

RESOLUTION. R9-18

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO  
CONTRACT FOR SERVICES WITH CHOICE ONE ENGINEERING

WHEREAS, the Village of Covington intends to complete the complete reconstruction of High Street from State Route 36 to State Route 41 located in said Village;

WHEREAS, the Village of Covington has been awarded grants for the reconstruction of High Street located in said Village;

WHEREAS, it is necessary to engage engineers to conduct a traffic study to be used in the planning and design phases for said project;

NOW THEREFORE, BE IT RESOLVED by the Legislative Authority of the Village of Covington, State of Ohio, that:

SECTION. 1: The Village Administrator is authorized to enter into the attached agreement with Choice One Engineering for a signal warrant analysis, Intersection Operations analysis, and a speed study as described in attachment A, not to exceed \$13,640.00;

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

APPROVED: March 19, 2018:



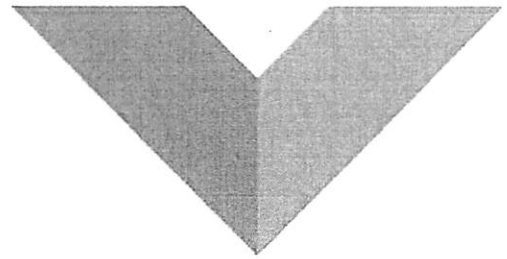
Edward L. McCord, Mayor



R. Scott Tobias, President of Council



Brenda Carroll, Clerk / Fiscal Officer



Date  
3/15/18

Attention  
Mike Busse  
administrator@covington-oh.gov

Address  
Village of Covington  
1 S. High Street  
Covington, Ohio 45318

Subject  
Agreement for Professional Services  
High Street Traffic Studies  
MIA-COV-1703

Dear Mr. Busse:

Choice One Engineering Corporation appreciates the opportunity to provide services for the High Street Traffic Studies.

This Agreement is by and between Village of Covington, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute two originals, keeping one for your files and returning one to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of three pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

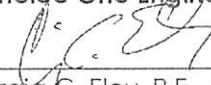
Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

Village of Covington

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Choice One Engineering Corporation

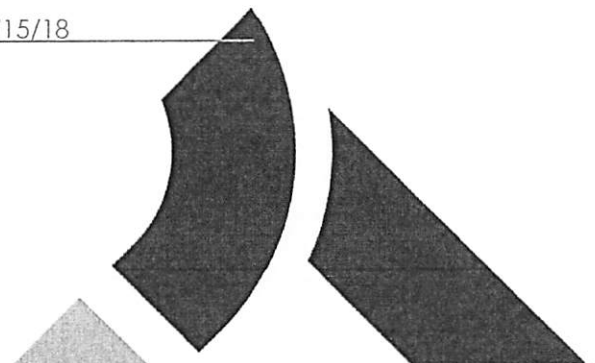
  
\_\_\_\_\_  
Craig C. Eley, P.E., Project Manager

\_\_\_\_\_  
3/15/18  
Date

West Branch Office  
440 E. Hoewich Rd.  
Sidney, OH 45365  
937.497.0200 Phone

Central Office  
203 W. Loveland Ave.  
Loveland, OH 45140  
513.239.8554 Phone

East Branch Office  
607 N. Meridian St.  
Portland, IN 47371  
260.766.2500 Phone



# Scope of Services

## General Project Details

1. Choice One intends to prepare the following traffic studies for the Village of Covington.
  - a. Perform a traffic signal warrant analysis at the intersections of High Street (SR 48) & Wright Street and High Street (SR 48) & Bridge Street to determine if the existing traffic signals are warranted.
  - b. Evaluate the intersection operations of the adjacent intersections of High Street and Troy Pike with the intersection of Bridge Street.
  - c. Speed study for the segment of High Street (SR 48) from Walnut Street to Troy Pike.
2. Signal Warrant Analysis Details
  - a. Choice One will perform a 10-hour turning movement traffic count from 6:00 A.M. – 10:00 A.M., 11:00 A.M. – 1:00 P.M. and 2:00 P.M. – 6:00 P.M. at the intersections of High St. (SR 48) & Wright St. and High St. (SR 48) & Bridge St. on a Tuesday, Wednesday, or Thursday when Covington Local Schools are in session.
  - b. The turn counts will be downloaded and processed in the Petra computer program.
  - c. Choice One will analyze the traffic counts and run a signal warrant analysis per the 2012 Ohio Manual of Uniform Traffic Control Devices (OMUTCD) for Traffic Signal Warrants #1-3 using the computer program PC Warrants for the existing traffic volumes.
  - d. Choice One will obtain crash data from ODOT's database and analyze the data.
  - e. Intersection site distance will be analyzed at each intersection.
  - f. Perform site visit for additional considerations on intersection operation. Conceptual drawings will be provided as necessary.
  - g. Prepare a signal warrant analysis report for the Village and ODOT to review and accept.
3. Intersection Operation Study Details
  - a. The signalized intersection of Bridge Street and the intersection of Troy Pike are approximately 170 feet apart. This close proximity causes operation issues at both intersections.
  - b. Choice One intends to study the operation of these intersections and make recommendations to improve the operation.
  - c. Traffic 10-hour movement counts will be performed at the intersection of High Street and Troy Pike.
  - d. Capacity analysis will be performed.
  - e. Signal warrants will be performed to see if the intersection of Troy Pike is warranted.
  - f. A detailed analysis of the operation will be performed using Synchro modeling reviewing the options for two-way stop control or signalized operation (or a combination of both) to determine the optimal intersection operation for each intersection.
  - g. Turn lane analysis will be conducted for High Street and Troy Pike.
  - h. Choice One will recommend the optimal solution to the traffic control at this intersection.
4. Speed Study Details
  - a. The length of the study area is approximately 1,000 feet along High St. (SR 48) between Walnut Street and Troy Pike.
  - b. The study will be conducted to determine the appropriate speed limit for the section of roadway.
  - c. The existing speed limit is 35 m.p.h. within the Village limits.
  - d. Choice One will record speeds of a minimum of 100 vehicles in each direction at one location within the study area.
  - e. Choice One will compile the speed data and determine existing speed characteristics.
  - f. A site visit will be conducted where the physical features of the roadway and surroundings will be measured, recorded, and inputted into ODOT's Speed Study Data sheets.
  - g. Multiple test runs will be conducted by Choice One to determine the adequate speed to request to ODOT.
  - h. ODOT's Form 1296-2 and Speed Data Sheet will be completed.

