2. Fairmount Boulevard (Urban Major Collector)
 1. Legal Speed = 35 mph
 2. 10-foot lane width minimum
 3. 1-foot minimum clearance from traveled lane edge to toe of barrier/drum/barricade.
 4. Maintain one westbound travel lane and two eastbound travel lanes. Blocks not under construction shall provide two travel lanes in each direction.
3. Richmond Road (Urban Principal Arterial)
 1. Legal Speed = 35 mph
 2. 10-foot lane width minimum
 3. 1-foot minimum clearance from traveled lane edge to toe of barrier/drum/barricade.
 4. Maintain one southbound travel lane and two northbound travel lanes. Blocks not under construction shall provide two travel lanes in each direction.

11.5 Work Zone Traffic Control Devices

The DBT shall provide, erect, maintain and remove when no longer needed drums, signs, pavement markings, barriers, barricades and all other traffic devices used for MOT. If any of the above items are inadvertently moved, either by an errant vehicle or other reason, the DBT shall reset and replace them, if damaged, within four hours. The DBT shall maintain all devices in satisfactory condition in accordance with ODOT's Quality Guidelines for Work Zone Traffic Control Devices.

The DBT shall be responsible for all snow removal, de-icing and street cleaning within the work zone limits which includes both the roadway and all sidewalks. The DBT shall provide warning signs at the location of steel plates during snow accumulation.

11.6 Law Enforcement Officer with Patrol Car for Assistance

The DBT shall provide and use Law Enforcement Officers (LEOs) with patrol car for the following situations in accordance with TEM note 642-55:

- A. For lane closures, the use of LEOs is required during initial setup periods, tear down periods, substantial shifts of a closure point, or when new lane closure arrangements are initiated. LEOs shall be positioned to direct traffic at the point of lane restriction or road closure and to manually control traffic movements through intersections in work zones.
- B. Use of LEOs is required during the entire advance preparation and closure sequence where complete blockage of traffic is required, and at traffic signal installation when impacting the normal function of the signal or the flow of traffic, or when traffic needs to be directed through an energized traffic signal contrary to the signal display.
- C. The Contractor shall utilize off-duty City of Beachwood officers for all LEO duties.

11.7 Worksite Traffic Supervisor

Subject to approval of the Engineer, the Contractor shall employ and identify (someone other than the superintendent) a certified Worksite Traffic Supervisor (WTS) before starting work in the field. The WTS shall be certified from one of the following organizations:

- A. American Traffic Safety Service Association (ATSSA), phone number 1-800-272-8772, certified Traffic Control Supervisor (TCS).
- B. The Ohio Contractors Association, Traffic Control Supervisor (OCA/TCS) work zone class, only if taken after May 5, 2004, phone number 1-800-229-1388.
- C. Ohio Laborers' Training, Traffic Control Supervisors Class, phone number 1-740-599-7915.

A copy of each WTS's certification and 24-hour contact information shall be provided to the Engineer at the preconstruction conference. If the designated WTS will not be available full time (24/7), the Contractor may designate an alternate WTS to be available when the primary is off duty. Each WTS shall have a WTS certification containing the date of issue and shall be from any of the approved organizations. The WTS certification shall not expire prior to the Original Completion Date of the project.

The WTS position has the responsibility of monitoring traffic control deficiencies for the entire work zone. The duties of the WTS are as follows:

- A. Be available on a 24-hour per day basis and be able to be on site for all emergency traffic control needs within one hour of notification by police or project staff and be prepared to effect corrective measures immediately on existing work zone traffic control devices.
- B. Attend preconstruction meeting and all project meetings where traffic control management is discussed.
- C. Be available for meetings or discussions with the Engineer upon request or within 36 hours.
- D. Coordinate a Traffic Incident Management meeting before construction work begins with the Safety Forces that will respond to incidents on the project. Items to be discussed will be the:
 - 1. Traffic Incident Management Plan (TIMP);
 - 2. Emergency Response and Notification;
 - 3. Project work/phasing concerns; and
 - 4. Responders' concerns.
- E. Be aware of, and coordinate if necessary, all traffic control operations, including those of subcontractors and suppliers.
- F. Coordinate project activities with all Law Enforcement Officers (LEOs). A WTS shall also be the main contact person with the LEOs while they are on the project.
- G. Coordinate meetings with LEOs and other applicable entities before each plan phase switch to discuss work zone traffic control.
- H. Ensure compliance with the contract documents for signs, barricades, temporary concrete barrier, pavement markings, portable message signs, and other traffic control devices on a daily basis; and facilitate any corrective action necessary.
- I. Notify the Contractor of the need for cleaning and maintenance of all traffic control devices, including the covering and removal of inapplicable signs.
- J. Inspect, evaluate, propose necessary modifications to, and document the effectiveness of, the traffic control devices and/or traffic operations on a DAILY BASIS (7 days a week). In addition, a weekly night inspection of the work zone setup for daytime work operations; and one daytime inspection per week for nighttime projects. This shall include (but not be limited to) documentation on the following project events:
 - 1. Initial traffic control setup (day and night review).
 - 2. Daily traffic control setup and removal.
 - 3. When construction staging causes a change in the traffic control setup.
 - 4. Crash occurrences within the construction area.

5. Removal of traffic control devices at the end of a phase or project.
 6. All other emergency traffic control needs.
- K. Complete the Department approved Long Term Inspection form (CA-D-8) after each inspection as required in #10 and submit it to the Engineer the following work day. These reports shall include a checklist of all traffic control maintenance items to be reviewed. A copy of the form will be provided at the pre-construction meeting. Any deficiencies observed shall be noted, along with recommended corrective actions and the dates by which such corrections were, or will be, completed. A copy of this document can be found in the current revision of the Department of Transportation Construction Inspection Forms Manual.
- L. Verify that all flagging operations are being conducted per the Ohio Manual of Uniform Traffic Control Devices.
- M. Have copies of the ODOT Temporary Traffic Control Manual and applicable standards and specifications included in the contract documents available at all times on the project.
- N. Identify and contact all possible response personnel; preplan and keep an updated roster with phone numbers:
1. Federal, State, and local transportation agencies (Traffic Management Center);
 2. Regional, county or local 911 dispatch; and
 3. Towing and recovery providers.
- O. Comply with the provisions of OMUTCD Chapter 6I, Control of Traffic Through Traffic Incident Management Areas.
- P. Propose a response/action plan to:
1. Establish alternate route plans;
 2. Remove traffic demand from impacted roadway(s);
 3. Divert traffic to routes that can accommodate demands;
 4. Detour traffic away from sensitive areas (such as schools, hospitals, etc.);
 5. Discuss methods of determining a staging area for responders within or near the construction zone; and
 6. Discuss methods of developing ingress and egress sites within the construction zone.
 7. The response/action plan shall be submitted to the City for acceptance before the Contractor's first day of work.
- Q. Perform, at a minimum, the following in incident detection and verification:
1. Call 911 and provide the following:
 - a. Location – including direction of travel.
 - b. Number and type of vehicles involved.
 - c. Estimated extent of damage or injury.
 - d. Estimated number of patients involved.
 - e. Any potential hazardous conditions.
 - f. The placard number on any hazardous materials placard from a safe distance.
 2. Initiate traffic management / provide traffic control.
 3. Assist motorist with disabled vehicles.
 4. Recommend roadway repair needs.

