



SPECIAL TRUSTEE MEETING AGENDA 2/21/2024

8:30 AM

7570 Bales St. Ste. 220 West Chester, OH 45069

- Roll Call
- Pledge of Allegiance
- Approve the Fiscal Officer's Journal and Accept the audio/video recording as the Official Minutes of the February 6th Board of Trustees regular meeting
- Bills before the Board

Public Comments

- 2024 Retreat
- Lunch 11:30-12:00
- Retreat Continued

New Business

Motions

- Motion to approve the purchase of Cemetery Deeds
- Motion to approve the proposed fees for the Community Garden at Marr Park
- Motion to approve Professional Engineering Services for the Mounts Park Stream Restoration and Improvement Project

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *Trustee*

Kurt Weber – *Fiscal Officer*

7780 South State Route 48

Maineville, Ohio 45039

Phone: (513) 683-8520

Township Administrator

Jeff Wright

(513) 683-8520

Police Department

Scott Hughes – *Police Chief*

Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett – *Fire Chief*

7684 South State Route 48

Maineville, Ohio 45039

Phone: (513) 683-1622

Public Works

Don Pelfrey – *Director*

Phone: (513) 683-5320

Assist. Fiscal Officer

Ellen Horman

Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer

Phone: (513) 239-2384

Zoning Administrator

Cathy Walton

Phone: (513) 683-8520

Parks and Recreation

Nicole Earley

(513) 683-5360

Hamilton Township Trustee Meeting

February 6, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 p.m. Mr. Rozzi, Mr. Sousa and Mr. Cordrey were present.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

The *Pledge of Allegiance* was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal, and accept the tapes as the Official Meeting Minutes of the January 17, 2024, regular Trustee Meeting.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the bills as presented before the Board.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:01 pm.

Brad Turner: He is a resident and member of the HOA for the Providence subdivision. The issue that he is bringing in front of the Board is semi-cabs that are parked on the public streetway. He is concerned that emergency vehicles and trash trucks do not have the required space to drive through the neighborhood if another car is parked directly across from the semi-cabs. He is looking for help from the Police Department and Trustees to have this issue resolved.

Chief Hughes: What streets in Providence?

Mr. Turner: Soaring Way & Quellin Boulevard. The cars are allowed to park on both sides of the street.

Chief Hughes: We do not have a resolution currently regarding semi-trucks.

Mr. Sousa: Would this take an amendment to the Parking Code?

Chief Hughes: The Board can put specific terms on parking and apply to certain areas.

Mr. Cordrey: This is a subject that we can discuss at the next meeting.

Mr. Hughes: Have the roads mentioned been turned over to the Township?

Kurt Weber: No, the roads have not been turned over yet.

Chief Hughes gave Mr. Turner his contact card and will be in touch with him soon.

Mr. Sousa recommends to the Board to have a work session regarding this topic at the first of March Trustee meeting.

Paul Sisk: He went to the State House today and gave testimony to the Government Oversight Committee on House Joint Resolution III. This resolution puts forward Article V Convention of States. He encourages the Trustees to consider adopting a resolution that gives control at the state level from the federal level.

Mr. Sousa: He reminded the Board that Mr. Sisk was here last fall, now that Mr. Wright is here, Mr. Sousa invited him back tonight. Mr. Sisk is asking if the Trustees would formally consider reviewing it and have a resolution supporting the Convention. He asks if Mr. Sisk can give the core tenets of Article V.

Mr. Sisk: The term limits, balanced budgets, and campaign performances at the Federal level. The language of all states will match the three themes in federal government, term limits, and balance budgets.

Mr. Cordrey and Mr. Rozzi both stated they are familiar with the issue and have no issue with supporting it.

Mr. Wright: Bricker and Graydon has drafted a resolution and can bring it up at the next meeting.

Mr. Sousa asked if Mr. Sisk would like to have the resolution on the March 6th agenda so he can be present.

Mr. Sisk agreed to the March 6th meeting.

Zack Roush: Mr. Roush is a new resident of the Michaels Farms and wants to bring the attention in front of the Board of the dog barking issue that is occurring in the neighborhood.

Mr. Sousa attended the Michael Farms HOA meeting weeks prior and during the meeting there was discussion of a serious dog barking issue, a situation where neglectful pet owners leave the dogs outside for an extended length of time. The Hamilton Township Police Department and Warren County Dog Warden have been out to speak to the dog owners with no resolve.

Mr. Cordrey: Asked Chief Hughes if there is already a dog barking resolution?

