

City of Green

Design Services Proposal – Revised

Design, Engineering and Construction Support for Additional Fields at Greensburg Park

April 27, 2022

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Project Understanding

The City of Green intends to develop the open space on the northwest side of Greensburg Park with two new little league fields similar to those previously developed by AECOM/URS at East Liberty Park. The project will also include the development of an 70-80 car parking lot with pedestrian connectivity from the parking to the fields and to existing facilities on site. Stormwater requirements for the project will be managed within a bioretention cell located on either along the entry road and or adjacent to the location of the parking area.

A summary of key project elements is provided below:

1. 2 – 200' (Foul Line dimension) sized little league baseball fields.
2. Parking to accommodate approximately 70-80 cars.
3. Sidewalk connecting to Massillon Road (SR 241) and parking lot to south (including crosswalk)
4. Planted stormwater bioretention cells
5. Landscaping including field turf, shade trees, and evergreen buffering to residence to the northwest

Project Scope

For the purposes of this proposal, AECOM's basic and if authorized scope of services is broken down based on the following tasks:

BASIC SCOPE OF SERVICES

1. Project Kickoff and Review
2. Material/Design Assessment and Alternatives Review
3. 75% Construction Drawings
4. 100% Construction Drawings and Bid Documents
5. Permitting

IF AUTHORIZED SERVICES

6. Bidding Support
7. Construction Administration

BASIC SCOPE OF SERVICES

TASK 1 - PROJECT KICKOFF

- A. AECOM's project manager and key technical leads will attend a kickoff meeting with the city to review the project schedule and requirements.
- B. Following the project Kickoff meeting, AECOM will visit and walk the site to review existing conditions that will inform the proposed design

TASK 2 - SITE LAYOUT ALTERNATIVES

- A. Based on discussions with the City, AECOM will develop up to three (3) alternative site layouts for the two fields, parking, and stormwater management elements. These alternatives will explore preferred field orientation, connectivity, parking access, impacts to adjacent properties, grading, stormwater, and high-level costs. From these alternatives, a preferred layout will be selected by the city and used as the basis for the development of the construction drawings.

TASK 3 - 75% CONSTRUCTION DOCUMENTS

- A. Utilizing the field layouts and material specifications from the East Liberty Bid drawings completed in 2012 and additional feedback and direction determined as part of Task 2, AECOM will prepare 75% construction documents that will include the following:
 1. Title Sheet
 2. General Notes

3. Overall Schematic Plan
4. Existing Conditions and Demolition Plan
5. Overall Layout Plan
6. Baseball Field Infield Layout Plan
7. Grading Plan
8. Grading Plan Detail
9. Site Details (x2)
10. Dugout Plans & Details
11. Stormwater Utility & BMP Plans (x3)
12. SWPPP Plan and Details/Notes (x4)
13. Landscape Plans and Details (x2)

Specifications for the project will utilize master specifications and key specification notes on drawings where applicable.

- B. Based on the 75% construction drawings and specifications, AECOM will develop a detailed cost estimate for the project.
- C. Following the submission of the 75% construction drawings and specifications, AECOM will attend an -in-person meeting with the city to review the drawings and estimate.

TASK 4 - 100% CONSTRUCTION DRAWINGS, SPECIFICATIONS AND BID DOCUMENTS

Upon approval of the 75% construction drawings, specifications, and project estimate, AECOM will prepare 100% construction drawings and specifications for final review by the City. Following the City's review, any final drawing changes will be made, and the bid documents will be prepared.

- A. AECOM will prepare a bid form for the project to be included in the bid manual along with a scope of work narrative for each bid item.
- B. Based upon final comments from the City, AECOM will update the project cost estimate that will serve as the Engineer's estimate for the project.

TASK 5 - PERMITTING

Based on the project area and the acreage of new impervious area, it is expected that the project will be required to include post construction stormwater quality and quantity measures. Based on this expectation, AECOM will provide the following permit related services.

- A. AECOM will prepare a Soil Erosion and Sediment Control Plan and Stormwater Report that will be submitted to and reviewed for approval by the Summit County Soil and Water Conservation District. The submission will include plans and storm water facility calculations.
- B. AECOM will prepare and stormwater Notice of Intent for the project and provide it to the city for submission to OEPA.

IF AUTHORIZED SERVICES

TASK 6 - BIDDING SUPPORT

AECOM will support the City of Green with the following items during the bidding process.

