

RESOLUTION NO. 66- 2008

Offered by All of Council

A RESOLUTION AUTHORIZING THE MAYOR AND THE FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH ARCADIS, INC. FOR PROFESSIONAL ENGINEERING SERVICES TO ASSIST THE VILLAGE OF RICHFIELD IN MEETING THE ADDITIONAL REQUIREMENTS OF THE DIVISION OF ENVIRONMENTAL AND FINANCIAL ASSISTANCE (“DEFA”) TO COMPLY WITH THE WATER POLLUTION CONTROL REVOLVING LOAN FUND (“WPCRLF”) CRITERIA

BE IT RESOLVED by the Council of the Village of Richfield, Summit County, State of Ohio:

SECTION 1. That the Mayor and the Finance Director be, and they hereby are, authorized and directed to enter an agreement with Arcadis, Inc. for professional engineering services to assist the Village of Richfield in meeting the additional requirements of DEFA to comply with the WPCRLF criteria in accordance with the proposal dated October 23, 2008, a copy of which is attached hereto as Exhibit “A” and incorporated herein fully as if by reference.

SECTION 2. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 12/2/08

  
\_\_\_\_\_  
President of Council

  
\_\_\_\_\_  
Mayor

Dated: 12/2/08

ATTEST:

  
\_\_\_\_\_  
Clerk of Council



11/14/08 1:400 p.m.

Resolution 66-2008  
EXHIBIT A



Mayor Mike Lyons  
Village of Richfield  
4410 West Streetsboro Road  
Richfield, Ohio 44286

ARCADIS, Inc.  
1100 Superior Avenue  
Suite 1250  
Cleveland  
Ohio 44114  
Tel 888 654 2538  
Fax 216 781 6243

Subject:  
Richfield, Ohio  
Everett Road Sanitary Sewers Phase II

Water Resources

Dear Mayor Lyons:

Date:  
23 October 2008

On October 9, 2008, the Village of Richfield and members of the Ohio Environmental protection Agency Division of Environmental and Financial Assistance (DEFA) attended a meeting regarding finances for the above referenced project. During the meeting the DEFA representatives clarified the Water Pollution Control revolving Loan Fund (WPCRLF) program that provides low interest loans to Ohio communities for wastewater improvement projects. On October 16, 2008 the Village Council at the Council workshop decided to move forward and secure the WPCRLF finances for the project.

Contact:  
Said W. AbouAbdallah,  
PE,

Phone:  
(216) 781-6177

ARCADIS is pleased to present to you and to the Village of Richfield our proposal to provide engineering services to assist you with meeting the additional requirements by DEFA to comply with the WPCRLF criteria. Based on the October 9, 2008 meeting three areas of needed efforts were identified;

Email:  
sabuabdallah@arcadis  
-us.com

1. Revisions to the plans and specifications to include OEPA/DEFA requirements. The proposed revisions would not alter the current design and function of the proposed sewer system and would not void the current approval (PTI). However the revisions are required to meet the funding criteria.
2. Preparation of an Operation and Maintenance manual for the Village Sanitary Sewer System and Pumping Stations. This is a typical requirement by DEFA to identify and document needed operation and maintenance measures.
3. Facilities planning document supplement to assist the DEFA staff with the completion of their review of the project facilities plan and secure loan approval.
4. Assistance and coordination as required for completion of the environmental assessment documentation and any additional information that may be requested depending on the location, size, cost or potential environmental impacts of the project.

Imagine the result

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23 October 2008

## Scope of Services

ARCADIS will perform the following tasks after receipt of a written notice to proceed from the Village.

### 1. Revisions to the Plans and Specifications

- Update the existing project manual to include additional front end documents as required by DEFA. Items such as MBE/FBE participation and other federal forms would be included.
- Update the existing project manual to include additional project specific design and erosion control design modifications as required by DEFA.
- Revise the drawings to reflect the requirements by DEFA.
- Submit plans and project manual to DEFA for review and approval.
- Respond to review comments by DEFA and finalize the design documents for bidding.

