

**CITY OF MAYFIELD HEIGHTS
COMMITTEE OF THE WHOLE MEETING MINUTES
November 9, 2016**

The Committee of the Whole meeting was called to order at 6:30 P.M. by Council President Gayle Teresi.

ROLL CALL: **PRESENT:** Mr. Robert DeJohn, Mrs. Donna Finney,
Mr. Donald Manno, Mr. Joe Mercurio,
Mrs. Susan Sabetta, Mrs. Diane Snider,
Mrs. Teresi.
ABSENT: None.

Also present were Mayor Anthony DiCicco, Service Director Joseph Fornaro and Deputy Clerk of Council Lisa Benedetti.

The purpose of the meeting was to interview the four finalists from the RFPs for professional engineering services.

6:30 P.M. - The C.W. Courtney Company

Christopher Courtney and Doug Courtney, 700 Beta Drive, Mayfield, were in attendance. Mr. C. Courtney stated the company was founded in 1903 by their great-grandfather and has been in business over 100 years. They are engineers for five municipalities; Gates Mills, Hunting Valley, Chardon, Richmond Heights, and Brooklyn. They do private work as well. They have a special expertise for municipal engineering and designing and funding public infrastructure. He distributed a spreadsheet of money the company has procured for its municipal clients from various sources. This is an important component for their clients.

Mr. DeJohn stated the City's engineer has prepared a five year road program. Would it be difficult to come in and pick up on this plan? Mr. C. Courtney replied not at all. They would review it to see if they agree with the recommendations and then they would develop year by year scope of work and budgets. They would then evaluate it annually to see if the order of the work is still accurate. Mr. DeJohn asked if the review of that plan would fall under the retainer fee. Mr. C. Courtney stated he believes it would be a retainer item. To administer it would be separate project. Mr. DeJohn asked how their company is different. Mr. C. Courtney replied they are close and they understand how the community works as they have completed a lot of private jobs in the City. They have a good relationship with the City's Building Department. They have a good working infrastructure along the east side of town due to his role as engineer for the Village of Gates Mills. He does not think that would create conflicts. The City would be represented by a principal owner, himself, and his brother would be his backup. They also have great relationships with various agencies at the state, county and local levels. The company size as an outsourced engineering firm is perfect for Mayfield Heights. Mr. DeJohn asked if they have a traffic engineer on staff. Mr. C. Courtney stated they do not; they outsource it. Sometimes they use the same traffic engineer the City uses.

Mr. Mercurio noted the company has 19 employees and is contracted with five municipalities. Would there be a concern with picking up another municipality. Mr. C. Courtney replied no. They have found they are able to allocate their resources as the work load dictates. If they have to add staff, they will. Mr. Mercurio asked what other work would be outsourced. Mr. C. Courtney stated geotechnical, structural, environmental/wetland streams. They have relationships with multiple firms who do this type of work.

Mrs. Teresi asked how many construction coordinators they have. Mr. C. Courtney replied there is one in house who oversees the inspection department in the field. They have a construction manager who handles the in office function. Depending on the amount of work going on, they have a half dozen construction inspectors who work in the field. Mr. D. Courtney added they are personally involved with their own construction projects on a daily basis.

Mr. Mercurio stated the RFPs did not show hourly rates for the outside sources. Mr. C. Courtney stated nothing would be higher than their highest billing category.

Environmental would be along the lines of a registered professional engineer and assistant engineer. A GIS Technician would be akin to a draftsman or designer. Mr. D. Courtney added when they know they will need outside contracting they will solicit proposals. It would be a portion of their project proposal. Mr. C. Courtney noted they do not mark up those proposals.

Mayor DiCicco commented there is not a listing of a construction person in the RFP. Mr. C. Courtney stated their names. The Mayor asked what the hourly rate is. Mr. C. Courtney replied it would be billed out as assistant engineers.

Mrs. Teresi asked if they handle any hazmat type work. Mr. C. Courtney replied they do not handle asbestos or hazardous material. Mrs. Teresi explained the City is looking at an old shopping center as a potential redevelopment project and the assumption is there would be abatements of some sort. Is that something they are familiar with or could handle? Mr. C. Courtney stated a number of consultants would be needed in some order depending on what was found and needed from assessment to demolition to constructing and partnering on the development. Mrs. Teresi asked what if a lot of remediation is needed. Mr. C. Courtney stated again it would depend on what was needed. There are specialists who would work with the City, law director and city engineer. They could serve to quarterback and organize with the other consultants on behalf of the City. They are familiar with the process, but do not do the actual work.