- i. Crash reports from the most recent three years will be retrieved from ODOT's CAM-Tool and a summarization of the crashes will be included in the report showing the types of accidents occurring on this section of roadway.
- j. ODOT will review the study to determine the speed limit.

## Project Services

### 1. Traffic Signal Warrant Analysis

- a. 10 hour turning movement counts at each intersection.
- b. Traffic signal warrant analysis for submittal to the Village and ODOT.
- c. Provide a report of the analysis for the Villages and ODOT's review/approval.

### 2. Intersection Operations Study

- a. 10 hour turning movement counts at the intersection of Troy Pike and High Street (SR 48).
- b. Traffic signal warrant analysis at the intersection of Troy Pike and High Street (SR 48).
- c. Field examine the operation of the intersections – specifically during peak times.
- d. Preliminary sketch of the proposed (if any) upgrades.
- e. Provide Synchro Analysis of the operation of the intersections of Troy Pike and High Street (SR 48).
- f. Provide cost estimates of any upgrades.

### 3. Speed Study

- d. Letter from the Village to ODOT stating a request for speed zone change.
- e. Resolution from council stating the need for the speed study.
- f. Letter from the Village of Covington's Police Chief that states that the Police Chief agrees that a speed study is needed on this particular section of roadway.
- g. ODOT Speed Study Forms 1296-2 & 1296-3.
- h. Vicinity Map
- i. Additional Considerations Summary
- j. Speed Study Data Sheet
- k. Crash summarization report for the past three years.
- l. Physical test runs to determine appropriate speed.

Choice One will conduct services as set forth in the LPA Scope of Services Form from the Scope of Services Meeting on 04/15/17; and as described further in detail in this agreement, and as defined in the Ohio Department of Transportation's Specifications for Consulting Services, 2016 Edition.

## Client Responsibilities

- Letter from the Village to ODOT stating a request for speed zone change. Choice One will compile the letter and have the Village sign and send to ODOT.
- Provide a resolution from council stating the need for the speed study.
- Submit a letter from the Village of Covington Police Chief that states that the Police Chief agrees that a speed study is needed on this particular section of roadway. This letter will need to be signed and returned back to the Village and copy provided to Choice One. An example will be provided to the Village by Choice One.
- Provide timely reviews.

# Compensation & Schedule

## Compensation

### Lump Sum Fee Schedule

Signal Warrant Analysis	\$4,280.00
Intersection Operations Analysis	\$6,100.00
Speed Study	\$3,260.00
<b>TOTAL</b>	<b>\$13,640.00</b>

## Schedule

Choice One will complete the turning movement traffic counts when school is in session and upon receipt of the executed Agreement. Choice One will submit the signal warrant analysis and speed study to ODOT for review within sixty (60) days after the turning movement traffic counts are completed. The intersection operations study will be completed within ninety days (90) of the signed agreement.

**Choice One Engineering Corporation**  
**Standard Terms & Conditions**

1/10/2018

**Services** Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

**Additional Services** The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

**Project Requirements** The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

**Period of Service** Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

**Limitation of Liability** In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by Choice One for the Project, whichever is greater.

**Compensation** In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

**Payment Terms** Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting

any billing or portion thereof. Choice One will be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

**Amendment** This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

**Assignment** Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

**Authorized Representatives** The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

**Betterment** If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

**Buried Utilities** Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

**Compliance with Laws** Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

**Consequential Damages** Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

**Construction Observation, If Applicable** Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

**Cost Estimates or Opinions** Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

**Defects in Service** The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

**Delays** The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

**Design Without Construction Administration** The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

**Dispute Resolution** In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

**Environmental Matters** The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.

**Governing Law** The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

**Hiring of Personnel** Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

**Information from Other Parties** The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

**Insurance** Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: \$1,000,000 per occurrence (bodily injury including death and property damage) \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: \$1,000,000 per claim and \$2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

**Permits and Approvals** Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

**Reuse of Documents** All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

**Safety** Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

**Severability** Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

**Site Access** The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

**Standard of Care** Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

**Survival** All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

**Suspension of Work** The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

**Termination** The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

**Time Bar To Legal Action** All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

**Waiver of Rights** The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.