Mr. Hughes: He confirms that yes there is a resolution that was passed long before he took the position of Police Chief and was never enforced of which he is aware. Chief Hughes recommends that the resolution be updated to reflect current laws. Mr. Hughes is also curious to find out what the regulations and enforcement efforts are with the Warren County Dog Warden.

The Board of Trustees agrees that the resolution needs to be reviewed and updated.

Mr. Cordrey closed the floor to public comments at 6:22 pm.

New Business

-Resolution 24-0206A – Authorizing Contract with Warren County for the Purchase of Road Salt for 2024-2025 Snow Season

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 24-0206A.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

Motion- Motion to authorize the Township Administrator to renew the Marr Park Farm Lease Agreement with Biggs Farm, LLC.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve the renewal of the Marr Park Farm Lease Agreement with Biggs Farm commencing on March 1, 2024, and shall continue through December 1, 2026.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	Yes

Public Comments

Mr. Cordrey opened the floor to the second public comments at 6:25 pm.

Mr. Cordrey closed the floor to public comments at 6:25 pm.

Fiscal Report

Kurt Weber: Notified the board that Mark Hurst completed twenty-five financial statements and the Auditor of State will conduct this year's audit with the date to be announced to the Board soon.

Administrator's Report

Jeff Wright: Following are updates for the Administrator Report:

- Ford Development will start construction of the Towne Center Boulevard at the beginning of next week and anticipate being on schedule.
- Captain Short graduated from the Certified Law Enforcement Program last Friday.
- Police Department will conduct an in-house promotion program with a new Captain position.
- In the past month there have been three structure fires, Chief Jewett has the details if needed.

Trustee Comments

Mr. Cordrey: The location for the next Trustee Meeting will be at 7570 Bales St. Ste. 200, Liberty Township from 8:30 a.m. to 2:00 p.m. He also congratulated Captain Short graduating from the Law Enforcement Program. Lastly, he has been in communication with ODOT regarding Highway Old 3C and Route 22, trying to find a solution with the traffic issue at that location.

Mr. Sousa: Residents have reached out to him about the Grandin Bridge reopening and thanked Warren County Engineers Office for their hard work. He also thanked Chief Hughes and the Police Department for the classes that have been offered so far during the CPAA training. He looks forward to the classes that are scheduled these upcoming weeks.

Mr. Rozzi: He too has taken the CPAA course and was tempted to sign up again because he enjoyed it so much last year.

Executive Session

Mr. Cordrey made a motion with the second from Mr. Rozzi to enter Executive Session at 6:34 pm in reference to ORC 121.22(G)(1) to discuss compensation of a public employee; ORC 121.22(G)(3) to discuss pending litigation; and ORC 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	Yes

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 7:23pm.

Roll call as follows:	Mark Sousa	Yes
	Joe Rozzi	Yes
	Darryl Cordrey	Yes

Human Resources

Motion- Motion to approve the amendment of the Hamilton Township roster as presented.

Mr. Cordrey made a motion with the second from Mr. Rozzi to approve the amendment of the Hamilton Township roster as presented.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	Yes

New Business

Motion- Motion to approve Cemetery Settlement Agreement

Mr. Cordrey mas a motion with the second from Mr. Rozzi to approve Township Administrator with the guidance of the Law Director to come to a cemetery settlement agreement in the amount of up to \$10,000.00.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

Adjournment

With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Rozzi, to adjourn at 7:24 pm.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes



**Office of Public Works
2/21/24 Trustee Meeting**

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Department:

Motion to approve the purchase of a cemetery deed as presented to the board.

- Cemetery Deed –
 - Josh Bibee purchased Lot 133, grave(s) 2, 3, & 4 in Maineville Addition, deed number 2024-2

Budget Impact: N/A

Deed For Cemetery Lot

Rev. Code, Sects. 517.07, 14; 759.12, 31

Deed Number: # 2024-2

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned Trustees of Hamilton Township, Mark Sousa, Joe Rozzi, Darryl Cordrey, in the County of Warren and State of Ohio, for and in consideration of the sum of \$ 3,600.00Dollars, to us paid by Josh Bibee Current Address: 1213 E.Foster-Maineville Rd Maineville, Oh 45039, the receipt whereof is hereby acknowledged, do hereby **GRANT, BARGAIN, SELL AND CONVEY** to the said:
Josh Bibee

and HIS/HER/THEIR heirs forever the following described lot or parcel of land in **Maineville Addition : Lot: 133 Grave(s) 2, 3, & 4** as described upon the plat of said Cemetery, on file in the office of the Administration of said TO HAVE AND TO HOLD the same to the said

Josh Bibee

and HIS/HER/THEIR heirs, to be used for the purposes of burial only, subject to the laws of this State regarding Cemeteries and the rules and regulations of the officers having control of said Cemetery.

