

**Village of Ada Regular Council Meeting
February 16, 2021
Meeting held via CISCO WebEx**

Virtual meeting information:

<https://adaoh.webex.com/adaoh/j.php?MTID=m7728699bc8868e4de63ea0bb1bbee5d5>

Meeting Number: 132 362 9117

Call To Order

Mayor Dave Retterer

Pledge of Allegiance

Roll Call

Sheila Coressel ____ Terry Keiser ____ Linda Mason ____
Jeff Oestreich ____ Bob Simmons ____ Noah Ristau ____

Absence: _____

1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

Approval of Minutes

Regular Meeting on February 2, 2021

1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

Transfers

None

Pay Ordinances

2021-04 A	\$30,424.26	1 st : _____ 2 nd : _____	Vote: Yes ____ No ____ Abstain ____
2021-04 B	\$51,595.99	1 st : _____ 2 nd : _____	Vote: Yes ____ No ____ Abstain ____
2021-04 C	\$ TBD	1 st : _____ 2 nd : _____	Vote: Yes ____ No ____ Abstain ____

Open Floor to Public

Mayor's Comments

Ordinances

None

Resolutions

2021-02

February 16, 2021

A Resolution authorizing the Mayor to enter into an agreement with Dixon Engineering and declaring an emergency.

1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

Emergency: 1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

2021-03

February 16, 2021

A Resolution authorizing the Mayor to enter into an agreement with Jones and Henry Engineers, LTD. and declaring an emergency.

1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

Emergency: 1st: _____ 2nd: _____ Vote: Yes ____ No ____ Abstain ____

Old Business:

New Business:

Committee Reports:

Safety Oestreich	Personnel Simmons	Streets Coressel	Finance Ristau	Buildings/Grounds Keiser	Utilities Mason
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Fiscal Officer's Report: Included in packets: Statement of Cash Position; Monthly Bank report

Police Chief's Report: Included in packets: January monthly stats report

Zoning Inspector's Report

Village Administrator's Report

Legal Counsel's Report

Any Other Village Business

Adjournment 1st: _____ 2nd: _____ Vote: Yes _____ No _____ Time: _____

February 2021 Meetings and Events:

February 15, 2021	Ada Liberty Ambulance Bd. Mtg.	5:30 pm	Ambulance Bd. Office
February 16, 2021	Regular Council Meeting	6:30 pm	Via WebEx
February 17, 2021	Village siren monthly testing	12:00 noon	Village-wide

March 2021 Meetings and Events:

March 2, 2021	Regular Council Meeting	6:30 pm	Via WebEx
March 4, 2021	Tree Commission Meeting	12:00 noon	Council Chambers/WebEx
March 15, 2021	Ada Liberty Ambulance Bd. Mtg.	5:30 pm	Ambulance Bd. Office
March 16, 2021	Regular Council Meeting	6:30 pm	Via WebEx
March 17, 2021	Village siren monthly testing	12:00 noon	Village-wide

Village of Ada Council Meeting
February 2, 2021, 6:30 pm
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Virtual meeting information:
<https://adaoh.webex.com/adaoh/j.php?MTID=m2ce7754df50d5386766d16c29140d0bb>
Meeting Number: 132 910 0324

Page 1 of 4

COUNCIL MEETING CALL TO ORDER: Mayor Dave Retterer called the meeting to order at 6:30 pm.

COUNCIL ROLL CALL: Present:

Ms. Coressel: yes Mr. Keiser: yes Ms. Mason: yes
Mr. Oestreich: yes Mr. Ristau: yes Mr. Simmons: yes

COUNCIL ABSENT: None

OTHER VILLAGE OFFICIALS PRESENT: Village Administrator Jamie Hall, Village Solicitor Jane Napier, Police Chief Michael Harnishfeger, Fiscal Officer Patty Navin, and Human Resources Coordinator Angela Polachek

MEDIA PRESENT: Tim Thomas, Kenton Times; Joe Schrunner, Ada Herald

PUBLIC PRESENT: Maya Fischhoff; Will (no last name given)

APPROVAL OF MINUTES from Regular Council Meeting on January 19, 2021:

1st: Mr. Keiser 2nd: Ms. Mason

Discussion: None.

Roll call: Mr. Keiser: yes Ms. Mason: yes Mr. Oestreich: yes
 Mr. Ristau: yes Mr. Simmons: yes Ms. Coressel: yes

Motion carried.

TRANSFERS/REAPPROPRIATIONS: None

PAY ORDINANCES:

Pay Ordinance 2021-03 A in the amount of \$69,707.22 was presented for discussion.

1st: Mr. Simmons 2nd: Ms. Coressel

Discussion: None.

Roll call: Ms. Mason: yes Mr. Oestreich: yes Mr. Ristau: yes
 Mr. Simmons: yes Ms. Coressel: yes Mr. Keiser: yes

Motion carried.

Pay Ordinance 2021-03 B in the amount of \$195.48 was presented for discussion.

1st: Mr. Oestreich 2nd: Ms. Coressel

Discussion: None

Roll call: Mr. Oestreich: yes Mr. Ristau: yes Mr. Simmons: yes
 Ms. Coressel: yes Mr. Keiser: yes Ms. Mason: Abstained

Motion carried.

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Page 3 of 4

PERSONNEL: Mr. Simmons: No meeting. No report.

STREETS: Ms. Coressel: No meeting. No report.

FINANCE: Mr. Ristau: No meeting. No report. Mr. Ristau noted that he will be requesting a meeting to discuss fund balance requirements.

BUILDINGS & GROUNDS: Mr. Keiser: No meeting. Mr. Keiser reported the Tree Commission will be meeting at noon on Thursday, February 4, 2021 in Council Chambers at Village Hall.

UTILITIES: Ms. Mason: No meeting. Mrs. Mason noted that an adjustment for 548 E. Lehr was granted in the amount of \$462.11.

FISCAL OFFICER'S REPORT: Ms. Navin gave the following report:

- 1) FY 2020 Summary Financial report was presented to the Council.
- 2) Statement of Cash Position as of December 31, 2020 was presented and reviewed.
- 3) Bank Report for 12/31/2020 was presented noting that STAR Ohio funds were transferred to CDARS in January 2021.
- 4) Ms. Navin reported to Council that the Village has received their first distribution from RITA in the amount of \$52,433.16. Ms. Navin is scheduled with RITA for their software training.

POLICE CHIEF'S REPORT: Chief Harnishfeger gave the following report:

- 1) He reported that the Police held a departmental meeting on Monday and the following recognitions were presented: Sgt Deckling, Sgt. Schlub, Officers Bollinger, Fowler and Sturgill for Medical Emergency Response award; Officers Peterman, Iten and Fowler received Certificate of Appreciation and Sgt. George Schlub received Officer of the Year.
- 2) Chief Harnishfeger also reported that the Village had a homicide late Sunday evening, the first in 50 years. In addition, several domestic violence calls had been received.

ZONING INSPECTOR'S REPORT: No report.

VILLAGE ADMINISTRATOR'S REPORT: Mr. Hall gave the following report:

- 1) Mr. Hall has received the signed farm lease with Mr. Dan Keller along with the farm income for 2020 in the amount of approx. \$8,500.
- 2) Mr. Hall reminded Council that per ordinance a 2% annual increase in utility rates takes effect with the February billing due in March. This moves the minimum monthly bill from \$90.11 to \$91.07.