- 5. Provide repair resources.
- R. Attend post-incident debriefings if required.

The City will deduct the prorated daily amount of the unit price bid for the WTS for any day on which the Contractor fails to perform the duties set forth above. Should the Contractor's failure to perform any of the duties described above result in a maintenance of traffic safety issue, the City will deduct the prorated daily amount for Item 614 Maintenance of Traffic from the Contractor's next scheduled estimate.

If three or more failures to perform the duties set forth above occur, the WTS shall be immediately removed from the work in accordance with ODOT C&MS 108.05.

11.8 Construction Noise

No nighttime work is anticipated for the Project. If the DBT finds nighttime work is necessary, then the DBT shall coordinate and obtain any permit and/or variance required to perform the nighttime work.

11.9 Haul Routes

The DBT will identify haul routes that will be utilized for this project and submit to the City of Beachwood for review and approval prior to beginning any construction activities.

11.10 Traffic Engineering Manual (TEM) Notes Shall Apply:

- 642-2 Maintaining Traffic
- 642-3 Maintaining Traffic (At All Times)
- 642-6 Maintaining Traffic (Lanes Open During Holidays or Special Events)
- 642-7 Maintaining Traffic (Lane Closure/Reduction Required)
- 642-12 Maintaining Traffic (Closing Paragraph for Note)
- 642-42 Maintenance of Traffic Signal/Flasher Installation
- 642-44 Worksite Traffic Supervisor
- 642-55 Law Enforcement Officer (With Patrol Car) for Assistance During Construction Operations
- 642-58 Notification of Traffic Restrictions

12 DESIGN AND CONSTRUCTION REQUIREMENTS: LIGHTING

12.1 General

All lighting work shall conform to the following codes and standards:

- A. National Electric Code, NEC 2014
- B. ODOT Traffic Engineering Manual, TEM, Section 1100 Highway Lighting
- C. ODOT Construction and Materials Specifications Manual, C&MS 2019

12.2 Points of Contact

Point(s) of contact for coordination of lighting work are:

Chris Arrietta
City of Beachwood
Department of Public Works
23355 Mercantile Road
Beachwood, Ohio 44122
216-292-1922

Timothy Denzler
The Illuminating Company
6896 Miller Road
Brecksville, Ohio 44141
440-346-8711

12.3 Lighting Design Parameters

A. General Description of Work:

1. The DBT shall provide permanent LED lighting for the S. Green Road corridor from Fairmount Boulevard to Beachwood Boulevard. Decorative post-top light poles shall be provided with a maximum spacing of 125 feet. Light poles shall be installed in the tree lawn area along the east side of the roadway.
2. A photometric analysis shall be provided to the City for review and approval of the proposed lighting layout for the roadway corridor.
3. All lighting equipment shall be new at the time of installation, unless noted otherwise.
4. The DBT shall ground all structures. The grounding system shall ground all metal items and appurtenances on all structures, including any and all decorative items. The grounding system shall include parallels for redundancy. The grounding system shall be constructed in accordance with ODOT SCD HL-50.21, with additional items as needed to provide a complete and acceptable grounding system.

5. The DBT shall maintain lighting and power service to customers within the project limits.
6. Lighting design shall minimize spillover lighting onto adjacent properties.
7. All disturbed surfaces are to be restored in accordance with City of Beachwood standards. Reference Attachment E for details.

B. Power Service:

1. The power service shall be fed by the existing power source in the northeast corner of the S. Green Rd. / Fairmount Blvd. intersection. The lighting circuit shall not be metered separately.
2. The power service for lighting shall be 240/120V, 3-wire, single phase, located and sized as required throughout the project limits, quantity and location determined by the DBT.
3. All enclosures shall be painted black to match the finish of the decorative light poles.

C. Pedestrian Level Lighting:

1. The pedestrian facility LED light fixture shall be a decorative luminaire, appropriately sized for the application. The fixtures shall provide a minimum average of 0.5 footcandles, with an average to minimum uniformity of 4:1. All calculations shall be performed with a 1.0 maintenance factor.
2. The DBT shall provide two (2) luminaire fixtures and poles for the City's review and selection. One fixture shall be of a traditional style (lantern type) and the other fixture shall be of a contemporary style. See Attachment C for images of preferred fixture styles. The DBT shall provide cut sheets of the two (2) options at the Pre-Award Conference as discussed in Section 8.5.
3. Luminaires and poles shall be provided with a manufacturer recommended black finish in accordance with ODOT Supplemental Specification 916.
4. A photometric analysis shall be included with the fixture selection submittal.

12.4 Equipment Requirements

A. General:

1. The pedestrian luminaires shall be LED, 75 watt fixtures with a manufacturer black finish, a color temperature of 4000 K, a Type V distribution, a minimum rating of IP66, and a vibration rating of 3G.
2. All luminaires shall have a five-year warranty.
3. All decorative light pole foundations shall comply with ODOT SCD HL-20.11. Anchor bolt patterns and mounting requirements shall be coordinated with selected manufacturer's pole specifications.
4. Each luminaire shall contain a photocell, dimmable driver and a 7-pin receptacle to provide future smart lighting system capabilities. In addition to

- the photocell control, the luminaire must be capable of after hours dimming (5-8 hours standard). The photocells shall employ zero-crossing switching.
5. The pole spacing shall be as required to meet the minimum footcandle and glare requirements.
 6. The pole shall be aluminum with a manufacturer black finish, round, and 4" in diameter. Pole height to be determined with fixture selection. Total height of pole and luminaire shall be 12 feet.