Mr. Manno asked what kind of track record they had for jobs completed on time and on or under budget. Mr. D. Courtney replied a very good record. They give a contractor a deadline or they face liquidated damages. Budgets are kept unless something comes up that was a major unforeseen incident. Mr. Manno asked if they have jobs that were quoted at an amount and then later it comes back that certain things were not covered under the contract or something came up. In other words when a job is quoted, do they try to cover any contingency so they do not have to come back later asking for more money. Mr. D. Courtney replied they require a 10% contingency that is held as part of the project budget. However, no job is perfectly clean from a construction site with any unforeseen conditions. It could happen that once construction begins and pavement is pulled out that a problem with a sewer is found that has to be fixed. Mr. C. Courtney added they are big on communication in pre-construction meeting with contractors. They make it clear to the contractor that approvals are needed for extra work. Their job is to manage that and keep their clients informed.

Mrs. Teresi asked what depth of knowledge and experience they have for storm sewer and sanitary issues. Mr. C. Courtney stated they both have been involved with the Euclid and Chagrin Rivers watershed councils on helping to draft the model ordinances for stormwater management and Phase II stormwater compliance. He lectures regularly on the Phase II subject, flooding and stormwater control. He sat on the county board of health, which wrote the manual to help homeowners manage stormwater. They have been involved with the Regional Sewer District writing their stormwater fee credit manual. He is routinely called as an expert in lawsuits on these issues. He has 30 years of experience dealing with these issues.

Mr. DeJohn asked when obtaining grants are they proactive and do they have the same advantage as other engineering companies. Mr. C. Courtney replied absolutely, as the spreadsheet shows over the last decade they have secured over \$20 million. They are very good at pre-scoring applications in order to get more points.

Mrs. Finney asked about the cost of outsourcing; how would that be approved by the City. Mr. C. Courtney stated they solicit proposals and recommend to the City the best one. The contract would be directly with the City, so there is no additional cost added on for the engineering company, but the engineer would coordinate with the outside contractor.

Mrs. Sabetta asked Mr. C. Courtney to go back to the Chagrin River Partnership since Mayfield Heights is part of that group. Mr. C. Courtney stated he did write the SWIFT grants for three municipalities and are in touch with the Chagrin River Board of Trustees regularly.

Mrs. Teresi thanked them for coming. Mr. C. Courtney said no matter the outcome of these RFPs, he invited the members to reach out to them with questions.

The interview was ended at 7:01 P.M.

Mrs. Sabetta asked what the cost of the construction coordinator was. Mr. Mercurio stated it was listed at \$66.00/hour.

7:03 P.M. - AECOM

Molly Page, Greg Cifra and John Bernot, 1300 East 9th St., Cleveland, were in attendance. Ms. Page stated they have 500+ engineers covering various services. They are able to provide any services the City may need. They also have the ability to bring in any specialized services from their other branches.

Mr. Cifra reviewed what they have done for the City to date including the road program, stormwater improvements, architectural landscaping. The company has procured grant money for the City. He distributed a spreadsheet, which compared costs for eight years with the amount of grant money (over \$1.8 million) obtained. He compared this with the amount AECOM has invoiced the City. There are three types of cost; the annual retainer, billing for each plan review, which are billed back to the developer so there is no cost to the City, and special project costs. Not counting the developer costs, their total cost has been just over \$1.8 million. Compared to the grants received, the amounts almost match. They are current working with ODOT for the SOM Center project to be done in 2017 and they are looking at funding for this project. The state is looking at funding over \$600,000 to the City and two grants submitted through the county are \$200,000 and \$250,000, which are pending.