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Page 4 of 4

- 3) Fiber installation is scheduled for March 3, 2021.
- 4) Brian Howard, our new water department employee, has passed EPA requirements to allow him to perform water lab testing. This alleviates John Bowers from being the only employee, and therefore having to be on site seven days a week. In addition, Adam Jordan in Public Works is in process of getting his credentials for lab testing.
- 5) The Village received a call over the weekend due to a water leak at Pressler Hall at ONU which was repaired.
- 6) Mr. Hall informed Council the two new valve actuators will need to be replaced at an approximate cost of \$12-\$15,000.

LEGAL COUNSEL’S REPORT: Sergeants’ union contract negotiations will begin next week.

ADJOURNMENT:

1st: Mr. Keiser

2nd: Mr. Oestreich

Roll call:	Ms. Mason: yes	Mr. Oestreich: yes	Mr. Ristau: yes
	Mr. Simmons: yes	Ms. Coressel: yes	Mr. Keiser: yes

Time: 7:08 pm

Date Passed:

Attest: _____
Fiscal Officer

Mayor

VILLAGE OF ADA						
PAY ORDINANCE #2021-4A						
2/16/2021						
ITEM	CHECK #	VENDOR	DESCRIPTION	PURCHASE ORDER NUMBER	DEPT	PAYMENT AMOUNT
1	55164	ADA AUTOMOTIVE	'16 Ford Shock & Strut Assembly	20219004	Police	342.64
2	55165	ADA-LIBERTY JOINT AMBULANCE DISTRICT	PPE - Gloves & Masks		CARES	99.96
3	55166	ALLEN COUNTY AWARDS, LLC	Officer of the Year Award	20210060	Police	25.00
4	55167	ALLOWAY ENVIRONMENTAL TESTING SERVICE	Lab Services	20219027	Sewer	1,627.00
5	55168	AMERICAN ELECTRIC POWER	Electric Jan	20210001	All	6,281.72
6	55169	APPLIED SPECIALTIES INC	LimeCure	20219016	Water	1,296.90
7	55170	BOWERS, JOHN	Carhart Fleece - Clothing Allowance	20219003	Water	99.98
8	55171	CLEMANS-NELSON & ASSOCIATES, INC.	Webinar - Polachek - COVID		Admin	99.00
9	55172	COMPASS MINERALS	110 Tons Salt for 20-21	202002349	Street	2,379.15
10	55173	DIXON ENGINEERING	Clearwell Inspections		Water	5,300.00
11	55174	GRAINGER INC	Timer, Gloves, Safety Glasses, Battery	20219024	Water	225.07
12	55175	HACH COMPANY	Fluoride Standard Solution	20219018	Water	169.52
13	55176	INTERNATIONAL MAILING SYSTEMS	Folding Mail Machine Annual Maint Contract	202009025	Water	655.20
14	55177	JAMIE HALL	Materials for Bathroom Remodel	20210049	Muni Build	397.00
15	55178	KENTON-HARDIN HEALTH DEPARTMENT	2021 License - Pool Concessions		Pool	144.84
16	55179	LAURIA, KENNETH P.	Technology Consulting 2021	20210070	Admin	1,500.00
17	55180	LIPPINCOTT PLUMBING & HEATING	Test Backflow Proxenties	202002367	Water	2,903.24
18	55181	NORTH CENTRAL LABORATORIES	Orion Fluoride, Electrode, TISAB Buffer	20219018	Water	1,028.00
19	55182	OFFICE DEPOT	Office Supplies	20219009	Police	215.67
20	55183	OTTAWA RIVER COALITION	Dues & Membership	20219013	Admin	100.00
21	55184	REPUBLIC SERVICES #388	Sludge Hauling	20210015	Sewer	1,481.01
22	55185	STAPLES BUSINESS ADVANTAGE	Hanging Files, Command Strips, Ink	20219009	All	219.45
23	55186	TREASURER STATE OF OHIO-EPA CLEVELAND	Rev ID 1408207 Annual Sludge Fee 2020	20210067	Sewer	236.61
24	55187	VISA	Battery Backups, RAM Upgrade (Amazon), Office Supplies, Materials for bathroom remodel, Aquatic Operator Training,	20210049, 20210061, 20219009, 20210056, 20210058, 20219011	All	3,431.05
25	55188	WCOIL	Connection Issue	20219017	Admin	166.25
Total Expenditures						30,424.26
VILLAGE OF ADA						
PAY ORDINANCE #2021-4B						
2/16/2021						
Pay #3 - 02/05/2021						
		Regular Salaries		42,511.71		
		Overtime		1,476.97		
		Total Salaries		43,988.68		
		Village Share				
		FICA		-		
		Medicare		601.23		
		OPERS		4,000.71		
		OP&F		3,005.37		
				7,607.31		
		TOTAL PAYROLL		51,595.99		

RESOLUTION #2021-02

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH DIXON ENGINEERING AND DECLARING AN EMERGENCY

WHEREAS, the Village of Ada desires to enter into an agreement for engineering and inspection services to paint and rehabilitate the 300,000 gallon water storage tank.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA:

Section 1: That the Mayor be and is hereby authorized to enter into an agreement with Dixon Engineering upon the terms agreed upon between the village and said corporation consistent with the form attached hereto, marked as Exhibit A, and by the reference incorporated herein.

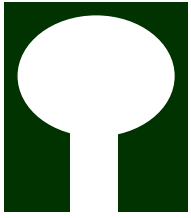
Section 2: The Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare, the particular necessity being the need to immediately receive the services set forth in the agreement in order to commence the bidding so the work can be completed during good weather. Therefore, this Resolution shall go into immediate effect.

PASSED: _____

MAYOR

ATTEST:

FISCAL OFFICER



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

1104 Third Avenue
Lake Odessa, MI 48849
Telephone: (616) 374-3221
Fax: (616) 374-7116

February 1, 2021

Jamie Hall
Village of Ada
115 W. Buckeye Avenue
Ada, OH 45810

Subject: Technical Specifications and Contract Documents for the 300,000 Gallon Spheroid

Dear Jamie:

Enclosed is the proposal for the 300,000 gallon spheroid water storage tank. We have an updated agreement format. Since this is new format, I want to help explain what all is included.

A summary of the agreement and exhibits:

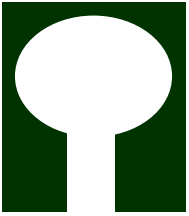
1. The first three pages are the agreement and articles.
2. Dixon's Services (scope of work) are included in Exhibit A (pages 4 to 6).
3. The basis of fees, invoicing and payment is included in Exhibit C (pages 7 to 10).
4. The summary of compensation fees is in Exhibit C Attachment C-1 (page 11).
5. Standard hourly rates are in Exhibit C Attachment C-2 (page 12).
6. General provisions are in Exhibit GP (page 13 to 16).
7. Insurance requirements and liability are in Exhibit I (pages 17 to 18).

We appreciate the opportunity to submit this proposal. If you have any questions, please feel free to contact me at (260) 740-1360.