12.5 Circuit Requirements

A. General:

1. Underground circuitry is to be installed. The lighting infrastructure shall be installed in a 2" conduit in the tree lawn areas.
2. Conduits under roadway pavement shall be 3" in diameter.
3. All conduits shall be Schedule 80 PVC.
4. The location of underground conduit and lighting cable shall be marked by the use of continuous underground warning / marking tape buried in the trench above the conduit in accordance with C&MS 625.20 and 725.22.
5. Circuit conductors shall be sized using a 5% maximum allowable voltage drop.
6. Pull boxes shall comply with ODOT C&MS 625.11 and 725.08, ODOT SCDs and the TEM.
7. Pull boxes shall be Portland cement concrete. Pull boxes for 2" lighting circuits shall be 24"x 24", with a cover rated for a 22,500 pound load. Pull boxes shall be spaced at a maximum of 200 feet, and at all road crossings.
8. Pull box lids shall have the word 'LIGHTING' in capital letters, attached or embossed into the lid.

The proposed lighting work shall be paid for under the following Bid Item:

Special – Lighting – Lump Sum

This cost must accommodate the City's choice of either a traditional or contemporary fixture that meets the specifications listed above. The fixture will be selected by the City post-bid.

13 DESIGN AND CONSTRUCTION REQUIREMENTS: FIBER INFRASTRUCTURE

13.1 General

All fiber infrastructure work shall conform to the following codes and standards:

- A. ODOT Traffic Engineering Manual, TEM, Section 400 Traffic Signals
- B. ODOT Construction and Materials Specifications Manual, C&MS 2019
- C. ODOT Supplemental Specifications 804, 809, 904 & 909

13.2 Points of Contact

Point(s) of contact for coordination of fiber work are:

Chris Arrietta
City of Beachwood
Department of Public Works
23355 Mercantile Road
Beachwood, Ohio 44122
216-292-1922

13.3 Fiber Infrastructure Design Parameters

A. General Description of Work

1. The DBT shall install fiber optic interconnect cable from the vicinity of the City Hall building, west along Fairmount Boulevard to the S. Green Rd. / Fairmount Blvd. intersection, and then north along S. Green Road to the S. Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. intersection.
 - a. The DBT shall connect the fiber optic cable at City Hall via existing raceways located in the grass area on the west side of the property between the parking lot and building.
 - b. The fiber optic cable shall terminate with a 150' slack installation in a pull box located on the southeast corner of the Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. intersection.
2. The fiber optic cable shall be installed in the median along Fairmount Blvd. and in the tree lawn area along S. Green Rd. in a separate conduit and pull boxes from the lighting cable. See Attachment D for schematic plan of fiber layout.
3. The DBT shall provide a pull box and splice enclosure near the extension of the property line of the following properties to provide a means for future fiber connectivity:
 - a. Beachwood Family Aquatic Center (25125 Fairmount Blvd.)
 - b. Anshe Chesed Fairmount Temple (23737 Fairmount Blvd.)
 - c. Chabad House of Greater Cleveland (2479 S. Green Rd.)
 - d. Young Israel of Greater Cleveland (2463 S. Green Rd.)

- e. Green Road Synagogue (2437 S. Green Rd.)
4. The DBT shall provide a drop cable connection and necessary fiber equipment to directly connect the S. Green Rd. / E. Carroll Blvd. intersection to the City's existing Centrac system. The S. Green Rd. / E. Carroll Blvd. traffic signal shall be programmed into the City of Beachwood's Centrac Traffic Signal System Management Software by the implementation of an IP address to establish communications between the intersection and the Centrac system. The Contractor shall ensure the communications between the traffic signal and Centrac system are fully tested and accepted by the City.
5. The DBT shall provide a drop cable connection and necessary fiber equipment to directly connect the S. Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. intersection to the City's existing Centrac system. The S. Green Rd. / Silsby Rd. / Campus Rd. / Beachwood Blvd. traffic signal shall be programmed into the City of Beachwood's Centrac Traffic Signal System Management Software by the implementation of an IP address to establish communications between the intersection and the Centrac system. The Contractor shall ensure the communications between the traffic signal and Centrac system are fully tested and accepted by the City.
6. All disturbed surfaces are to be restored in accordance with City of Beachwood standards. Reference Attachment E for details.

13.4 Equipment Requirements

A. Fiber Optic Cable

1. Fiber optic cable shall be 48-fiber.
2. Fiber optic drop cables shall be 6-fiber.

B. Pull Box

1. Pull boxes shall comply with ODOT C&MS 625.11 and 725.08 ODOT SCD's, and the TEM.
2. Pull boxes for the communications infrastructure shall be Portland cement concrete. The spacing shall conform with Section 441-5 in the TEM. Pull boxes shall also be located at all road crossings.
3. Pull box sizes shall be 30"x 48"x 24" at all locations with a splice enclosure and/or slack installation. All other pull boxes shall be 24"x 24".
4. Pull boxes shall not be located in curb ramp areas or in areas subject to vehicular traffic.
5. Pull box lids shall have the word 'COMMUNICATIONS' in capital letters, attached or embossed into the lid.

C. Conduit

1. Conduit shall be furnished and installed in accordance with the requirements of ODOT C&MS 625.12 and 725.051, ODOT SCD's and the TEM.
2. Conduit shall be a minimum of 2" in diameter and Schedule 80 PVC. Cable fill shall meet the requirements of the National Electric Code and the TEM.
3. Conduits under roadway pavement shall be 3" in diameter.
4. All conduits shall be buried at a minimum depth of 3 feet below the finished grade.
5. The location of underground conduit and fiber optic cable shall be marked by the use of continuous underground warning / marking tape buried in the trench above the conduit in accordance with C&MS 625.20 and 725.22.
6. All conduits shall be provided with a pull string and spare tracer wire.

The proposed fiber infrastructure work shall be paid for under the following Bid Item:

Special – Fiber Infrastructure – Lump Sum

14 DESIGN AND CONSTRUCTION REQUIREMENTS: LOCATION & DESIGN

Location & Design Special Provisions in addition to the Governing Regulations listed in section 8.1 of this document:

14.1 Survey Responsibilities

The DBT shall collect and process all survey data needed to complete the Project. All survey data shall be submitted using ODOT's standard field codes and ODOT State Kit standard mapping codes. Reduced point data, in comma delimited ASCII text format, will be provided for all surveyed points. This data will include: point number, northing, easting, elevation, and point ID.