In Witness Whereof, We have hereunto set our hands on this 21st day of February A.D. 2024

Signed and Acknowledged in presence of

in Warren County, Ohio.

**** The State of Ohio, Warren County, ss.**

Be It Remembered, That on this 21st day of February A.D. 2024 before me, the subscriber, a **Notary Public** in and for said County, personally came the above named Trustees of Hamilton Township in Warren County, State of Ohio, and as such officers, acknowledged the signed and sealing of the foregoing conveyance to be their voluntary act and deed, for the uses and purposes therein mentioned.

In Testimony Whereof, I have hereunto subscribed my name, and affixed my official seal, on the day and year last aforesaid.



**Office of Parks and Recreation
2/21/24 Trustee Meeting**

The following motion is requested by the Board of Hamilton Township Trustees from the Office of Parks and Recreation:

Motion to approve the proposed fees for the Community Garden at Marr Park.

Staff evaluated community gardens in the area and found varying plot sizes, types, and fee structures. Prices averaged approximately \$27/plot. Neighboring jurisdictions have demonstrated success with raised garden beds in highly visible areas. Our recommendation is to charge the following fee per 4x4 raised bed to help ensure gardeners are committed to tending their plots.

\$25 Township Residents

\$30 Non-Township Residents

Previous pricing: \$10/\$15 per small or large plot (7.5'x13.5' or 13'x27')



**Administrator -
2/21/24 Trustee Meeting**

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from the Township Administrator:

Earlier this winter the Township, in concert with Goodhue Consulting, Inc., advertised for Request for Qualifications from engineering firms to assist with the reconnaissance and design of stream alignments, landfill cap restoration and other improvements to the Township's Mounts Park. We received submittals from six engineering firms. A team of six Hamilton Township employees, representatives from the County Engineer's Office, and Goodhue Consulting scored and ranged the submittals using a Quality Based Selection process.

Stantec Consulting Services, Inc. of Cincinnati scored the highest, so our consultant Paul Goodhue followed up with them to have them submit a detailed scope and fee proposal for the design project (see attached.)

After Nicole Early and I reviewed the proposal, one of the items that we commented on is that Stantec is proposing to include 375 hours and other expenses that would total \$60,000 for a park master plan component. Since current funding is limited to a portion of the remaining ARPA funds of approximately \$1.4 million for design and construction expenses, we recommend that that we prioritize the remediation components and only include the \$60,000 for park master planning as an "if-authorized" item during the process as we gain a clearer picture of the situation during their reconnaissance and design process.

Paul Goodhue will be present at our February 21st Retreat to answer questions related to Stantec's proposal and the anticipated process.

Motion to approve the Professional Engineering Services contract for the Mounts Park Stream Restoration and Improvement Project with Stantec Consulting Services, Inc.



Stantec Consulting Services, Inc.
10200 Alliance Road, Suite 300
Blue Ash, OH 45242-4754

February 7, 2024

Attention: Jeff Wright, Township Administrator
Hamilton Township
7780 South State Route 48
Hamilton Township, OH 45039

Dear Mr. Wright,

Reference: Mounts Park Stream Restoration and Improvements

Stantec is pleased to present Hamilton Township with this scope and fee proposal for the Mounts Park Stream Restoration and Improvements project. We understand the Township wishes to address stream erosion into a legacy landfill cap, understand the current stormwater setting and identify potential problem areas, and plan for future park amenities. The scope of work described in this document outlines the steps necessary to achieve those objectives, as well as support the Township's permitting and grant pursuit efforts. We have organized the proposed work in three phases: Phase 1 is intended to gather site data and perform conceptual design to inform design on Mounts Park property; Phase 2 includes detailed design to prepare a 95% construction bid package for the stream and landfill work by October 31, 2024. Phase 3 consists of implementation, with a narrative description of services Stantec could provide during bidding and construction if requested and authorized by the Township under a separate scope. We suggest a meeting with the Township and the Owner's Representative at the conclusion of Phase 2 to discuss schedule and scope for bidding assistance, construction phase services, and potentially full delivery, as all parties will have a solid understanding of the level of effort and planning level cost estimates at hand.