FOR DIXON ENGINEERING, INC.,

Jim Clevenger,
Project Manager

Enclosure



DIXON
ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY

1104 Third Avenue
 Lake Odessa, MI 48849
 Telephone: (616) 374-3221
 Fax: (616) 374-7116

AGREEMENT BETWEEN OWNER AND DIXON
FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of: _____ (“Effective date”) between **Village of Ada, Ohio** (“Owner”) and Dixon Engineering, Inc. of Lake Odessa, Michigan (DIXON).

IN WITNESS WHEREOF, the (“Owner”) and (“DIXON”) have executed this Agreement. The Owners Project, of which DIXON’s Services under this Agreement are a part, is generally identified as follows: **Technical Specifications and Contract Documents on the 300,000 Gallon Spheroid** (“Project”).

Other terms used in this Agreement are defined in EXHIBIT GP and EJCDC C-700-18®, Standard General Conditions of the Construction Contract, incorporated by reference into this Agreement.

This service fee is the Lump Sum Amount **\$5,000**.

Proposals / Agreement Signatures

Jim Clevenger, Project Manager February 1, 2021
 PROPOSED by DIXON (Not a contract until approved by Project Manager or Officer) PROPOSAL DATE

CONTRACT APPROVED BY OWNER	POSITION	DATE
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Co SIGNATURE (if required)	POSITION	DATE
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AGREEMENT APPROVED by DIXON	POSITION	DATE
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With the execution of this Agreement, DIXON and Owner shall designate specific individuals to act as DIXON’s and Owner’s representatives with respect to the services to be performed or furnished by DIXON and responsibilities of Owner under this Agreement, said individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

Designated Person: Jamie Hall
Address for Owner’s receipt of notices:
Village of Ada
115 W. Buckeye Avenue
Ada, OH 45810
Email: jhall@adaoh.org

Designated Person:
Address for DIXON’s receipt of notices:
Dixon Engineering, Inc.
1104 Third Avenue
Lake Odessa, MI 48849
Email: jim.clevenger@dixonengineering.net

Any notice required under this Agreement shall be in writing, addressed to the Designated Contract Person at its address on this signature page, or given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices be shall effective upon the date of receipt.

Owner and DIXON further agree as follows:

ARTICLE 1 SERVICES OF DIXON

1.01 DIXON shall provide or cause to be provided:

- A. Contract and Project Management (Basic) Services: EXHIBIT A Part 1
- B. Resident Project Representative (RPR): EXHIBIT A Part 1
- C. Other Services: Services beyond the scope of Exhibit A are Additional Services.

ARTICLE 2 OWNER'S RESPONSIBILITIES

2.01 Owner shall provide or cause to be provided:

- A. Responsibilities set forth in Exhibit A, Part 1, Section C of each Phase.
- B. Owner shall arrange for safe access to and make all provisions for DIXON to enter upon public and private property as required for DIXON to perform services under the agreement.

ARTICLE 3 SCHEDULE FOR RENDERING SERVICES

3.01 Commencement:

- A. DIXON is authorized to begin rendering services as of the Effective Date or mutually agreeable date.
- B. DIXON shall complete its obligations within a reasonable time. If a specific period of time for rendering services, or specific dates by which services are to be completed are required, the dates are provided in Exhibit A, and are hereby agreed to be reasonable.

ARTICLE 4 INVOICES AND PAYMENTS – PER EXHIBIT C

ARTICLE 5 OPINIONS OF COST – GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 6 GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 7 DEFINITIONS

- A. Whenever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the same meanings indicated in the Construction Contract Documents, EJCDC C-700 18.
- B. Additional definitions pertinent to invoicing or payment can be found in Exhibit C.

ARTICLE 8 EXHIBITS AND SPECIAL PROVISIONS

- A. EXHIBITS Included:
 - 1. EXHIBIT A, DIXON's Services and Owner's Responsibilities.
 - 2. EXHIBIT C, Basis of Fees, Invoicing, and Payment Matters.
 - 3. EXHIBIT C, Attachments C-1, and C-2.
 - 4. EXHIBIT GP, General Provisions from the Agreement and Exhibits.
 - 5. EXHIBIT IR, Insurance Requirements and Limits of Liability.
- B. EXHIBITS to be added as needed:
 - 1. EXHIBIT J, Special Provisions. Services added at/before Effective date (included in original Agreement sometimes referred to as an Addendum).
 - 2. EXHIBIT K, Amendment to Owner-DIXON Agreement for Services added or changed after effective date of this Agreement or for clarification if requested.
- C. EXHIBITS B, D, F, and H merged with other EXHIBITS or not used.

ARTICLE 9 MISCELLANEOUS PROVISIONS

9.00 Items that pertain to the legal terms of this Agreement. All General Provisions from Article 6 are in Exhibit GP. Those provisions refer mostly to services that result from this Agreement.

9.01 Survival:

- A. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

9.02 Severability:

- A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and DIXON, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.03 Successors, Assigns, and Beneficiaries:

- A. Owners and DIXON are hereby bound, and the successors, executors, administrators, and legal representatives of Owner and DIXON are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Unless expressly provided otherwise in this Agreement:
 - 1. Nothing in this Agreement shall be constructed to create, impose, or give rise to any duty owed by Owner or DIXON to any Contractor, other third-party individual or entity, or to any surety for or employee of any of them and not for the benefit of any other party.
 - 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and DIXON and not for the benefit of any other party.

9.04 Waiver:

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

9.05 Accrual of Claims:

- A. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

9.06 DIXON's Certifications:

- A. DIXON certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement.

9.07 Total Agreement:

- A. This Agreement, (together with the included Exhibits) constitutes the entire agreement between Owner and DIXON and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based, whenever possible, on the format of Exhibit K.

DIXON'S SERVICES AND OWNER'S RESPONSIBILITIES

Article 1 and 2 of the Agreement is supplemented to include the following agreement of the parties: DIXON shall provide Contract and Project Management (BASIC) Services, and Resident Project Representative (RPR).

DIXON has combined the six construction project phases into four phases: Design or Technical Specification Phase, Contract Document and Bidding Phase, Construction Phase, and Post Construction Phase. We then included DIXON's Basic Services, RPR Services, and Owner's responsibilities for each respective phase.

PART 1

A1.01 Design Phase – Technical Specifications:

- A. Basic Services:
 - 1. In preparing the Technical Specifications, use Design, Bid, Build Project Strategy.
 - 2. DIXON shall prepare Technical Specifications and Drawings to include:
 - a. Additions to General Conditions of Construction Contract relevant to coating projects.
 - b. Specifications and Drawings for Health, Safety and Structural Repairs if any.
 - c. Specifications for Coating Repair or Replacement.
 - 3. Advise Owner of additional reports, data, information, or services which may be necessary, and assist Owner in obtaining such materials.
 - 4. Furnish two review copies of the Design Phase documents, to Owner, and review those documents with Owner.
 - 5. After receipt, Owner shall review the Design Phase documents and submit to DIXON any comments regarding the furnished items within two weeks of receipt or as mutually agreed.
 - 6. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
 - 7. In response to Owner's comments, as appropriate, make revisions and furnish to Owner one electronic copy of the revised Design Phase documents.
 - 8. DIXON's services under the Design Phase will be considered complete on the date when DIXON has delivered to Owner the revised Technical Specifications.
- B. Design Phase – RPR Services–None
- C. Design Phase – Owner's Responsibility:
 - 1. Provide DIXON with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints-and upon DIXON's request, obtain, and furnish, such additional Project-related information and data as is reasonably required to enable DIXON to complete its Services.
 - 2. Give instructions to DIXON regarding Owner's procurement of construction services including instructions regarding Notice of Bids, Information for Bidders, Owner's construction contract practices and requirements, insurance and bonding requirements, requirements for electronic transmittals during construction, other information necessary for the finalization of Owner's bidding-related documents, and Construction Contract Documents.
 - 3. Owner shall be responsible for all requirements and instructions that it furnishes to DIXON pursuant to this Agreement. DIXON may use and rely upon such requirements, materials, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

A1.02 Bidding and Contract Document Phase:

- A. Basic Services:
 - 1. Provide technical criteria and file applications for permits for approvals of governmental authorities having jurisdiction to review or approve the design; and revise the Technical Specifications in response, as appropriate.