The DBT shall set and document all necessary control points and monuments including but not limited to all roadway monuments and Right-of-Way of monuments. Existing monumentation should not be disturbed. If the DBT does disturb any monumentation, then it shall be replaced, in-kind, by a Registered Surveyor with a current registration recognized by the Ohio State Board of Registration for Professional Engineers and Surveyors. Documentation of all new or replaced monumentation shall be forwarded to the Construction Project Manager.

The DBT is responsible for verifying all control and survey. Any discrepancy in the survey shall be resolved by the DBT prior to design. The DBT shall report all discrepancies to the Construction Project Manager.

The DBT shall provide the following items prior to Final Acceptance of the As-Built plans:

- A. Copies of all field notes (written or electronic), which shall include the following information:
 - 1. Date
 - 2. Crew member names
 - 3. Weather conditions, including temperature, barometric pressure, and any precipitation
 - 4. Instrument(s) used with serial number for each
 - 5. Raw observation field data
 - 6. Other notes as needed
- B. Copies of all deeds, plats, maps and other written evidence used to establish points related to the project including summaries of all parole evidence acquired as a part of the survey operation.
- C. List of all found monumentation (horizontal and vertical).
- D. List of all monumentation set as part of the project (horizontal and vertical) including reference ties for recovery.
- E. Project shall be referenced horizontally to the Ohio State Plane Coordinate System, North Zone NAD83 (2011) datum and vertically to the NAVD88 (GEOID 18) datum. Benchmarks or control points shall be set every 500' along the project corridor.

- F. Short report indicating adjustment factors and methods, signed and certified by Registered Surveyor (State of Ohio). The Registered Surveyor shall include in the report the datum used and all associated adjustments used.

14.2 Roadway

All disturbed surfaces are to be fully restored in like kind in accordance with the C&MS and City of Beachwood standards. All sidewalk panels and driveway aprons shall be restored in entire panels. Reference Attachment E for City standards. All roadway crossings of conduit shall be jacked or drilled.

All restoration shall be considered incidental to the Lighting and Fiber Infrastructure pay items.

14.3 Design Exceptions

Previously approved Design Exceptions: None

The DBT shall advise of any future design feature that does not meet the minimum design criteria. The Consultant shall prepare all future design exceptions and submit to the City for approval.

14.4 Additional Description of Required Work and Special Provisions

Design Coordination with Utilities

The DBT shall coordinate with the utility companies in respect to design. Utility facilities, including but not limited to manholes, pullboxes, valve boxes, and poles shall be taken into consideration during the design process. Future access to utilities shall be accommodated wherever possible.

14.5 Landscape

All disturbed tree lawn surfaces are to be fully restored in like kind in accordance with the City of Beachwood standards in Attachment E.

Any trees impacted by the project and/or damaged by the Contractor shall be replaced in kind. Tree plantings shall be in accordance with C&MS Item 661, with plant materials approved by the City of Beachwood. The DBT is responsible for final tree placement and shall avoid sight lines and underground utilities.

The proposed landscape work shall be paid for under the following Bid Item:

Special – Landscape – Lump Sum

15 PROJECT SCHEDULE REQUIREMENTS

15.1 Bidding Schedule

Request for Proposal	6/24/2021
Deadline for Information Requests	7/16/2021, 1:00 PM
Proposal Due	7/23/2021, 1:00 PM
Final Plan Acceptance	10/1/2021

15.2 Construction Schedule

The following substantial completion of construction date for the project is 4/29/2022.

16 PLAN SUBMITTALS AND REVIEW REQUIREMENTS

16.1 Plan Components

All plans submitted by the DBT shall be in conformance with the following ODOT manuals:

1. Location and Design Manual, Volume 3:
The following sections of the Location and Design Manual, Volume 3 are **NOT** required:

1302.13	Plan Signatures
1307.2	General Summary
1307.3	Subsummaries
1307.4	Quantity Calculations
1310.3	Earthwork and Seeding Quantities

Simplified plans per ODOT section 1301.2 are **NOT** allowed.

- 16.2 Quality Control:** The DBT will be responsible for the professional quality, technical accuracy and adherence to the Governing Regulations listed in section 8.1 of this document, for all plan submittals required under this contract.

The DBT shall immediately notify the City of any apparent discrepancy between the various design and construction manuals and the Conceptual Documents.

Unless stated otherwise, review comments do not revise the scope or intent of the project and do not constitute a request for changes beyond the current contracted Scope of Services.

The City shall have the discretion to dictate the level of Design review. The City's acceptance of the design or failure to identify improper design does not, in any way, relieve the DBT of the responsibility for the quality, accuracy, or feasibility of the Design.

In the event the City determines that any required submission is incomplete, contains inaccuracies which preclude a meaningful review, or does not adhere to the Governing Regulations listed in section 8.1 of this document, the City will advise the DBT of the shortcomings and direct the DBT to revise and resubmit the plan. No time extension will be granted as a result of such action. The City will schedule a review meeting or issue review comments as appropriate.

In the event that the DBT submits a submittal that affects previously accepted submittals, the DBT shall perform any redesign and/or revise any already constructed portions of the project at no additional cost to the contract. No time extensions shall be approved due to redesigns or reconstructions.

In the event the DBT believes that any review comment, or orders issued by the City, require a change to the scope of the agreed work, the DBT shall first contact the City Project

Manager for clarification and shall, within 10 days of receipt of the comments or orders, provide written notice to the City Project Manager concerning the reasons why the DBT believes the scope has been changed.

- 16.3 Design Plan Review Submission:** The DBT shall submit detailed design plan submissions in accordance with the Stage 2 plan requirements as per Location & Design Manual, Volume 3 for review by the City. These submission milestones must be shown on the Progress Schedule.

The City shall have 15 Work Days from receipt to review complete submissions. The following are excluded as Work Days: State Holidays, Federal Holidays, Saturdays, Sundays, the Friday after Thanksgiving, Christmas Eve, and the days between Christmas and New Year's Day. This review time must be shown on the required Progress Schedule.

Following the review, the City will return to the DBT marked plans noted 'ACCEPTED', 'ACCEPTED AS NOTED' or 'NOT ACCEPTED' as described in section 105.02 of the ODOT Construction and Material Specifications. The DBT shall correct errors, incorporate changes, perform investigations and make related changes to the plans and supporting documents prior to submitting Construction Plans.

Plans Distribution Table: The DBT shall supply full size (22" x 34") and/or half size (11" x 17") paper prints and 1 full size (22" x 34") PDF of each plan submission simultaneously to the parties indicated below:

	# of Full Size PDF	# of Half Size Sets
City of Beachwood	1	1
Each other affected utility	1	1

- 16.4 Major Design Decision:** Separate submittals for concurrence with major design decisions made after the Design Plan Review are required. Major design decisions involve significant utility relocation, unforeseen acquisition of ROW, traffic operation or geometric decisions that involve two or more viable solutions, and any other decision that impacts the public, operation of the facility or future maintenance.