Project Understanding

Mounts Park was a gravel quarry until 1960s, and after closure, the eastern edge of the quarry lake was used as a landfill early 1970s. Stantec understands the was capped in the mid 1970's in accordance with contemporary Ohio EPA requirements. Historically, an unnamed tributary of Big Foot Run flowed along the edge of the former landfill. Development in the watershed and culvert blockage led to avulsion of the stream and breaching of the landfill cap. An Ohio EPA (OEPA) inspection confirmed this and found evidence of waste transport out of the landfill, which resulted in a notice of violation being issued to the Township.

The Township aims to address this by redirecting the contributing stream segments to avoid issues with stream blockages, flood flows, stormwater drainage, and potential for future landfill exposure. The township desires a comprehensive approach that will stabilize the stream and provide for appropriate stormwater planning in the future. Additionally, the Township wishes to explore potential passive recreation opportunities that integrate with the natural setting. While Clean Water Act Section 401 and 404 permits previously secured by ASC Group, updates to the project may require revisions to these permits. Finally, the Township may request assistance in pursuing grant funding for the project reflecting the updates to the design and proposed recreational amenities.

Stantec understands the Township has contracted with Goodhue Consulting to serve as their Owner's Representative for this project and ASC Group to secure state and federal permits, and that these Firms will

collaborate with Stantec and the Township in successful execution of the proposed scope of work in that capacity. We understand these firms will lead these work items, directly contracted by the Township and are explicitly excluded from subcontracting with Stantec.

Phase 1 – Project Development & Planning

The initial phase of work consists of foundational tasks to support Phase 2 design and bid package development.

Task 1.1: Project Management

Stantec's internal management of the project will utilize our 10-point Project Management Framework to complete deliverables on time, within budget, and safely. One of the first tasks to be completed will be development of an internal project plan that identifies key deliverable deadlines, assigns tasks to Stantec team members, and clearly defines Stantec's independent technical review (ITR) process. This plan will be updated should deliverable deadlines, or the scope of work be modified. Based on this plan, Stantec will prepare an agenda for and host a project kickoff meeting within 10 business days of receiving a notice to proceed. It is assumed that the project kickoff meeting will be held remotely via Microsoft Teams or another web-based platform preferred by the Township.

The project kickoff meeting will provide an opportunity to review the project management plan, confirm the project timeline and goals, share relevant data, and allow Stantec and Township team members to discuss objectives of the project. Stantec will create a draft set of meeting minutes and action items and submit to the Township for review.

A key piece of the project plan will be compliance with our internal Health, Safety, Security, and Environment (HSSE) protocols. Before completing any fieldwork, Stantec will develop a safety plan or Risk Management Strategy plan. Safety meetings to identify potential site hazards, review best practices, and share safety lessons will take place before onsite work begins.

One-hour internal bi-weekly meetings among task leads and the project manager are included in this task to facilitate collaboration, provide timely updates, and identify potential issues prior to them impacting schedule or budget.

The Stantec PM will provide the Owner's Representative with monthly update reports via email. The project will be billed monthly on an hourly basis in accordance with the rate table provided herein, with an email summary of percent complete and estimate to complete by task.

Task 1.1 Deliverables:

- Facilitation of project kickoff meeting
- Kickoff meeting minutes and action items

Task 1.2: Data Gap Analysis

We will review available data to identify data or information gaps and familiarize ourselves with the intricacies of the site before mobilizing to the field. This targeted approach allows us to collect the critical data from the locations we need, resulting in increased efficiency and value for effort. Stantec's multi-disciplinary team will conduct a desktop review of existing data provided by the Township or downloaded from publicly available sources. Stantec will compile a data inventory log detailing the source, publish dates, and content summary of data sources reviewed. This data inventory log and all data, or links to data, will be submitted to the Township with a memorandum summarizing the findings.

Data to be reviewed may include, but are not limited to:

- Warren County GIS linework and shapefiles for various elements such as parcel and right-of-way lines, aerial photography, contours, LIDAR, etc.
- Project documentation provided by the Township
- Previously obtained permits for the project
- FEMA effective hydrologic and hydraulic models, FIS, and or letters of map revision (LOMR)
- Record or As-Built drawings of adjacent infrastructure
- Soil boring logs where available
- Watershed or stream planning documents
- Stream gage data

The data collected and reviewed during this task will inform field data collection planning, design, permit review, master planning, and grant pursuits. If additional data is accessed or becomes available during the design process, those sources will be added to the data inventory log.

Task 1.2 Deliverables:

- Data log and summary memorandum

Task 1.2 Assumptions and Exclusions:

- Stantec assumes purchase of proprietary data will be paid by the Township. Proprietary data will not be purchased without written authorization of the Township or the Owner's Representative.