2. Include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, in electronic media or digital format. Any such protocols shall be applicable to transmittals between and among Owner, DIXON, and Contractor during the Construction Phase and Post-Construction Phase.
 3. Prepare and submit to Owner for compliance with local state and municipal requirements:
 - a. Section 00 00 30 Notice to Bidders.
 - b. Section 00 00 40 Project Summary.
 - c. Section 00 02 00 Instructions to Bidders.
 - d. Section 00 07 00 General Conditions as modified by DIXON. EJCDC C-700-18. If Owner elects to use their own documents, then supply Additions to General Conditions.
 - e. Section 00 08 00 Supplemental Conditions to include insurance requirements furnished by Owner.
 - f. Section 00 04 10 Bid/Agreement Form as modified by DIXON.
 - g. Section 00 43 73 Schedule of Values Form.
 4. Furnish for review by Owner, its legal counsel, insurance and other advisors, the draft bidding-related Bid Documents and review them with Owner. Owner shall submit to DIXON any comments regarding the furnished items, and any instructions for revisions.
 5. Revise the final Bid Documents and Specifications in accordance with comments and instructions from the Owner, as appropriate, and submit one electronic copy of revised documents to Owner.
 6. Direct mail advertisements to Contractors who have been prequalified, as capable and responsive by DIXON.
 7. Issue assembled Bid Documents to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, and receive and process contractor charges for the issued documents. Document Fees: charges will be retained as a printing, handling, and/or shipping fee.
 8. Send Bid Documents to selected Builders Exchanges and Dodge Reports.
 9. Address all written submitted questions, by letter or clarifying Addendum as appropriate to all Bidders and Agencies (Builders Exchange and Dodge Reports) identified as having received original documents from DIXON.
 10. Review the bids submitted to the Owner and recommend award in writing based on lowest responsible and responsive bidder.
 11. If Owner agrees, issue Notice of Award to recommended Bidder.
 12. Review bonds and insurance submitted by selected Contractor solely as to compliance with insurance amounts and that bonds are of the format required. Insurance and Bonds are forwarded to Owner for full review by their Insurance Consultant.
 13. Furnish Owner and Contractor the Contract Documents for signatures and distribution. (One signed copy to Owner, one to Contractor and one to DIXON).
 14. Furnish Owner with completed Notice to Proceed to sign and forward to the Contractor.
 15. The Bidding and Contract Documents Phase will be considered complete upon issuance of Notice to Proceed.
- B. Bidding and Contract Document Phase-RPR Services-None.
- C. Bidding and Contract Documents Phase-Owner Responsibilities
1. Use, unaltered, the Contract Documents provided by DIXON when entering into an agreement with the Contractor. DIXON will not unreasonably withhold a request to alter the document. If Owner elects to use their own General Conditions, then they shall include DIXON's Additions to General Conditions, unaltered unless both parties agree to alteration.
 2. Place and pay for advertisement for Bids as required by local ordinances in appropriate publications, method of advertising is to be determined by the Owner.
 3. Attend and participate in the pre-bid conference if any.
Provide a place for the bid opening and open the Bids received.

4. Review Payment and Performance Bonds, and insurance certificates of selected Contractor. These should be reviewed by the Owner's insurance consultant and attorney for legality and compliance with required indemnification, subrogation, amounts and all other insurance matters.
5. Sign and forward to the Contractor the Notice to Award and Notice to Proceed. These Notices will be supplied to Owner by DIXON.

A2.01 ADDITIONAL SERVICES

- A. Any service not listed or referenced above in Part 1 will be considered an Additional Service.
 1. All additional requested services and associated fees shall be documented by an Exhibit K, Contract Amendment signed by both parties.

BASIS OF FEES, INVOICING AND PAYMENT

General Provisions of Article 4 of the Agreement has been moved to this EXHIBIT C:

Part 1 BASIS OF FEES

C1.00 Owner's Responsibility:

- A. Owner shall pay DIXON for Basic (Project Management and Contract Administration), Resident Project Representative (RPR), and Additional Services as detailed below and as summarized in Attachment 1 to Exhibit C. (Exhibit C-1).

C1.01 Basis:

- A. Hourly rates of DIXON's employee are per classification in the Standard Hourly Rate and Reimbursable Expense Schedule included in this Exhibit C as Exhibit C Attachment 2. (Exhibit C-2) A classification that has a range of fees, reflects varying levels of experience within that classification. DIXON reserves the right to select the level of RPR and classification. This decision is at DIXON's discretion only and will be dependent primarily on experience with Owner selected Contractor as well as other factors.
 - 1. Reimbursable expenses are those expenses directly related to and resulting from this Project. These expenses are primarily living expenses and mileage.

C1.02 Methods of Rate Calculation and Definitions including Limitations:

- A. Standard Hourly Rate (SHR) Method: An amount equal to the cumulative hours charged to the Project by each classification of DIXON's personnel, times Standard Hourly Rates and Overtime rates for each applicable billing classification. (Exhibit C-2)
 - 1. The SHR method may be used for all services. It is more commonly used on portions of various Phase Services where scheduling and speed are controlled by the Contractor or unforeseen project expenses. (Phase 3 Construction, Basic, and RPR services, and for Additional Services during all phases. Overtime rates apply on weekends, holiday, and over 40 hours per week. When accounting for the 40 hours it applies over 40 hours worked between Monday and Friday, weekend rates are already at Overtime rate. Holiday pay also does not contribute toward the accounting for 40 hours.)
 - 2. The SHR charged by DIXON constitutes full and complete compensation for DIXON services including labor costs, overhead, and profit but not Reimbursable Expenses.
 - 3. The Standard Hourly Rates per employee classification listed in Attachment C-2 do not include reimbursable expenses. The estimated Reimbursable Expenses are NOT calculated and averaged over the classification rate.
 - a. The estimator calculates the number of days a project is expected to require and calculates manpower required to match number of hours and services required.
 - b. The estimator then calculates Reimbursable Expenses based on the same criteria.
 - c. Both the total manpower estimate, and Reimbursable Expenses total estimate are added. And the total estimate is included in the fee schedule shown in Attachment C-1.
- B. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services. The Lump Sum Method fee charged by DIXON constitute full and completed compensation for DIXON's services including labor costs, overhead, and profit, and reimbursable expenses.
- C. The Lump Sum Method is more commonly used by DIXON for portions of the Phases where DIXON has control over a greater percentage of unknowns, such as the Technical Specifications, Bidding and Contract Documents, and Post Construction Phases excluding fees for Additional Services.
 - 1. DIXON may use a Lump Sum for the entire project.