When the DBT becomes aware of additional decisions during the course of the design, they must advise the City Project Manager in writing.

- 16.5 Construction Plans:** After the review comments for the Design Plan submission have been complied with, and following approval of the design documentation, the DBT shall prepare plan sets for use during construction. All review comments shall be resolved in writing by the DBT to the satisfaction of the City before the DBT submits the Construction Plans. No revisions shall be made except for those revisions needed to address the Design Plan submittal review comments.

Each plan sheet shall have its last revised date noted on the sheet and clearly marked 'Released For Construction'. The 'Released For Construction' plan set shall be signed, dated and sealed by a Professional Engineer. No materials may be ordered and no physical construction shall begin until the plans marked 'Released For Construction' are delivered to each party on the Plan Distribution Table below.

No time extensions will be approved by the City if the plan distribution is not completed and project delays occur as a result.

Plans Distribution Table: The DBT shall supply full size (22" x 34") and/or half size (11" x 17") paper prints and 1 full size (22" x 34") PDF of each plan submission simultaneously to the parties indicated below:

	# of Full Size PDF	# of Half Size Sets
City of Beachwood	1	1
Each other affected utility	1	1

16.6 Plan Distribution Addresses:

City of Beachwood
Department of Public Works
23355 Mercantile Road
Beachwood, Ohio 44122
Attn: Chris Arrietta

Utility Companies
(As shown in Section 10)

17 QUALITY MANAGEMENT

17.1 Project Management Plan

17.1.1 Purpose and Format of the PMP

In accordance with the requirements of the Contract Documents, the DBT shall develop and implement a written Project Management Plan (PMP) for all elements of the Project, including, but not limited to, management, administration, design, geotechnical investigations, construction, and testing.

The DBT shall engage the City in the PMP development process to facilitate the process and ensure understanding. The City's participation in the development of the PMP does not waive the DBT's responsibility for the quality of the Work, nor does it ascribe any responsibility to the City for the Work. Further, this involvement does not preclude subsequent rejection of the PMP by the City.

The implemented PMP shall accomplish the following quality functions and objectives:

- A. Successfully deliver the Project within the accepted Critical Path Method (CPM) schedule for the Project per ODOT PN 132
- B. Construct a high quality Project as described in the contract documents
- C. Provide a complete quality program that uses quality control, verification and quality assurance principals to eliminate non-conforming items and ensure that any non-conforming items are detected and corrected

The PMP shall address the responsibilities for each of the following quality components:

- A. Procedures for Design Quality Control performed by the DBT Designer
- B. On-site Process Quality Control Inspection and Process Quality Control Testing as required by all applicable QC/QA specifications.
- C. Verification procedures to be performed.

The PMP will delineate how the DBT will ensure that all disciplines, aspects and elements of the Work will comply with the requirements of the Contract Documents and that all materials incorporated into the Work will perform satisfactorily for the purpose intended and conform to the contract requirements. The DBT may use any nationally accepted format for the PMP.

The construction portions of the PMP shall be a compilation of all required QC Plans that are required for the applicable QC/QA specification.

17.2 Design

17.2.1 Design-Related Investigations and Testing

The PMP shall:

- A. Describe and define the procedures for ensuring the quality and documentation of project geotechnical investigations and testing.
- B. Describe and define the procedures for ensuring the quality and documentation of field surveying for the project mapping coordinate system.
- C. Provide assurance of qualifications of all laboratories performing any testing as part of the Design process.

17.2.2 Design Quality Management

The PMP shall describe design quality management practices and processes that are intended to:

- A. Place responsibility for design quality on the DBT.
- B. Ensure that Work is designed and built in accordance with the contract.
- C. Ensure that all design documents are prepared in accordance with ODOT practices and meet all the requirements of the contract.
- D. Ensure reviews are in compliance with the contract requirements and the accepted PMP.
- E. Ensure that reviews of all design elements are completed and include all involved agencies (e.g., City of Beachwood, utilities, etc.).
- F. Allow the City to fulfill its responsibility of exercising due diligence in overseeing the overall design process and design as defined by the CPM schedule.

17.3 Construction

17.3.1 Construction Quality Management

The PMP shall describe construction quality management requirements that are intended to:

- A. Place responsibility for construction quality on the DBT.
- B. Ensure that Work is constructed in accordance with the contract, plans, and specifications
- C. Allow the City to fulfill its responsibilities of exercising due diligence in overseeing the construction

17.3.2 Materials Testing

Material testing shall be per the C&MS. The DBT Construction Quality Control Manager shall coordinate all testing with the City of Beachwood Construction Manager.

17.4 Design Build Comment Resolution Process

General

This document establishes transmittal processes and interaction between the City and the Design-Build Team (DBT) during submittal reviews in addition to the requirements found within the Scope of Services and other Contract Documents. The process can be modified upon mutual agreement between the DBT and the City with the intention of meeting the requirements of the Contract or specific submission needs. This process may be revised by mutual agreement of all parties. Specific identified procedures may be amended, revised, eliminated, or add to address project specific needs or mutual party understanding.

This project shall utilize electronic transmittals for all design submissions unless otherwise specified in the Scope of Services. Plan and design submissions shall be in PDF format, Microsoft Excel, Microsoft Word, or other document types as mutually agreed and appropriate to and for the submission. Submissions should generally conform to the Scope of Service and other specification included in the Contract Documents, as appropriate, with variations as mutually agreed.

Procedure

The DBT shall develop and utilize a Comment Resolution Spreadsheet (CRS) for each Buildable Unit with each Design Submission (Design, Construction) for use in logging and tracking review comments. The DBT shall provide a blank CRS to the City and other third-party reviewers at the Design Submission. The City and applicable reviewing agencies shall review for Contract requirements. The City will utilize the CRS document to centralize all City employee Buildable Unit Design Submission comments.

City review comments will primarily focus on compliancy with the Contract Documents. The City will refrain from making excessive preferential and formatting comments. Reviewer preferential comments shall be marked "Preference" within the CRS. While formatting comments do not need responded to, the City reserves it's right to reject a submission which, in its judgement, is not reasonably following required ODOT CADD standards.