Task 1.3: Master Plan Support

Background, Context, and Vision

Master plan support will begin with a task kickoff meeting and visioning session. The meeting will begin with a site visit and tour of the property followed by a meeting with the Township, Owner's Representative, and Township Stakeholder Team as appropriate to discuss the following:

- Introduce the Client and consultant team
- Confirm Work plan and Scope

Reference: Mounts Park Stream Restoration and Improvements

- Confirm project goals and objectives
- Discuss stakeholder and community engagement strategy
- Confirm project schedule and future meeting dates
- Review relevant information from previous studies
- Discuss initial observations and understanding of existing conditions
- Listen and collect feedback regarding critical issues using a SWOT Analysis format
- Collaborate in the preparation of initial opportunities and constraints (lists, diagrams)
- Discuss what a successful outcome looks like
- Discuss potential challenges and/or barriers to successful outcomes

Compile and Synthesize Background Information

Good planning begins with research and a solid foundation of knowledge on which to plan. As a design team, we will gather knowledge from historical use and physical development patterns, both past and present. We will also gain knowledge through interaction with project stakeholders and Township staff on the desired programming, but also how it fits into the overall Park & Recreation goals. We will carefully review other previously completed and ongoing planning studies, such as the Park and Open Space Plans, to make sure that recommended improvements are aligned with the greater vision in Hamilton. We will provide a summary of key components of these other documents within the master plan report.

Site Analysis

This subtask will identify physical site characteristics as well as opportunities and constraints for development, including site access and circulation. Specific considerations include:

- Natural Systems and Features
- Vegetation
- Potential Areas of Environmental Concern
- Surrounding Land Uses
- Access and Circulation Patterns
- Topography
- Buildings and Structures
- Views
- Spatial Organization and Relationships
- Connections to surrounding neighborhoods, parks, trails, and other open space facilities.

Programming and Spatial Analysis

The programming process will seek to understand how the desired programmatic amenities can be laid out within the constraints of the site. We will also open the discussion for the working group and larger community to create an inclusive conversation about the full range of potential features and facilities that could be included in the Master Plan for this future park.

Reference: Mounts Park Stream Restoration and Improvements

Once all the ideas are on the table, we will define the spatial requirements of each potential elements and prepare scale and spatial relationships analysis tools that will be used in the master planning process.

Prepare Draft Master Plan Alternatives

The initial exploration of master plan alternatives will provide different creative combinations and configurations of the park elements identified in the programming exercise. We will provide two unique alternatives, based on the framework planning provided by the earlier analyses. Each of the alternatives will accomplish the core project vision and objectives.

We will also provide character images and precedent images to begin formulating the style for the park, which will reinforce the overall character of the park master plan and help in developing the budget estimates. Stantec will prepare order of magnitude estimates of construction cost for Township use in the evaluation of the draft master plan alternatives.

Stantec will work with the Township to spread the word about the project through various channels and invite the community to participate in the process. This task includes a virtual meeting the Township to preview the alternatives and discuss plans for the public meeting.

Prepare Refined Master Plan Alternative

Based on the input received from Township staff and the public we will prepare a refined concept plan that reflects the preferences and priorities. Before refining the concept, we will meet with key Township staff to confirm the direction for the refinement and resolve any competing directions received through this phase. The previously developed order of magnitude cost estimates will be updated and refined for the master plan concept alternative, or combination of concept alternatives, that is selected for further development. Stantec will confirm the direction of master plan revisions with a final virtual meeting.

Public Engagement Support

Stantec will assist the Township in public outreach by attending a public meeting to:

- Present plan alternatives, character, and precedent imagery
- Collect community feedback and preferences
- Document proceedings

Task 1.3 Deliverables

- Kick-off Meeting
- Master Planning Memorandum including:
 - A summary of key regulatory elements, recommendations and strategies based on review of codes and previous studies within the project area, and existing conditions.
 - Project Base Map indicating available property and utility information to be used as a base for development plan options.

Reference: Mounts Park Stream Restoration and Improvements

- Public Engagement Strategy recommendations outlining the recommended processes relating to stakeholder meeting planning.
 - Detailed Opportunities and Constraints Analysis
- (2) Virtual Working Group Meetings
- (2) Master Plan Alternatives and Graphics
- (1) Refined Master Plan Alternative
- (1) Refined Cost Estimate
- (1) Preliminary Phasing Plan
- (1) In-person Working Group Meeting

Task. 1.3 Assumptions

- The Township will host and facilitate the onsite kickoff meeting
- Stantec will develop up to 2 Master Plan alternatives using the exiting Park plans as the basis.
- The Township will host electronic outreach communications (e.g. project website) and will be responsible for associated expenses
- The in-person Working Group Meeting assumes travel for up to two Landscape Architects to lead discussions with the public.
- Graphics and plans will be provided to the Township in digital format. The Township is assumed to be responsible for printing expenses.