- D. Unit Price (UP) Method: Can be considered individual Lump Sum amounts. Reimbursable expenses are calculated and included in Unit Price methods.
 - 1. The Unit Price Method is used when DIXON completes Hold Point Observations, Project Progress or Preconstruction Meetings, known, controlled portions of the Contract and unknown Post Construction (Additional Services).
 - 2. Exhibit J Amendment: If Amendment changes Scope of Services then Additional Services may be negotiated Lump Sum or Standard Hourly Rate Method.
 - 2. Exhibit B Antennas: LS, UP, or SHR or Combination per Exhibit K based on type of services.
 - 3. Exhibit K Addendum: Addenda items (if any) may be negotiated according to any agreed method.
 - 4. Subconsultants or Subcontractor Service Fees are not included in the SHR, LS, or UP methods. DIXON will invoice for Subconsultant's or Subcontractor's actual invoiced amount times a factor of 1.20. The 1.20 factor includes DIXON's overhead and profit associated with DIXON's responsibility for the administration of such services.
- E. Not every Method of Rate Calculation may be used in this or any Contract, but every contract may be amended by using Exhibit K. If additional Work proposed in Exhibit K involves a different Method of Rate Calculation, it will be clearly defined herein.

C1.03 Definitions including Limitations:

- A. Basic Services to be performed are identified as Basic Services in Exhibit A, or by reference, in the General Conditions (GC-700-18) of the Owner/Contractor Construction Documents. Basic Services are generally calculated using the SHR method. These services are contracted services and thus are prior authorized.
- B. RPR Services contractually agreed services per Exhibit A or by reference, in the General Conditions (GC-700-18) of the Owner/Contractor Construction Document RPR services. These services are primarily observation during the Construction phase. RPR Services are generally calculated using the SHR method for Full Time or Daily services and by Unit Price for Hold Point Observations. Often a Contract for RPR services involves a combination of the SHR and the Unit Price method. These are contracted services and thus are prior authorized.
- C. Contingent Services some services are Basic to every contract such as Preconstruction Meeting and review of Final Pay Request. Other Basic Services and the Project Manager's time associated with them are unknown. Some services are not used on all projects, such as review of multiple Pay Requests, Change Orders, Field Orders, and Work Change Directives. These are services which may or may not be needed, and thus Contingent. Contingent Services are generally calculated using the SHR method but may be Lump Sum or Unit Price method. These are contracted services and thus are prior authorized.
- D. Additional Services are services outside of the Scope of Services as defined in Exhibit A. These are NOT contracted services and prior authorization in the form of Exhibit K- Addendum to Agreement is required. The calculation of fees is Work dependent and may be calculated by the SHR method, or Lump Sum or Unit Price.
- E. Antenna Services are defined in Exhibit B and authorized by Exhibit K – Antenna Addendum. The calculation of the services is usually a combination of Unit Price and SHR methods. These are contracted services (by addendum) and thus are prior authorized.

C1.04 Fees:

- A. Contracted Fees are detailed in this Exhibit C Attachment 1.
- B. Contingency Allowance Fees if identified or requested, are intended to allow the flexibility to continue the Project and Services, without the need for an Addendum for additional fees. Contingent Fees may be transferred within the Project Phase or transferred to other project Phases as needed. Transfer does not require prior authorization. It is intended that any fees in this Contingency be used when other accounts are exhausted or minor Additional Services are

required. Contingency fees unused will not be invoiced. Basic and/or RPR Fees may be increased to accomplish the same benefits of a Contingency Allowance.

- C. Set-Off Fees contractual Set-off: (Applies to Construction and Post Construction Phases only) as defined in the Technical Specifications and General Conditions of the Owner/Contractor Contract, is a Contractually agreed remedy for small violations or nonadherence of the Contract terms which result in extra or unnecessary expenses to the Owner. The cost for these unnecessary expenses are not foreseen and cannot be calculated. They are the same SHR or Unit Price method, that had the service been necessary would have been invoiced to Owner. These services generally do not require prior approval of Owner, because they are required in the administration of the Contract. Set-off fees are invoiced to the Owner, who pays DIXON. The Owner can then Set-off these charges from amounts owed to the Contractor.
1. A few examples of Set-off Fees are when the Owner has incurred extra charges or engineering costs related to:
 - a. Excessive submittal review,
 - b. Excessive evaluations of proposed substitutes,
 - c. Tests and inspections, or return Hold Point Observations to complete Field Work that were determined to be a failed inspection and,
 - d. Work is defective, require correction or replacement including additional inspection costs.
 2. Set-off is only used during the Construction and Post Construction Phases where additional Observation or engineering services are required to correct failed Work.

C1.05 Estimated Fee:

- A. The SHR Method of Rate Calculation is an estimate. The SHR Method is prepared based on extensive experience and is intended to be conservative.
1. Calculating SHR includes, DIXON's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to DIXON under the agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to DIXON that the total compensation amount thus estimated will be exceeded, DIXON shall give Owner notice thereof, allowing Owner to consider its options, including suspension or termination of DIXON's services for Owner's Convenience. Upon notice, Owner and DIXON promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate DIXON's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by DIXON, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend DIXON's services during the negotiations and DIXON exceeds the estimated amount before Owner and DIXON have agreed to an increase in the compensation due DIXON or a reduction in the remaining services, then DIXON shall be paid for all services rendered hereunder.
 3. The requirements of minimum work hours and weeks shall remain in effect through negotiations and the minimum requirements of these paragraphs are not negotiable. An RPR is a professional, and if he remains on Site, he is guaranteed the minimum number of hours. Negotiations may Full Time or Daily RPR to Hold Point Observation Services or reduce the number of Daily Inspections. Then minimum hour requirements apply only to demobilization if RPR was Full Time.

C1.06 DIXON's Reimbursable Expenses Schedule and Standard Hourly and Overtime Rates:

- A. Attached to this Exhibit C is Attachment C-2, Standard Hourly Rate and Reimbursable Expense Schedule
- B. Annual Cost Adjustment – January 1 each year.

1. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually as of the first January 1 date past expiration date printed on Attachment C-2 to reflect equitable changes in the compensation payable to DIXON. Proposals sent after August 1st will have Attachment C-2 with effective rates through December 31 of the subsequent year.
2. Unit Price for Hold Point observations and Lump Sum items shall be increased at the same time as hourly rate by the same percentage increase as Standard Hourly Rates.
3. Notification of these cost adjustments, or the issuance of an Addendum or Change Order are not required, but DIXON shall endeavor to so advise. Failure to supply notification does not waive the right for implementing rate increases.