An updated copy of the CRS shall be provided to all reviewers at the Construction Plan Submission. On the transmittal page, the DBT shall identify major design revisions and design approaches made between Design Plan and Construction Plan Submission being outside the course of typical design progression and were not made to address Design Plan Review comments. The updated copy shall include all comments received with the Design Plan submittal along with the DBT's written disposition of all Non-Compliant comments made during formal Design Plan submittals. The City and other appropriate third-party reviewing agencies will review the DBT's formal disposition to Design Plan Submittal review comments as well as revised plans to respond to previous comments. The City will include any additional comments based on the Construction Plan Submittal review within the CRS.

Unless stated otherwise, review comments do not revise the Contract. They do not constitute a request for changes beyond the current contracted Scope of Services. In the event the DBT believes that any review comment, or direction issued by the City, or other third-party review, requires a change to a Contract, the DBT shall first contact the City for clarification and shall, within 10 days of receipt of the comments or direction, provide written notice to the City Project Manager concerning the reasons why the DBT believes the scope has been changed.

For comments considered substantial to the City or the DBT, the DBT shall schedule a Comment Resolution Meeting with the City to discuss.

The City shall notify the DBT, either within the CRS or other notice, if the City requires a Comment Resolution Meeting.

The DBT shall notify the City within seven days of any “Non-Compliant” comments they intend to “Dismiss” or “Resolve”. The DBT shall schedule a Comment Resolution Meeting prior to the next stage submittal.

For less substantial comments and as agreed by the City and the DBT, a comment resolution conference call may be sufficient.

The City must concur with the “Non-Compliant” comment dismissal and this concurrence shall be documented on the CRS.

The DBT shall resolve all outstanding issues and comments from the Design Plan Submittal (or other outstanding comments) and prepare a full set of Design Documents stamped "Checked and Ready for Released for Construction" (RFC). The City's expectation is that no revisions shall be made except for those required to address Final review comments. In the event that other revisions are required unrelated to review comments, the DBT shall notify the City and coordinate revisions for concurrence.

The City shall review to ensure all comments from final reviews have been resolved or “Closed” to the satisfaction of the City. There is no formal review period for Construction submission. The DBT has the responsibility for ensuring the RFC meets all contract requirements, and the City has the responsibility to perform a timely review of the RFC to ensure final review comments have been incorporated. If upon City review it is determined that it is questionable as to whether comments received from the City or other agencies have been resolved or addressed appropriately, the DBT shall stop construction of the portion of the Buildable Unit in question, consult with the commenter to resolve such comments. Resolution of the comment shall be documented within the CRS.

General Third-Party Requirements:

A “Third-Party”, in regard to the Design-Build Comment Resolution process, is any overseeing agency with oversight and design approval authority of relevant portions of the design as identified in the Contract.

Other third-party reviewers may not utilize the CRS.

It is the DBT’s responsibility to reasonably add all third-party markups and comments received; the DBT shall consolidate third-party comments into the CRS corresponding to each Buildable Unit. Any plan markups shall also be scanned by the DBT and included within the appropriate BUS folder.

All third-party review comments must be addressed. All third-party review comments shall be, initially, considered as a “Non-compliant” comment type, as identified below.

With the City’s concurrence, the DBT may subsequently identify comments as potentially a “Preference” or “Recommendation”. The City must concur with all Dismiss comments.

CRS General Process requirements:

Minimum requirements of the CRS along with information on content is included below. The DBT may modify format or include additional information with the City’s concurrence. An example CRS is attached.

Reviewer	
Comment ID No	Consecutive listing
Document	Submittals may include multiple components including plans, reports, calculations, etc. This column will list which item the comment is on.
Page	Page reference/location comment refers to
Comment type	<p>Either “Non-compliant”, “Preference”, or “Recommendation”.</p> <p>Non-compliant – elements that do not meet requirements of the Contract.</p> <p>Preference – elements which depict the owner’s preferred design method or result but are not required by the Contract.</p> <p>Recommendation – a general noted item intended to make the designer aware of potential troublesome design methods.</p>
Contract Section	If Comment Type is Non-compliant to the Contract, the reviewer shall include the Contract Document of the requirement that is non-compliant (for example, Scope Section 8.2, L&D Volume 1, BDM, etc)
Reviewer Note	A Reviewer Note is optional but is recommended to ensure the designer understands the intent to the comment made. Reviewer shall note if a Comment Resolution Meeting or discussion is desired.
Reviewer Agency	Representing Agency

Reviewer Name	Name of reviewer
DBT Response	
Resolution Code (Approve, Dismiss, or Resolve)	<p>Accept – DBT agrees with the comment and addressed the comments</p> <p>Dismiss – DBT disagrees with the comment based on comment no longer applying because the design has changed, reviewer error, or other reasons.</p> <p>Resolve – DBT needs additional clarification and/or coordination to address the comment accordingly. Comment may also reflect a change to the Contract Documents which will require additional discussion and direction by the City due to the financial/schedule impacts.</p>
DBT Comment/Disposition	The DBT shall provide a more detailed response to the comment as necessary. Response shall note if a Comment Resolution Meeting or discussion is desired.
Reviewer Response	
Status	<p>Open – the submittal did not address the original comment made.</p> <p>Closed – the submittal or disposition addresses the original comment.</p> <p>The DBT shall schedule a comment resolution meeting with the City to discuss any comments from previous submittals that remain “Open” according to the reviewer. The DBT and the City will also discuss whether review comments are in conformance with the Contract Document requirements or preferential comments. For less substantial comments and as agreed by the City and the DBT, a comment resolution conference call may be sufficient.</p>
Reviewer Name	Name of reviewer
Date Closed	Date that the reviewer responded to the comment.
Comments	Provide a more detailed response clarifying why comment remains “Open” or other information

Document Management

The DBT shall create and maintain a BUS Log sheet to facilitate submission tracking. The BUS Log shall identify the name of the Buildable Unit, brief description of the BUS, Design submission date, Design Submission review comments transmittal date, Released for Construction date, and a BUS Comments field. The BUS Comments field shall note any necessary resubmissions, dates of Comment Resolution meetings with noted submission stages, Over-the-Shoulder meeting dates resulting in design adjustments, or any other needed summarized data to help understand the BU submission process. The BUS Log

Sheet may be modified as necessary to facilitate review. The BUS Log shall be maintained in the master project folder, or in a location mutual agreeable and accessible to the DBT and the City.