Mr. Bernot stated he has been the engineer for the road program for eight years for the City. He oversees this and makes sure the work is done properly and efficiently so more work is not done that is not needed. Over the eight years the contracts awarded have been \$5.4 million and the amount paid out has been \$5 million. He believes it is a value added by him being there so he can make adjustments as needed. There is continuity of the road repairs as well. Periodically a ranking of the streets is done. In the eight years, repairs have been made to 212 streets with some of them getting repaired twice. This covers crack sealing to resurfacing to emergency repairs. He was involved with the Mayfield Road project with the design process and the traffic control and it went very well.

Mr. DeJohn asked how the retainer rate is lower in 2016 on the spreadsheet. Mr. Cifra replied it is only through October, not for a whole year. Mr. DeJohn asked how many hours are covered under the retainer. Mr. Cifra stated it is around 20 hours per month. The invoices sent contain a description of the work done, person performing the service and the hours and hourly rate. He tries to utilize those hours before billing for a special project. Mr. DeJohn asked if there was a traffic engineer on staff. Mr. Cifra replied yes, they have a traffic department based in Cleveland and Akron.

Mrs. Teresi asked why the City has not used their traffic engineers. Mr. Cifra stated the City has always used TMS Engineers with Mike Schweickart. Mrs. Teresi asked if the rate would be comparable. Mr. Cifra stated it probably would be. Mrs. Teresi asked if they would do traffic signals. Mr. Cifra replied they would not go into the traffic control boxes for wiring and reprogramming. That is a specialty that Mike Schweickart has. Mrs. Teresi asked how many municipalities the company works for. Mr. Cifra stated as a city engineer he only works with Mayfield Heights. The company has had contracts with various departments of other government agencies in the area. Mrs. Teresi asked if other engineers work for other municipalities. Ms. Page stated as far as a municipal engineer Mayfield Heights is their focus. They do individual contracts with cities across northeast Ohio and they do serve as the sanitary engineer at the wastewater treatment plant for the City of Rocky River which is a retainer based contract.

Mr. Manno commented the City has a staff person who has been trained by a now retired employee to work on traffic matters. He wondered if that person could do the traffic engineering work. Mr. Fornaro said there is an employee trained, but there are certain things he cannot do. There are different things that TMS does. Mayor DiCicco remarked it was always Howard Fibich, Jr. and TMS working together and they had different roles.

Mrs. Finney asked over the last eight years how much outsourcing has been done. Mr. Cifra replied he did not know of any that were not part of AECOM. They have teamed up with other companies the City has hired on certain projects like the Mayfield Road Corridor.

Mayor DiCicco noted a construction coordinator is listed in the RFP and he asked what the qualifications were. Mr. Cifra stated that has been John Bernot who brings a wealth of experience with him. He knows how to deal with contractors and make sure they do the work completely. The Mayor asked what is he considered. Mr. Bernot replied he has been with the company for 33 years and has gained experience over

various disciplines and specialties. His degree is in civil and construction technologies. He can do some design work and he also mentors their junior staff of inspectors and helps in other disciplines as needed. Mr. Cifra added that other firms would use their city engineer for road work which would cost more. By having Mr. Bernot handle the road work, it allows Mr. Cifra to focus on engineering.

Mrs. Teresi asked how often Mr. Bernot is in the City. Mr. Bernot stated during construction he is here every day. He also works on paperwork in the office, which includes calculating the quantities of work for the pay applications, developing plans and spec books and drawings for projects for the following construction season.

Mrs. Sabetta noted URS merged with AECOM. What are the benefits to the City? Mr. Cifra replied there are more employees and capabilities in specialties that URS did not have. One idea he and Mr. Fornaro discussed was putting together a work database for the City, which would show what the Service Department did and which could be used by both the City and the residents.

Mr. DeJohn wondered if as a large firm they have an advantage over the other firms in getting grants. Mr. Cifra stated they have several employees who formerly worked with agencies and have good contacts.

Mrs. Teresi asked for some examples of work done in other cities that is similar to what is done in Mayfield Heights. Mr. Cifra replied they are working on the stormwater master plan required by the Ohio EPA. They did a similar plan for the Village of Madison. Ms. Page added other projects have been underground infrastructure, design of sewers as well as water distribution mains. Mr. Bernot commented they have a group that does surveys and studies of the City's sanitary sewers and they have done this in other communities. There are large contracts in the City of Cleveland and have worked for the City of Mentor. Ms. Page noted they own their own flow monitoring equipment and CCTV cameras so they can perform sewer inspection as well as flow monitoring within the sewer system.