PART 2 INVOICING AND PAYMENT for Services in EXHIBIT A per EXHIBIT C-1:

- A. Preparation and Submittal of Invoices: DIXON will prepare invoices in accordance with its standard invoicing practices and the terms of this Exhibit C and Attachments C-1 and C-2. DIXON will submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. Small monthly invoices may be held by DIXON only, for a month or more and combined.
- B. Application to Interest and Principal: Payment will be credited first to any interest owed to DIXON and then to principal.
- C. Failure to Pay: If Owner fails to make any payment due DIXON for services and expenses within 30 days after receipt of DIXON's invoice, then:
 1. Amounts due DIXON will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said 30th day.
- D. Disputed Invoices: If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise DIXON in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

SUMMARY OF DIXON'S COMPENSATION FEES SCHEDULE of VALUES

1. The total compensation for services under this Agreement is the estimated total compensation amount of **Five Thousand Dollars, \$5,000** and summarized as follows:

Schedule of Values				
Description of Services	# of Units	Unit Price	Amount	Basis of Compensation
A1.02-Technical Specifications			\$4,000	Lump Sum
A1.03-Bidding and Contract Documents			\$1,000	Lump Sum
Total				

2. In the event of a conflict with the number in the Total and the written amount in 1 above or with the number on the Signature Page, the first governance shall be a review of math in this schedule of values.
3. DIXON may alter the distribution of compensation consistent with services actually rendered between individual phases of Basic and RPR Service with unused fees calculated by any method. Reallocation of fees shall not result in a total fee in excess of the total compensation amount unless approved by the Owner.

EXHIBIT C ATTACHMENT C-2: Agreement Between
Owner and DIXON

STANDARD HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate</u>
Principal	\$265.00	
Project Manager	\$160.00	\$240.00
Engineer	\$165.00	\$248.00
CWI Welding Inspector	\$145.00	\$218.00
DIXON Level 3 or NACE certified Level 3 RPR	\$110.00-\$145.00	\$165.00-\$217.00
DIXON Level 2 or NACE Level 2 RPR	\$100.00-\$118.00	\$150.00-\$177.00
DIXON Level 1 or NACE Level 1 RPR	\$90.00-\$100.00	\$135.00-\$150.00
Contract Support Staff	\$115.00-\$140.00	\$173.00-\$210.00

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.75/mile + tolls	\$0.65/mile
Lodging	\$130.00 per diem	\$120.00 per diem
Meals	\$49.00 per diem	\$45.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2021 (Revised: 8/6/2020)

**GENERAL PROVISIONS AND RELATED CONDITIONS FROM AGREEMENT OR
EXHIBITS**

GP1.00 Time for Completion:

- A. If there is a change in the Scope of Services, or in Scope of Project, if Projects are delayed or suspended through no fault of DIXON, if the orderly and continuous progress of DIXON's services is impaired, if the agreed periods of time or dates are changed, then the time for completion of DIXON's services, and the rates and amounts of DIXON's compensation, shall be adjusted equitably. Delay of Projects by Owner or Contractor until the next season (past the expiration date of EXHIBIT C ATTACHMENT 1 and 2), is considered a Change in Scope of Services and the rates and amounts of DIXON's compensation shall be adjusted equitably in accordance with the succeeding year's EXHIBIT C ATTACHMENT 1 and 2.
- B. Owner shall give prompt written notice to DIXON whenever Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of DIXON's services; the presence at the Site of any Constituents of Concern; or any relevant, material defect or nonconformance in: (a) DIXON's services, (b) the Work, (c) the performance of any Contractor, or (d) Owner's performance of its responsibilities under this Agreement.
- C. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay DIXON's performance of its services.
- D. If DIXON fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

GP1.01 Opinions of Probable Construction Cost:

- A. DIXON's opinions (if any) of probable Construction Cost are to be made on the basis of DIXON's experience, qualifications, and general familiarity with the construction industry. However, because DIXON has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive Bidding or market conditions, DIXON cannot and does not guarantee that proposals, Bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by DIXON.

GP1.02 Standards of Performance and Compliance with Laws and Regulations:

- A. Standard of Care: The Standard of Care for all services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of this subject profession practicing under similar circumstances at the same time and in the same locality.
- B. Technical accuracy: Owner shall not be responsible for discovering deficiencies in the technical accuracy of DIXON's services. DIXON shall correct deficiencies in technical accuracy without additional compensation unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. Reliance on Others: Subject to the Standard of Care set forth above in Paragraph GP1.02. A, DIXON, and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers and the publishers or technical standards.
- D. DIXON will make visits to the Site at intervals appropriate to the various stages of construction as DIXON deems necessary in order to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, DIXON, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents.

- E. DIXON shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall DIXON have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor's furnishing and performing of its work. DIXON shall not be responsible for the acts or omissions of any Constructor or for Constructor's compliance with Laws and Regulations.
- F. DIXON makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Contractor.
- G. DIXON shall not be responsible for any decisions made regarding the construction Contract requirements, or any application, interpretation, clarification, or modification of the construction Contract documents other than those made by DIXON or its consultants.
- H. DIXON's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of the Section 975 of the Dodd-Frank Wall Street Reform and the Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements, or (4) providing legal advice or representation.

GP1.03 Use of Documents:

- A. All Documents are instruments of service, and DIXON shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of DIXON) whether the Project is completed or not. NOTE: A delayed project may require revisions of the Bid and/or Contract Documents.
 - 1. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. DIXON grants Owner a limited license to use the Documents on the Project. Owner shall not use, reuse, or modify the Documents without written verification, completion, or adaptation by DIXON. The limited license to Owner shall not create any rights in third parties.

GP1.04 Suspension and Termination:

- A. Suspension:
 - 1. By Owner: Owner may suspend the Project for up to 90 days upon seven days written notice to DIXON.
 - 2. By DIXON: DIXON may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay DIXON for invoiced services and expenses, or in response to the presence of Constituents of Concern at the Site.
- B. Termination: The obligation to provide further services under this Agreement may be terminated.
 - 1. For cause, by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - 2. By DIXON:
 - a. Upon seven days written notice if Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional; or if services for the Project are delayed or suspended for more than 90 days for reasons beyond DIXON's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - b. DIXON shall have no liability to Owner on account of either such termination. This Agreement will not terminate; however, if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof.

3. For convenience, by Owner effective upon DIXON's receipt of notice from Owner.
- C. Effective Date of Termination: The terminating party under Paragraph GP1.04 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow DIXON to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. Payments Upon Termination:
 1. In the event of termination by Owner or by DIXON for cause, DIXON shall be entitled, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.
 2. The scheduled time period between Contract Award and the physical start of Construction, or if Construction is postponed for the off season (winter), shall not be considered a "suspension."

GP1.05 Controlling Law and Compliance with Laws and Regulations:

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located. DIXON and Owner shall comply with state Laws and Regulations of state of Project.
- B. DIXON shall comply with any and all instructions of Owner, and all requirements of Contractor's or Owner's safety program that are applicable to DIXON's performance of services under this Agreement and that Owner provides to DIXON in writing, prior to the Effective Date; subject to the Standard of Care set forth in Paragraph GP1.02.A above, and to the extent compliance is not inconsistent with professional practice requirements.
- C. The following may be the basis for modifications to Owner's responsibilities or to DIXON's scope of services, times of performance, or compensation:
 1. Changes after the Effective Date to Laws and Regulations.
 2. The receipt by DIXON; or changes after the Effective Date of Owner-provided written policies and procedures.
- D. The General Conditions for any construction contract documents prepared hereunder are to be EJCDC C-700-18 "Standard General Conditions of the Construction Contract" (2018 Edition), prepared by the Engineer's Joint Contract Documents Committee, and as modified by DIXON unless expressly indicated otherwise. If Owner supplied General Conditions are used, then DIXON supplied Additions shall also be used to the extent they do not conflict with Owner's.