18 PUBLIC INFORMATION AND COMMUNICATION

18.1 General

Providing clear, consistent, and timely messaging is an essential element to successful Project delivery. The public information role consists of many tasks including responding to public inquiries and complaints; coordination with the media; preparing regular traffic updates, press releases, web updates and photo and video documentation; and coordinating with local jurisdictions, law enforcement, transit providers, emergency service providers, and local neighborhood, community, and business groups. To support this effort, the City will share clear, concise, and timely information with the public, elected officials, community leaders, businesses, and the news media.

The DBT shall work with the City to achieve the following public information and community relations goals:

- A. Support the successful delivery of the Project by presenting the Project in a positive light to the public.
- B. Provide information to individuals and entities directly affected by construction in a proactive, responsive, and complete manner.
- C. Reinforce positive City relationships with associated agencies, individuals, community, and business groups.
- D. Communicate to the public the importance of the Project to the mobility and economic vitality of the City.

General requirements of the Public Information and Communication for the Project are included herein, along with a definition of the respective responsibilities of the DBT and the City. The requirements described in this Section are the minimum requirements of the Contract Documents. The DBT shall work with the City to ensure that all Public Information and Communication requirements are addressed by all parties to the Contract.

18.2 Communications Requirements

18.2.1 Joint Communication Effort

Development and dissemination of public information for the Project requires the integration of resources and labor between the City and the DBT. Joint communications will educate and inform the public, establish expectations, and play a significant role in delivering a successful Project. The DBT will coordinate with the City's designated representative on all aspects of communication and public outreach.

18.2.2 Communications Planning Meeting and Construction Communications Public Information Plan (PIP)

The DBT's Point of Contact (POC) shall work closely with the City to cooperatively prepare a Draft Construction Communications Public Information Plan (PIP). The content of the Draft PIP will be the subject of a mandatory Communication Planning Meeting. The City will organize the meeting. As a result of the Communications Planning Meeting the City and the DBT's POC will present the Draft PIP to the DBT's Project Manager, the City's Project Manager, the City's communications staff, and anyone else necessary to ensure proper content of the Final PIP. The City and the DBT's POC will co-develop a draft agenda for the meeting. The location of the meeting shall be determined jointly by the City and the DBT.

The Draft PIP shall be the topic of discussion at the meeting. The Draft PIP shall describe the Project's Communications Plan and the critical role of the Communications Plan to the overall success of the Project. The Draft PIP shall also describe the City's approach to public involvement, public outreach, communications goals, and significant public relations risks and benefits. The PIP shall outline a process for managing the review and resolution of comments for all communications materials, both within the DBT's team and within the City. The Draft PIP shall also include a Crisis Communications Plan detailing the City's approach to communicating major crises with the media.

The City will work with the DBT's POC to incorporate any agreed-upon revisions to the draft PIP and distribute the Final PIP to all participants of the meeting within 30 Calendar Days after the meeting. The Final PIP shall provide the framework for communicating and disseminating information, and for responding to public inquiries, comments, and requests. The Final PIP shall also include performance-monitoring processes and tools to be used by the City to assess the progress and measure the success of the overall communications efforts. The final PIP shall be signed by all affected stakeholders.

18.3 DBT's Role in Public Information Efforts

The DBT shall assist the City in identifying and implementing ways of informing the public, individual property owners, and broader communities about design and construction activities that directly affect them. The City will be responsible for responding to all public information requests, with support from the DBT.

The DBT shall assist the City by providing draft responses to correspond to Project-specific information requests; however, the City will be responsible for responding to all correspondence. The DBT shall maintain and update a copy of such responses in a Public Comment Database.

The Public Comment Database will be maintained and updated daily by the DBT to reflect the status of public comments from email, telephone calls, and U.S. mail. For each comment, the DBT will record at a minimum the following information:

1. Date of initial contact
2. Method of contact
3. Summary of comment or question
4. Name of DBT or City staff member who received the comment
5. Date of response
6. Response to comment or question
7. Name of the DBT or City staff member who responded
8. Additional questions or comments that occur after the initial response shall also be incorporated.

The database shall be sorted into business and residential complaints on separate tabs. The DBT shall send the information to City representative with bimonthly reports and as requested.

18.3.1 Public Information Point of Contact (POC)

The DBT shall identify a POC for all public information issues to support the City. The POC shall work with the City to maintain public satisfaction with the Project. The POC shall have at least three years of recent experience coordinating information on roadway improvement projects. The POC's professional experience shall include the following:

- A. Developing, providing, and presenting information to the public.
- B. Developing and implementing public involvement and community relations programs.

The POC shall be co-located at the Project Management Office. The POC shall be readily available by telephone during all business hours with immediate computer and email access. During critical construction activities and emergencies, the POC shall be available 24 hours per day, seven days per week.

The POC shall have full access to all of the DBT's Project details that may be relevant to the public, public agencies, emergency service providers, businesses, media, and other interested parties. The POC shall be able to provide to the City information related to the Project continually throughout the Project in a timely manner when requested.

18.3.2 Project Contacts

The DBT shall provide the City with a prioritized after-hours Project Contact List. The list shall include, at a minimum, the contact information for the DBT's POC, Project Manager, and Work Zone Traffic Supervisor, including home and mobile phone numbers and email addresses. The DBT shall provide any changes to the list to the City immediately.

18.4 DBT Public Information Specifications

18.4.1 Meetings

The POC shall meet with the City bi-weekly, at a minimum, to maintain coordination and communication with the City on all public information goals and activities including all items identified in the PIP. Meetings may include key stakeholders. The POC shall meet with City staff more frequently, as directed by the City, in the initial months of the Project to learn about Project specifics and expectations.

The DBT shall be available to attend and participate in meetings held by community groups as well as Public Meetings/Open Houses.

18.4.2 Monthly Progress Reports

The POC shall provide a Monthly Progress Report to the City listing activities being performed and to be performed, sending pictures and ensuring the designated City Public Information Lead is aware of any upcoming work that could have a public impact as soon as possible. The Monthly Progress Report is intended to describe the Project to individuals outside the industry and shall describe the work in an "executive summary" fashion that communicates the high points of the Project.

The report shall include:

- A. Major work completed
- B. Major impacts to the project (e.g., weather, unexpected issues encountered, and accidents)
- C. Explanations of highly visible work impacting motorists, utilities, and stakeholders
- D. General progression of major work items (e.g., estimates of quantities of concrete and asphalt placed, estimates of steel used)

- E. General crew counts and equipment being employed
- F. Upcoming traffic pattern changes and weekly lane closures (temporary and permanent on local routes and interstate routes)
- G. Upcoming major components of work and other items of general public interest
- H. Past and anticipated utility conflicts and interruptions
- I. Impacts to bus stop locations
- J. Impacts to on-street parking
- K. Impacts to downtown events and activities
- L. Other impacts as identified by the 5 digital photos showing major work described in the report with specific photo location and orientation.