Mr. Cifra remarked they have put together a five year plan for the roads and he did email all council members this. It has been a great experience for him to be the city engineer and he hopes to continue. Mrs. Teresi asked if they can do abatements. Mr. Cifra replied they to have an entire environmental engineering group that could put together a plan. The testing would be sent out.

Mrs. Snider asked what was happening with the curb issue in the Ashcroft development. Mr. Bernot explained the condition was caused by multiple layers of asphalt and the curb heights were shorter than normal, which compounded the problem. Those streets are listed on the five year plan. Mrs. Snider asked if the curbs would be replaced. Mr. Bernot replied all the asphalt would be stripped off and curbs would be replaced where needed. There is a technique where it would be ground down in the gutter area next to the curb so when the asphalt is put down there is still curbing.

Mrs. Teresi thanked them for coming.

The interview ended at 7:32 P.M.

Mr. DeJohn asked Mr. Fornaro if TMS would only do partial traffic engineering services. Mr. Fornaro did not know. Mr. DeJohn asked why the City would pay for another contract, when some firms have a traffic engineer on staff. Mr. Fornaro replied all the engineers are qualified, but only a few are ODOT qualified, like Mr. Schweickart. Mayor DiCicco asked if Mr. Fornaro liked Mr. Schweickart's work. Mr. Fornaro stated he is and Mr. Schweickart knows the system inside and out and has been with the City since 1979. Mrs. Teresi commented she had called him a couple of times and he never called her back and she had questions for him. Mrs. Snider inquired if Council could hear what he does for the City and Mrs. Teresi agreed that would be good.

7:37 P.M. – Stephen Hovancsek & Associates, Inc.

Susan Hamilton and Andrew Blackley, Two Merit Drive, Richmond Heights were in attendance. Mr. Blackley stated the company was founded in 1961. They specialize in municipal engineering and currently are the engineers in five communities, South Euclid, Highland Heights, Mayfield Village, Orange Village and Highland Hills. They also do work for other communities. They are a small firm, but are hands on. The principals of the firm are the city engineers. They have had long lasting relationships with many of these communities. They have high quality service and personally design the projects and oversee them. They have been very successful in finding funding for their clients also. They have secured over \$34 million over the years. They have surveyors and civil engineers on staff and hire outside consultants for some disciplines,

but there is no additional fee for coordinating the services. Ms. Hamilton added the principals of the firm have collectively 98 years of experience and the firm has 182 years of municipal experience. They really take a hands on approach and the community's satisfaction is important and the residents are also important.

Mr. DeJohn stated there is a five year plan in place for the road program created by another engineer. Would they be able to step in and continue the program and would it cost the City additional money for them to do that? Mr. Blackley replied they are capable of reviewing the document and moving forward from there. Mr. DeJohn asked what the retainer covers. Mr. Blackley stated it covers attendance at various meetings, preparing cost estimates and things of that nature. It could be up to 30 hours per month. There would be no additional fee for whatever is agreed upon to be covered under the retainer. At the end of the year they could look at the number of hours they spend under the retainer portion and perhaps ask for additional compensation in the next year's contract. Mr. DeJohn asked if cameras and flow meters are sub-contracted out. Mr. Blackley said yes. They have found that the county sanitary engineer and the Regional Sewer District have been doing that work now. Mr. DeJohn asked if money could be saved by outsourcing these types of services. Mr. Blackley thinks so, because there is no overhead. Their overhead is low and that is reflected in their rates. They would get estimates before work would proceed.

Mr. Mercurio asked if they have a go to firm. Mr. Blackley said yes. They use Mike Schweickart at TMS for traffic engineering and depending on what type of work, there are various other firms from whom they would get estimates.

Mrs. Teresi asked if they felt they could add another municipality. Mr. Blackley would assign Ms. Hamilton as the engineer for Mayfield Heights. They would hire additional junior staff.

Mayor DiCicco stated a construction coordinator is listed at \$60.00 per hour and asked who it was and their qualifications. Mr. Blackley stated the person is Jim Austin who has a lot of practical experience and he was the building official in Highland Heights. He has a depth of knowledge in practical construction experience and is excellent as a go between the engineer and the contractors.