GP1.06 Dispute Resolution

- A. Owner and DIXON agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking nonbinding mediation or exercising their rights at law.
- B. If negotiations fail then Owner and DIXON shall proceed to nonbinding mediation before a panel of three, one panel member selected by each party, and one mutually agreeable person. The only requirements are that neither party have any financial or relational control over any panel member. DIXON will select, based on expertise in the area of dispute. (DIXON pays fees for their panel member, Owner pays fees of their member and third member's fees are to be paid as direct by the panel, even if their final dispute resolution is not accepted).
- C. After one trial mediation, unless an additional attempt is accepted by both parties either party may exercise their rights at law.

GP1.07 Environmental Condition of Site:

- A. Owner represents to DIXON that as of the Effective Date to the best of Owner's knowledge, that there are no Constituents of Concern, other than those disclosed in writing to DIXON, exist at or adjacent to the Site.

- B. Constituents of Concern in the Coating Industry- DIXON and Owner acknowledge that the coating industry may generate hazardous waste or Constituents of Concern (C of C) when removing old coatings, C of C may be existing in soils from coating removal in the past, and some gasket materials contained asbestos. Old coatings may contain heavy metals such as lead, chrome, and cadmium. Hazardous solvents may be present in new coatings, thinners, or used in the cleaning of equipment. These materials may be C of C but are considered Known C of C.
- C. If DIXON Encounters or learns of an undisclosed Constituents of Concern at the Site, then DIXON shall notify Owner. State and Federal notifications, if required, are the responsibility of the Owner.
- D. Owner acknowledges that DIXON is performing professional services for Owner and that DIXON is not and shall not be required to become an “owner,” “arranger,” “operator,” “generator,” or “transporter” of hazardous substances, as determined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with DIXON’s activities under this Agreement.

INSURANCE REQUIREMENTS AND LIABILITY CONCERNS

The Agreement is supplemented to include the following agreement of the parties:

IR1.00 Insurance:

- A. The limits of liability for the insurance required on this project are as follows:
- B. By DIXON:
 - 1. Workers' Compensation: Statutory
 - 2. Employer's Liability --
 - 1) Bodily injury, each accident: \$1,000,000
 - 2) Bodily injury by disease, each employee: \$1,000,000
 - 3) Bodily injury/disease, aggregate: \$1,000,000
 - 3. General Liability --
 - 1) Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - 2) General Aggregate \$2,000,000
 - 4. Excess or Umbrella Liability
 - 1) Per Occurrence: \$5,000,000
 - 2) General Aggregate: \$5,000,000
 - 5. Automobile Liability
 - 1) Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000
 - 6. Professional Liability --
 - 1) Each Claim Made \$2,000,000
 - 2) Annual Aggregate \$2,000,000
- C. Additional Insured's: The following individuals or entities are to be listed on DIXON's general liability policies of insurance as additional insured's: Owner and other parties requested by Owner Electronic Data Transmittal Protocol within reason.
- D. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and DIXON's interests in the Project. Owner shall also require Contractor to cause DIXON and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- E. DIXON shall deliver to the Owner certificates of insurance evidencing the coverages. Such certificates shall be furnished prior to commencement of DIXON's services and at renewals thereafter during the life of the Agreement.
- F. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against DIXON or its Consultants. Owner and DIXON waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner shall take appropriate measures in other Project-related contracts to secure waivers of rights.
- G. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- H. At any time, Owner may request that DIXON or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit IR. If so, requested by Owner, and if commercially available, DIXON

shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit IR will be supplemented to incorporate this requirement.

I. Definitions:

1. Owner and Party 1 is Owner and Owner's officers, directors, membership, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.
2. DIXON and Party 2 is DIXON and/or DIXON's officers, directors, members, partners, agents, employees, consultants, subcontractors, or others under contract to DIXON relative to this Project or Agreement.

IR1.01 Limitation of Liability:

- A. DIXON's Liability Limited to Amount of Insurance Proceeds: DIXON shall procure and maintain insurance as required by and set forth in Exhibit IR to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by Laws and Regulations, the total liability, in the aggregate, of DIXON and Party 2 to Owner and anyone claiming by, through, or under Owner shall not exceed the total insurance proceeds paid on behalf of or to DIXON by DIXON's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of DIXON's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement

IR1.02 Exclusion of Special, Incidental, Indirect, and Consequential Damages:

- A. To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision in the Agreement. DIXON and Party 2 shall not be liable for special, incidental, indirect, or consequential damages arising out of, or related to this Agreement or the Project, from any cause or causes, including but not limited to: damage to water supply or reduction in fire protection.

IR1.03 Percentage Share of Negligence:

- A. To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming under the other party for damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

RESOLUTION #2021-03

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JONES AND HENRY ENGINEERS, LTD. AND DECLARING AN EMERGENCY

WHEREAS, the Village of Ada desires to enter into an agreement for engineering services related to a new generator automatic transfer switch and small scale SCADA system,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA:

Section 1: That the Mayor be and is hereby authorized to enter into an agreement with Jones and Henry Engineers, LTD, upon the terms agreed upon between the village and said company consistent with the form attached hereto, marked Exhibit A, and by the reference incorporated herein.

Section 2: The Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare, the particular necessity being the need to immediately execute the agreement within the time set forth therein. Therefore, this Resolution shall go into immediate effect.

PASSED: _____

MAYOR

ATTEST:

FISCAL OFFICER



February 5, 2021

Mr. Jamie Hall
Village Administrator
Village of Ada
115 West Buckeye Avenue
Ada, Ohio 45810

**Subject: Proposal for Engineering Services for
Water Treatment Plant Improvements**

Dear Mr. Hall:

Jones & Henry Engineers is please to submit our proposal to the Village for engineering services related to a new backup power generator automatic transfer switch (ATS) and upgrades to the SCADA system. We have detailed the scope of these improvements in our 2019 Water Treatment Plant Study.

The ATS is required to avoid interrupted treatment during power outages. This would keep Village personnel from having to go onsite to switch over to generator and limit the downtime during an outage. It is also a safety net in case a power outage is not realized. The new SCADA system would allow plant personnel to monitor and control plant processes. The requested system would include monitoring elevated storage and clearwell levels to control high service pumping.

In general, our proposed scope of services includes the following tasks:

1. Attend a project kickoff meeting to discuss the scope of work, expected deliverables and project schedule. A project memorandum will be prepared to summarize the project budget, scope of work, deliverables and schedule.
2. Prepare a preliminary design and specifications showing the proposed work for review by the plant staff. We will review documents at the wtp. Comments to then be incorporated.
3. Prepare contract documents including design plans and specifications necessary for the public bidding of the improvements. The contract documents shall be prepared to include any special requirements or standards required by the Village.
4. Assist the Village with the bid process for selecting a construction contractor to perform the proposed improvements. This task will include responding to bidder's questions, attending a pre-bid meeting and review of bids received by the City.
5. Construction Engineering including responding to Contractor's questions, shop drawings, submittal review, progress payment review, change orders, as-built drawing completion and participation in construction progress meetings.