Task 1.4: Field Assessment

Topographic Survey

Stantec will gather topographic, utility, and structure data along the extents of the project reach. We will also place temporary benchmarks within the project area which will provide horizontal and vertical control during geomorphic surveys and construction. This data will be combined with data collected in this task to generate an existing conditions surface. Within the survey area, ground surface elevations suitable to produce 1-foot contours, planimetric data, and utility locations will be collected for inclusion in the construction plans. Survey work will be performed by or under the direct supervision of a Professional Land Surveyor licensed in the State of Ohio. Controls and survey data will be referenced to NAVD88 (vertical) and NAD83 Ohio State Plane South, US Survey Feet (horizontal), and closure standards will be fourth order horizontal (1:2500) and vertical (0.10 feet). The anticipated limits of survey are shown below in **Figure 1**. The survey will encompass 2700 linear feet of the two creeks as well as everything from the centerline to 50 feet on each side of the stream centerline. Additional survey will be extended 100 feet beyond top of bank at each of the culverts. It is assumed that available LiDAR data is sufficient outside of the survey limits to create a park-wide site map for construction access and master planning purposes.

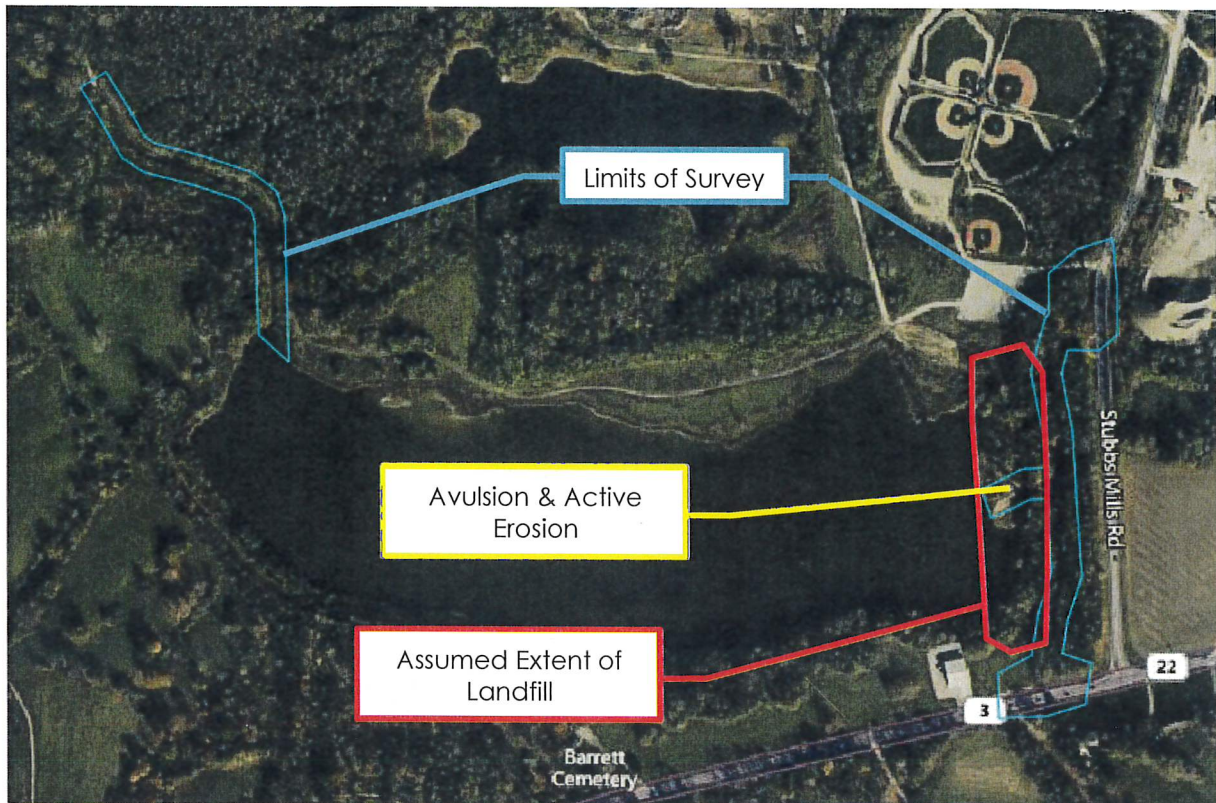


Figure 1 Limits of Survey Map

Geomorphic Investigation

A geomorphic investigation of the identified reach will be critical to the evaluation of stream stability and future channel behavior. The geomorphic survey will be performed in conjunction with the topographic survey. A level II Rosgen survey will be performed to collect data specific to the channel forming discharge condition, refine facet slopes, bed and bank material and condition ratings. The same information will be collected at a nearby site that will serve as the design standard for the proposed channel. We assume this reference reach will be located in the area downstream of Mounts Park Lake.