- A. AECOM will attend and support the facilitation of one (1) pre-bid meeting with the City and interested contractors.
- B. AECOM will answer contractor questions and provide formal responses.
- C. AECOM will attend one (1) bid opening.
- D. AECOM will review the contractor bids and provide an evaluation of their completeness and accuracy for the City's use in making a final contractor selection.

TASK 7 - CONSTRUCTION ADMINISTRATION

AECOM will provide the following services during the project construction period.

- A. Preconstruction Meeting: AECOM will support City of Green in the facilitation of a pre-construction meeting with the selected contractor.
- B. AECOM will review up to 15 shop drawings/submittals, and samples and take appropriate action upon submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concepts expressed in the Contract Documents.
- C. Weekly Construction Progress Meetings: AECOM will attend and facilitate up to ten (10) progress meetings that will be attended by the City (or representative) and the Contractor. AECOM will prepare and maintain meeting minutes that will be distributed to the City and contractor within five (5) working days following the meeting.
- D. Application for Payment: Based on AECOM's observations and evaluations of the work progress, AECOM shall review the amounts being requested by contractors.

- E. Change Orders: AECOM shall assist the City in the evaluation of Change Orders, including supporting documentation and data if deemed necessary by AECOM.
- F. Requests for Information: AECOM shall review and respond to up to five (5) contractor Requests for Information. AECOM's review of/response to RFI's shall be completed within agreed-upon time limits or otherwise with reasonable promptness.
- G. Punch List: AECOM will perform a punch at substantial completion and provide a tabulated summary of outstanding or deficient items to the city and contractor.
- H. Record Documents: AECOM will organize Record Documents based on the As-Built Documents provided by the Contractor. Record Documents will be completed as PDF red line markups.

Project Assumptions & Exclusions

- 1. The City will provide the front-end contract documents and will facilitate the public bidding process with support from AECOM.
- 2. AECOM will rely on previously performed geotechnical work completed in 2012.
- 3. No survey work is included in this scope of work and AECOM will rely on previously developed survey.
- 4. No roadway design is included in this scope of work.
- 5. No waterline work is included in this scope of work.
- 6. All submittals will be provided to the city and contractors as digital (.PDF) Submissions.
- 7. Printing of full-size plans will be at the expense of the contractors.
- 8. Cost of permits will be the responsibility of the city
- 9. The final construction drawings will be provided to the city as a single set of bid documents.
- 10. No ecological or cultural resources assessment or permitting is included in this scope of work.
- 11. Illustrative renderings are not included in this scope of work.

Fee Proposal

The basic scope of services lump sum fee for the design, engineering, and permitting for the Greensburg Park Baseball Field Improvements are provided below, broken down by task. If authorized tasks are also included by task.

BASIC SCOPE OF SERVICES TASK	FEE
1. PROJECT KICKOFF AND SITE REVIEW	\$2,500.00
2. SITE LAYOUT ALTERNATIVES	\$4,000.00
3. 75% CONSTRUCTION DRAWINGS	\$15,500.00
4. 100% CONSTRUCTION DRAWINGS & BID DOCUMENTS	\$14,000.00
5. STORMWATER PERMITTING	\$8,500.00
TOTAL BASIC SCOPE OF SERVICES FEE	\$44,500.00
IF AUTHORIZED SCOPE OF SERVICES TASK	FEE
6. BIDDING SUPPORT	\$5,000.000
7. CONSTRUCTION ADMINISTRATION	\$12,500.00

Project Schedule

AECOM has based this proposal on the design schedule provided below. The schedule is preliminary and can be adjusted based on discussions with the city.

[illegible]

COVID-19 Considerations

As you are aware, the world is experiencing a pandemic as it relates to the coronavirus COVID-19 ("Coronavirus"). This health emergency has the potential of impacting multiple facets of the project including, without limitation, labor, personnel, manufacturing, equipment, materials, transportation, and related supply chains, all of which have the potential to adversely impact the critical path of the project schedule. These potential, unusual, and unavoidable delays are outside of the control of AECOM and cannot be anticipated or determined in advance. AECOM will exercise reasonable care to mitigate the potential impact of the Coronavirus to the extent within AECOM's reasonable control. AECOM will notify you in the event AECOM becomes aware of any potential impact to the work caused by the Coronavirus.

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