The report shall also describe contact with project stakeholders and contact information if they were engaged for the first time on this Project. The DBT shall submit the report by email monthly to the designated City Public Information Lead for the Project.

18.4.3 Construction Information Dissemination

The DBT shall provide Project-related information to the City so that the information may be disseminated by the City. The DBT shall provide the City with reader-friendly, clear, and concise information. The DBT shall communicate with the designated City Department of Public Works as needed regarding planned and current construction activities, such as location, estimated duration of activity, type of work being performed, physical impacts (e.g., temporary road closures, lane closures, narrowed lanes, commercial vehicle restrictions), and planned construction detours.

18.4.4 Construction Notification

In addition to the notification requirements in Section 11.2 (Notification and Coordination Requirements), the POC shall provide construction updates, including Maintenance of Traffic Summaries, to the City Project Manager, City Traffic Engineer, and City Construction Project Manager every Friday by 10:00 AM during construction regarding planned and current construction activities such as:

- A. Location
- B. Estimated duration, and type of work being performed
- C. Physical impacts (e.g., lane closures, narrowed lanes, commercial vehicle restrictions)
- D. Planned construction detours for the upcoming week

The POC shall provide construction updates to RTA by Friday at 10:00 AM during construction regarding planned and current construction activities when those activities may or will necessitate temporary bus stops, bus route detours, or any other construction activity that may impact RTA's day-to-day operations for the following week.

The DBT shall assist the City in providing maintenance of traffic and access information for the entire Project to affected commuters, residents, and businesses at least two weeks prior to any revision to access in the area affected. Notifications shall include the following:

- A. Purpose of the change
- B. Area affected and dates/times of impact
- C. Alternate routes and detours
- D. A contact person for further information (The contact person shall be coordinated in advance with the City.)

18.4.4.1 Traffic Conditions

The DBT shall inform the City Construction Inspector of any unusual traffic conditions, such as road obstructions, within 15 minutes of detection.

18.5 Methods and Tools for Dissemination of Information

The methods and tools listed in this Section shall be employed by the DBT to disseminate information to the public in a timely fashion.

18.5.1 Correspondence and Email

The City will forward e-mail, letters, Facebook posts, and other forms of communication from the public regarding design and construction issues or questions to the DBT for draft responses. The DBT shall provide draft responses to the City within two workdays. The DBT shall forward to the City all correspondence or requests for Project-related information received via telephone, email, and U.S. mail within two workdays of receipt. The DBT shall provide draft responses, as required or as requested by the City, within two workdays. The questions, comments, and responses shall be recorded in the Public Comment Database.

18.5.2 Photographs and Video

The DBT shall provide the City with access to the entire construction site for obtaining photos and video. The City will document the construction, public outreach meetings, and other Project-related events using photographs and video. The photographs and videos will be used for public communications, media relations, and City archival purposes. Any additional photographs and video taken by the DBT during construction of the Project shall be provided to the City when requested.

18.5.3 Events

The City of Beachwood will provide the DBT a list of events during the planned construction phase. The DBT shall coordinate, communicate, and provide a plan to minimize construction impacts for public events held by public and private entities. All of this information will be included in the PIP. The DBT shall confirm all events, specific event dates and times, and event locations.

18.5.4 Media Relations

The City will be the media spokesperson. The DBT shall provide the City with key Project staff for press interviews, as requested. At the request of the City, the DBT shall participate in media interviews or other media information support activities. When participating in media inquiries and interviews, the DBT shall provide information that complies with City messaging and other standards, including requirements for advance Project information, Project progress and accountability, and timely response to media inquiries.

The DBT shall provide information and materials that meet local broadcast and print media requirements and deadlines. The City will release information to the news media.

If the DBT is contacted to participate in media interviews, the DBT shall coordinate the media requests with the City.

18.5.5 Introductory Briefing with Stakeholders

Within 30 Calendar Days of Notice to Proceed, the DBT shall conduct an introductory briefing with City of Beachwood Staff and key stakeholders to present major aspects of the Project such as scope, estimated schedule, impacts, contacts, construction phasing, maintenance of traffic, public involvement and communications, aesthetics and enhancements, and demolitions. The list of attendees to be invited to this briefing will be provided by the City to the DBT, and the City will be responsible for inviting all attendees.

18.6 Utility Interruptions

The DBT shall conduct regular communication with local residents and businesses affected by utility interruptions. The DBT shall provide written notification to all affected residents and businesses 48 hours in advance of a utility interruption, and shall maintain a record of each notification. The DBT shall issue Utility Interruption Notices to businesses and residents. Notices shall indicate the purpose and expected duration of the interruption, and provide information indicating how those affected by the interruption can contact the DBT. Notices shall meet the City's communications style and be approved by the City before dissemination. Such notices shall also be provided by the City. This applies only to utility interruptions that are a result of DBT work activities. It does not apply to interruptions conducted by and coordinated by the utility owners. In the event of an emergency involving a utility interruption, the DBT shall notify the utility owner in accordance with utility company standards and local emergency services.

18.7 Deliverables

Unless otherwise indicated, all deliverables shall be submitted in electronic format. Acceptable electronic formats include Microsoft Word, Microsoft Excel, or Adobe Acrobat (.PDF) files, unless otherwise indicated. At a minimum, the DBT shall submit the following to the City:

Deliverable	For	Schedule
Public Information Plan (PIP)	Approval	Draft within 30 days after NTP. Final within 30 days after meeting.
Project Contact List	Submittal	Within 30 days of NTP. Update monthly.
Bi-weekly Progress Reports	Acceptance	Bi-weekly starting one month prior to construction activity.
Maintenance of Traffic Summaries	Submittal	Weekly during construction.

19 COORDINATION WITH OTHER PROJECTS

The DBT shall coordinate construction activities including but not limited to detours, haul routes, and site access with the various projects being constructed during the DBT project schedule. No projects are currently anticipated, however **additional projects may be added at any time during construction.**

20 INDEX OF ATTACHMENTS

All attachments provided (Named or Unnamed) shall be considered a part of the document and contractual.

- A Existing Plans (For Reference)
- B Proposal Notes (Contractual)
- C Fixture Examples (For Reference)
- D Schematic Plans (Contractual)
- E City of Beachwood Standard Details (Contractual)