Subsurface Exploration

A subsurface exploration is not proposed at this time. Stantec requests the right to rely on the geotechnical data provided by GT Environmental, Inc. of Columbus, Ohio performed in June 2020. This exploration defined the limits of waste for the former Dravo Landfill based on visual observations and 17 borings using a Geoprobe direct push drill rig. Should additional needs arise during the data gap analysis, it will be provided as a separate scope of work.

Task 1.5: Hydrologic and Hydraulic Analyses

This task will include hydrologic analysis to determine stormwater inflows to Big Foot Run and its tributaries, and determination of the amount of inflow that is delivered directly from Big Foot Run to the Little Miami River and the amount that flows through Mounts Park and then to the Little Miami River. Stantec is familiar with several hydrologic and hydraulic models such as the United States Army Corps of Engineers (USACE) Hydrologic Engineering Center Hydrologic Modeling System (HEC-HMS), USACE HEC River Analysis System (HEC-RAS), or the US Environmental Protection Agency Stormwater Management Model (SWMM). We recommend utilizing the Computational Hydraulics Institute PCSWMM software to complete this task, but can work with Hamilton Township to select a preferred software.

Hydrologic and hydraulic design will generally follow guidance from the Utilize design guidance from the US Department of Agriculture (USDA) "Technical Release 55: Urban Hydrology for Small Watersheds with the following approach:

1. Develop drainage subcatchments from publicly available GIS data.
 - Subcatchment geometry (area, drainage lengths and slopes, etc.) developed from the Ohio Geographically Referenced Information Program (OGRIP) Digital Elevation Model (DEM).
 - Curve numbers will be developed using National Land Cover Dataset (NLCD) land use information and Natural Resources Conservation Service (NRCS) Soil Survey Geographic (SSURGO) database soil information.
2. Utilize rainfall depths derived from the National Oceanic and Atmospheric Administration (NOAA) Atlas 14. The US Soil Conservation Service (SCS) Type II rainfall distribution will be applied to the following rainfall events:
 - 2-year, 24-hour
 - 10-year, 6-hour
 - 25-year, 24-hour
 - 100-year, 24-hour
3. Model the tributaries of Big Foot Run based on surveyed data, field observations, and the OGRIP DEM for the following inputs:
 - Channel geometry (slope, cross-sectional area)
 - Roughness coefficients
 - Utilize dynamic wave routing to account for realistic flow conditions (e.g., channel storage, backwater, entrance/exit losses, flow reversal, and pressurized conduits.)

This model development, analytical approach, and discussion of results will be summarized in a Memorandum.

Task 1.5 Deliverables:

- Hydrologic and Hydraulic Analysis Memorandum (assumes one submittal as electronic pdf)

Task 1.5 Assumptions and Exclusions:

Reference: Mounts Park Stream Restoration and Improvements

- The model produced under this task will support conceptual design and stormwater planning, and may not be suitable for use in obtaining floodplain administrator approval, or a letter of map revision (LOMR) or conditional letter of map revision (CLOMR) from the Federal Emergency Management Agency (FEMA)
- Obtaining approval from the floodplain administrator or FEMA is not included in this task

Task 1.6: Conceptual Sketches

Phase 1 will be completed with conceptual sketches documenting the recommend approach for detailed design (Phase 2). Sketches will be submitted draft for comment and discussed in a review meeting with the Township and Owner's Representative. Following this review meeting, these sketches will be revised and submitted final. Stantec will seek the Client's approval of the conceptual design before advancing to detailed design. These sketches will include the following:

1. Plan and Profile (up to 3, one per stream reach restored, one of landfill cap)
2. Typical Cross Sections (up to 3, one per stream reach restored, one of landfill cap)
3. Typical Details (up to 4, one per stream restoration structure proposed)
4. Conceptual Project Cost Opinion

Task 1.5 Deliverables:

- Conceptual Sketches and basis of design memorandum
- Concept Review meeting and minutes