Mrs. Sabetta asked if any employees are EPA certified. Ms. Hamilton stated she and one other employee are certified professionals in erosion sediment control and storm water quality. She is also a certified flood plain manager and an Ohio EPA Level One data collector. Mrs. Sabetta asked if they have done work with the Chagrin River Watershed group. Ms. Hamilton said yes, as other clients are members and Mr. Blackley added they also have with the Euclid Creek Watershed. Mrs. Sabetta asked about grants. Mr. Blackley replied they have done several SWIF projects and have done several other projects. He and Ms. Hamilton were involved with the first urban wetlands project, which was done in South Euclid.

Mrs. Teresi asked for an example of similar work which would be done for the City. Mr. Blackley stated they do the annual road program, water main design and storm and sewer systems including design.

Mr. DeJohn asked how big of a learning curve is it to come into a City. Mr. Blackley replied they have done it before and they are familiar with the area. They would find out where the City is at with its road program. They would look at the water main system and sewer system. An agency is looking at future suburban sewer projects and identifying them. It would not take them very long once they see the background. Mr. DeJohn asked that if the City would redevelop a large shopping center would they have to call in specialists. Mr. Blackley stated no. Roughly 80% of their workload is devoted to their municipal clients. But they also do private development work. He designed the infrastructure for South Euclid for the new shopping center, Cedar Center, on Cedar Road. They assisted with many other components of that project too.

Mr. Manno asked how good is the company at getting grants. Mr. Blackley stated they are successful with getting funding through the various channels that are available. Ms. Hamilton added they have also done Community Development Block Grants in two communities. Mr. Blackley mentioned there are a few areas in Mayfield Heights that qualify as low income and this may be used for those.

Mr. Mercurio asked what has been their process in designing a road program. Mr. Blackley stated they work closely with the service director. They rate the streets and prioritize them then provide a cost estimate. Once the City authorizes certain streets, they would then survey those streets, work with the Finance Department for

bids, analyze those and make recommendations. They would follow through and oversee the whole process of the project. For big projects they hold town hall meetings for the residents and businesses to explain what they can expect.

Mr. Fornaro asked if they have GSI mapping. Mr. Blackley replied no, they do AutoCAD. They have not found that their clients have that need.

Mrs. Teresi thanked them for coming.

The interview ended at 8:02 P.M.

8:03 P.M. – GPD Group

Joe Ciuni, Dan Gerson and Mo Darwish, 5595 Transportation Blvd., Garfield Heights. Mr. Ciuni stated they have been in business over 55 years and currently have 14 municipalities. There are 350 employees in the area plus others in other states. They have many specialists on staff and know many agencies they have to work with. They pride themselves on municipal engineering and get a lot of funding. They have also done a lot of individual projects.

Mr. Gerson stated he started out working for his father, then went to a large firm, URS, for which he was the city engineer for Mayfield Heights for less than a year and is now with GPD.

Mr. Darwish stated he worked for ODOT prior to GPD. For funding purposes he starts out with the goal of the local share as the least amount. They look at infrastructure to see how it is and then plan what needs to be fixed and how it is going to be paid for. He tries to mix and match the funding. He goes to seven or eight funding sources and works with the City through the whole construction process. For some projects he was able to have the municipality pay only eight cents on the dollar.

Mr. Mercurio asked what period of time is covered by the funding period slide. Mr. Darwish replied it is over 12 years.

Mrs. Finney asked if they have worked with Mayfield Heights before. Mr. Gerson replied he was the City Engineer when he worked for URS. Mr. Ciuni added they work with the Building Department for private projects.

Mrs. Teresi asked how many construction engineers are on staff. Mr. Darwish stated there are 21. Mrs. Teresi asked what projects they have. Mr. Ciuni replied they in Beachwood they replaced some of Richmond Road, resurfaced part of Chagrin and they currently are working on Lee Road in Cleveland Heights and just finished Pleasant Valley Road in Independence. A lot of these jobs are LPA, Local Public Agency projects. They are certified for LPA jobs, which is through ODOT. They have also worked for Solon as inspectors. They did a citywide signal project in Solon. If they do the design, they do the inspection. Mr. Darwish added they also did work for the turnpike in Streetsboro and Lorain. The firm has the capability to do everything from architectural to inspections.