### 2. Preparation of a Sanitary Sewer Operation and Maintenance Manual

- Meet with representatives of the Village to review the project scope and objectives. Data will be collected from the Village as it relates to the sanitary sewer system
- Develop an Operation and Maintenance Manual (O&M Manual) to meet the criteria of DEFA and be based on the following tentative outline:

- I. Introduction
- II. How to Use Manual
- III. Personnel Requirement and Certification
- IV. Collection System Description
- V. Wastewater Pumping Stations
  - A. Operation
  - B. Maintenance
  - C. Troubleshooting
- VI. Collection System
  - A. Operation
  - B. Inspection and Testing
  - C. Pipeline Cleaning and Maintenance Methods
  - D. Troubleshooting

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23 October 2008

## VII. Safety Program and Procedures for Collection System Operators

### Tables

- I. Inventory of Wastewater Pumping Station Equipment
- II. Inventory of Collection System Piping

### Figures

- I. Wastewater Pumping Station Diagrams and Schematics
- II. Collection System Map
- III. Village Organizational Chart

### Appendix

- A. Confined Space Entry and Safety Forms
- B. Repair and Maintenance Forms
- C. Emergency Reporting Forms
- D. Operator Certification Forms and Records

- Meet with Village representatives at the 50% completion level to review the prepared documents.
- Submit the documents at the 100% completion level and meet with the Village for final review.
- Assist the Village in submitting the O&M Manual to DEFA and respond to any comments.
- Furnish to the Village two (2) paper copies of the O&M Manual document and once CD containing the electronic files.

### 3. Facility Planning Document Supplement

- Describe the need for the project in sufficient detail that the DEFA reviewer will understand the project and what it is intended to do.
- Show the existing and/or future service area of the project.
- Describe and provide a figure of the existing downstream sewer system that the proposed project will connect to.
- Show the proposed sewer or interceptor alignment.
- Demonstrate that I/I is not excessive for the entire area from which the new sewer will receive flow. Describe present and future flows and explain in detail how these flows were derived. Demonstrate that the existing downstream sewer system has adequate capacity to convey the additional (new) wastewater flow.
- Describe the impact of the additional flow at the wastewater treatment plant.

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- Demonstrate cost-effectiveness of proposed sewer over alternative sewers. Evaluate three alternatives for sanitary sewer service to the project area. Include cost effective analysis for each alternative.
  - Provide a detailed project cost breakdown of the selected alternative and describe how the debt will be retired and any impacts of the User Charge System.
  - Provide a project schedule.
  - Include the above effort into one document and review said document with Village representative.
  - Assist the Village to submit the document to DEFA and respond to review comments by DEFA
4. Assistance and Coordination
- Assist the Village and DEFA to obtain sign-offs from the local review clearinghouse; ODNR, Division of Water (Flood plain Management Unit); ODNR, Division of Natural Areas and Preserves; Ohio Historic Preservation Office; U.S. Army Corps of Engineers (if applicable). OEPA, DEFA typically initiates these reviews.
  - Provide other information may be requested depending on the location, size, cost or potential environmental impacts of the project.
  - Be available to attend public hearings, informational meetings, etc. as directed by the Village.
  - The engineering fee for this effort will be included as an allowance.

### Scheduling

ARCADIS is proposing to complete the required tasks as follows and after receipt of a written notice to proceed from the Village:

1. Revisions to the Plans and Specifications – Within 30 consecutive calendar days.
2. Preparation of a Sanitary Sewer Operation and Maintenance Manual – Within 180 consecutive calendar days after the initiation of project construction.
3. Facility Planning Document Supplement – Within 60 consecutive calendar days.
4. Assistance and Coordination – Ongoing and as directed by the Village.

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23 October 2008

## Engineering Fee

ARCADIS proposes to be reimbursed at a cost reimbursement plus fixed fee thereof, plus other direct costs or reimbursable expenses for the above referenced project at a not to exceed total of \$ 40,000.00, broken out as follows:

- Revisions to the Plans and Specifications, not to exceed \$ 5,000.00
- Preparation of a Sanitary Sewer Operation and Maintenance Manual, not to exceed \$ 19,500.00
- Facility Planning Document Supplement, not to exceed \$ 12,500.00
- Allowance for Assistance and Coordination at \$ 3,000.00

## Authorization

Execution of this document will serve as our authorization to proceed under the authority of our current Agreement for Engineering Services dated April 1, 1997, and amended on February 7, 2007. Two copies of this document are executed by ARCADIS and are being provided to the Village for signatures. After executing both copies, please return one to our office for our records.

Sincerely,



Said W. AbouAbdallah, P.E

Copies:

Melanie Tibbs, Richfield Service Director

Authorization to proceed is hereby acknowledged. Funds are encumbered and available in Purchase order No. \_\_\_\_\_

VILLAGE OF RICHFIELD, OHIO  
(OWNER)

ARCADIS U.S., Inc.  
(ENGINEER)

\_\_\_\_\_



Date

Date

10/23/08