The Engineer's Opinion of Cost for these improvements was sent in October, 2020. The document is attached for reference.

We understand engineering and construction activities on the elevated tanks will be performed by others concurrently with our services.

Mr. Jamie Hall
February 5, 2021
Page 2

Engineering Fees

We will perform the work on a time and expense basis for the estimated not to exceed fee of \$13,000 without authorization from the Village.

All of the above mentioned services will be performed by or under the direct supervision of a professional engineer. The standard of care for all professional engineering performed by Jones & Henry Engineers, Ltd. will be the care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality. Jones & Henry makes no warranties, express or implied, in connection with the services described in this proposal.

If you have any questions while reviewing this proposal, do not hesitate to contact me by phone or email: jmeinerding@jheing.com.

Sincerely,

JONES & HENRY ENGINEERS, LTD.



Jake Meinerding, P.E.
Principal, Director of Water

C: Pete Latta, J&H
Gary Williams, J&H

Enc.

Village of Ada

Statement of Cash from Revenue and Expense

From: 1/1/2021 to 1/31/2021

Funds: 101 to 706

Include Inactive Accounts: No

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Message
101	GENERAL FUND	\$2,985,187.35	\$172,172.82	\$95,133.42	\$3,062,226.75	\$329,906.51	\$2,732,320.24	
201	STREET FUND	\$626,897.35	\$13,084.08	\$20,852.00	\$619,129.43	\$120,740.80	\$498,388.63	
202	HIGHWAY FUND	\$60,483.73	\$2,430.59	\$0.00	\$62,914.32	\$0.00	\$62,914.32	
203	PERMISSIVE MOTOR VEHICLE FUND	\$365,553.13	\$2,160.44	\$0.00	\$367,713.57	\$0.00	\$367,713.57	
207	CARES FUND	\$91,501.76	\$0.00	\$428.24	\$91,073.52	\$80,139.87	\$10,933.65	
240	SPECIAL ASSESSMNT - STREET LIGHTS	\$63,988.34	\$0.00	\$3,257.65	\$60,730.69	\$61,742.35	(\$1,011.66)	
250	POOL FUND	\$532,115.38	\$13,268.42	\$831.16	\$544,552.64	\$21,452.93	\$523,099.71	
301	CAPITAL PROJECTS FUND	\$752,288.76	\$0.00	\$0.00	\$752,288.76	\$0.00	\$752,288.76	
350	BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
405	POOL DEBT SERVICE FUND	\$6,504.71	\$0.00	\$0.00	\$6,504.71	\$55,037.71	(\$48,533.00)	
450	G. O DEBT FUND	\$48,557.39	\$0.00	\$0.00	\$48,557.39	\$182,466.27	(\$133,908.88)	
501	WATER FUND	\$774,439.59	\$57,536.13	\$36,800.07	\$795,175.65	\$221,027.68	\$574,147.97	
504	UTILITY DEPOSIT FUND	\$62,485.21	\$3,800.00	\$2,600.00	\$63,685.21	\$0.00	\$63,685.21	
510	WATER CAPITAL IMPROVEMENT FUND	\$669,126.45	\$0.00	\$0.00	\$669,126.45	\$0.00	\$669,126.45	
515	WATER DEBT RETIREMENT FUND	\$454,366.84	\$4,892.71	\$0.00	\$459,259.55	\$63,914.09	\$395,345.46	
530	SEWER FUND	\$1,446,718.43	\$64,229.69	\$28,739.28	\$1,482,208.84	\$288,664.84	\$1,193,544.00	
535	SEWER CAPITAL IMPROVEMENT FUND	\$699,472.66	\$16,143.30	\$0.00	\$715,615.96	\$0.00	\$715,615.96	
540	SEWER DEBT RETIREMENT FUND	\$832,102.06	\$53,395.53	\$0.00	\$885,497.59	\$954,144.51	(\$68,646.92)	
560	STORM SEWER FUND	\$871,875.08	\$25,903.49	\$0.00	\$897,778.57	\$0.00	\$897,778.57	
565	STORM SEWER DEBT FUND	\$96,348.58	\$0.00	\$0.00	\$96,348.58	\$121,134.99	(\$24,786.41)	
570	REFUSE FUND	\$59,476.00	\$23,331.58	\$0.00	\$82,807.58	\$260,000.00	(\$177,192.42)	
601	POLICE PROBATIONARY CLOTHING PYMTS	\$1,440.00	\$80.00	\$0.00	\$1,520.00	\$0.00	\$1,520.00	
701	UNCLAIMED FUND	\$19,481.58	\$0.00	\$0.00	\$19,481.58	\$0.00	\$19,481.58	
702	FIRE DAMAGE FUND	\$1,983.50	\$0.00	\$0.00	\$1,983.50	\$0.00	\$1,983.50	
705	MYER BOND FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total:		\$11,522,393.88	\$452,428.78	\$188,641.82	\$11,786,180.84	\$2,760,372.55	\$9,025,808.29	

Village of Ada Monthly Bank Report

Banks: 5/3 to STOHHEALTH

As Of: 1/31/2021

Include Inactive Bank Accounts: No

Bank	Description	Beginning Bal.	MTD Increases	MTD Decreases	Ending Bal.
CDARS	LIBERTY NATIONAL BANK CDARS PROGRAM	\$7,780,639.32	\$1,005,491.62	\$0.00	\$8,786,130.94
LNB	LIBERTY NATIONAL BANK	\$2,732,810.90	\$1,452,274.95	\$1,188,653.86	\$2,996,431.99
Payroll	Liberty Payroll Bank	\$3,617.91	\$0.00	\$0.00	\$3,617.91
STOH	STAR OHIO BANK	\$1,005,325.75	\$59.19	\$1,005,384.94	\$0.00
Grand Total:		\$11,522,393.88	\$2,457,825.76	\$2,194,038.80	\$11,786,180.84

Monthly Report to Council - Community Services

Date by Month	Motorist Assist	Presentations	Depot Service	Escorts	House Checks	School Patrol
January 2021	7	0	0	2	0	2
Sum	7	0	0	2	0	2
Grand Total	7	0	0	2	0	2

Monthly Report to Council - Enforcement

<i>Date by Month</i>	<i>Incarceration</i>	<i>Summons</i>	<i>Juvenile Arrests</i>	<i>Citations</i>	<i>Parking Tickets</i>	<i>Warnings</i>
<i>January 2021</i>						
Sum	2	1	0	9	11	62
Grand Total	2	1	0	9	11	62

Monthly Report to Council - General Stats

<i>Date by Month</i>	<i>Patrol Miles</i>	<i>Assists</i>	<i>Calls For Service</i>	<i>Officer Initiated Activity</i>	<i>Reports Taken</i>
January 2021					
Sum	5339	8	102	144	21
Grand Total	5339	8	102	144	21

Monthly Report to Council - Squad/Fire/Accidents

<i>Date by Month</i>	<i>Assists to Fire Dept</i>	<i>Assist to Squad</i>	<i>Injury Accidents</i>	<i>Property Accidents</i>
<i>January 2021</i>				
Sum	0	6	0	0
Grand Total	0	6	0	0