Mr. DeJohn asked when a special project is done, since their RFP only lists hourly rates, is the cost done by percentage. Mr. Ciuni stated no, for a project it is done by hourly rates with an estimate to a maximum fee. He thinks the percentage of construction method is illegal. Mr. DeJohn asked if the hourly rate was standard. Mr. Ciuni replied it is and the hourly rates are the same for all clients. Mr. Darwish added road resurfacing projects do not include design work, but the costs are high so the amount under the percentage method could be expensive, but that is not the right way to go. The hours and effort on those projects are less, so the fee should not be as high.

Mayor DiCicco asked what does the principal in charge fee cover. Mr. Ciuni stated it would be the principal in charge, himself, if he were asked to come to a meeting or oversee a project. Mr. Gerson would be the day to day person. Mr. Darwish mentioned it typically is not the principal on the day to day operations. Mr. Ciuni stated they do not have a retainer fee, which was part of the RFP, so they just came up with a number. If they did have to have one, they would have to define the scope to give a real number. In the other municipalities it is done by hourly rate. Site plan reviews are paid by the applicant, so that is a pass through. Mr. Gerson added they want the client to always call if needed without worrying about using up the monthly retainer. The Mayor inquired if the retainer would be for 20 hours, how that would be. Mr. Gerson stated that would be accurate and Mr. Ciuni stated that would work, but there may be a junior staff person working sometimes.

Mrs. Teresi asked if a less senior employee had to step in would there be something lost. Mr. Gerson stated they all communicate information and the qualification is the same. Mrs. Teresi asked if they usually attend council meetings and

other meetings. Mr. Gerson stated it depends on the city, as to what is required. Others have a flat rate for attendance at a meeting. Mr. Ciuni added he does not attend council meetings unless there is a project or a specific reason to be there. He feels it is better not to have the city engineer in attendance, so they are not put on the spot.

Mrs. Teresi asked about grants they have gotten for other municipalities. Mr. Darwish noted the Streetsboro 480 interchange is one. Projects start with engineering services and then they look at the various funding sources available depending on the type of project. They also have one on SR 82 in Broadview Heights where they had eight different types of funding. They went after funding for the various components of the project to minimize the cost to the client. It depends on the project.

Mr. Fornaro asked if the LPA was for the design or the construction. Mr. Ciuni replied they have done both, but not at the same time, as that is not allowed.

Mrs. Teresi thanked them for coming.

The interview ended at 8:31 P.M.

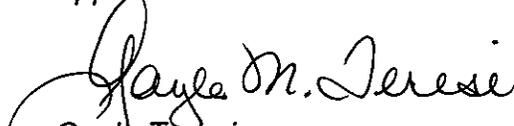
Mrs. Teresi commented Council can see the difference between the four companies and there is a lot of information to review. Mr. DeJohn asked how the City will now proceed. Mrs. Teresi replied another meeting will be scheduled to discuss the matter and make a recommendation. It was decided to hold a C.O.W. before the next Council meeting on November 28, 2016 at 6:00 P.M.

Mr. Fornaro commented all four firms are very qualified. Mr. DeJohn asked if the city engineer works more with the Service Director or the Building Department. Mr. Fornaro replied that during construction it is on a daily basis. Mayor DiCicco stated the Building Department works with them regularly depending on the number of projects submitted to the City.

Mr. Teresi commented that Mike Schweickart from TMS knows the City very well. Mrs. Snider asked if the City would keep TMS even though some of the firms have a traffic engineer on staff. Mr. Mercurio noted the traffic engineering contract is an annual contract. Mr. DeJohn asked if he could be hired only for the signal portion for the City or for special projects, if the other firm has one on staff. Mr. Mercurio noted Mr. Schweickart is not on a retainer, he is used only on an as needed basis. Mayor DiCicco added the other firms would charge separately for their traffic engineering services. It would not fall under the retainer.

There being no further business to come before the Committee of the Whole, Mrs. Teresi adjourned the meeting at 8:40 P.M.

Approved:


Gayle Teresi
Council President

Respectfully submitted,


Lisa A. Benedetti, MMC
Deputy Clerk of Council