Task 1.5 Assumptions and Exclusions:

- Stantec assumes development of a single concept to be a modification of the permitted design, utilizing bioengineering and/or natural channel design structures
- Master plan concepts are not included in this scope, but can be developed under a separate scope of work
- Stantec assumes this meeting to be in-person at the Stantec Blue Ash office
- Stantec assumes one round of review comment responses

Phase 2 – Detailed Design

Task 2.1: Stream and Stormwater Design

Stantec will evaluate and update the existing permitted design as needed to re-align the channel away from the landfill and establish a stable channel and provide adequate stormwater conveyance through Mounts

Reference: Mounts Park Stream Restoration and Improvements

Park. Our approach will build upon the permitted design, routing the disconnected portions of the stream into Mounts Park Lake. Based on our understanding at this time, this approach will reduce the risk to the landfill cap's long-term integrity. Additionally, the downstream culvert likely is the geomorphic control that led to channel avulsion, erosion, and breach of the cap; we assume the Township has little opportunity to modify this structure as it is on adjacent private property, so directly addressing the driver of instability and reconnecting the full length of stream is not feasible.

The design will focus on using natural processes in the geomorphic setting of the Park (e.g. hydrology, sediment supply and transport, likely channel evolution) to maintain channel planform, profile, and dimension over time. We will identify appropriate reference conditions to establish design targets and use natural channel design principles to inform design. Bioengineering will be used to the extent practical given site constraints and risk associated with the landfill cap. Historical site uses, substrate materials, and future park uses will be considered in channel realignment for consistency with master planning goals. Stormwater control structures, including inlet and outlet structures for the ponds on-site, will be designed in accordance with the hydraulic studies performed. Landscaping and mixed-use paths will be considered during design and optimized for site stability, channel stability, and mixed-use site access.

Task 2.2: Landfill Remediation

We understand the Mounts Park has provided a Rule 3745-27-13 Compliance Plan (July 26, 2017) outlining the activities for the landfill remediation:

- Any solid waste that has migrated away from the landfill will be returned to within the original boundaries.
- A minimum of two feet of clay soil will be placed around any exposed solid waste.
- Clean backfill soil will be placed in the former stormwater swales to bring them to grade so future rainfall will sheetflow away from the landfill.
- Fill material will be visually inspected and logged by a technician before being placed. Only clean soil fill will be used. Fill material will be compacted with heavy equipment.
- The surface will be completed similar to the existing park: vegetative cover with grass seed, mulch and an erosion control mat.

The 1976 Solid Waste Facility closure rules, as defined in the Ohio Revised Code (ORC) 3745-27-10 Closure of Sanitary Landfill define the compacted soil cap as:

Non-putrescible materials having low permeability to water, good compactability, cohesiveness, and relatively uniform texture. It should not contain stones, cobbles, boulders, or other large objects. Suitable materials include, but are not limited to, loam, sandy loam, silty loam, silty clay, and sandy clay (GT Environmental 2020).

The landfill remediation can be incorporated into the stream restoration/realignment with the following project approach:

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Reference: Mounts Park Stream Restoration and Improvements

1. Overexcavate eroded areas to develop a uniform subgrade condition. This assumes that the waste layer have not been exposed by erosion.
2. Place and compact soil material per the above-outlined landfill closure standards.
3. Place hard armoring (e.g., machined riprap) above the compacted soil material.

Task 2.3: 50% Design Package

Stantec will advance the approved conceptual design and produce a preliminary design package, including a plan set, and opinion of probable construction cost (OPCC). Plans will be produced as linework over the topographic survey basemap. After submitting the 50% design package, Stantec will revise the deliverables based on feedback from the Township and return a final 50% design package suitable for use in public outreach and/or stakeholder engagement.

Task 2.3 Deliverables:

- 50% Plans, with:
 - Title Sheet
 - Sheet Index
 - Preliminary plan and profile sheets, without construction notes
 - Typical Sections
 - Stream Restoration, Stormwater, and Landfill Details
 - Planting Plan
- OPCC for construction items indicated on plans
- Virtual 50% Design review meeting

Task 2.3 Assumptions and Exclusions:

- Stantec assumes one round of comment response and revision
- Delivery of plans and OPCC will be digital in PDF format
- Stantec assumes the Township has an established CAD standard, with templates it will provide to Stantec; if the Township does not have CAD standards, we assume Stantec internal standards are acceptable.

Task 2.4 Bidding Package Preparation

Under this Task, Stantec will update the 50% Package to a 95% design level suitable for advertisement and bidding. This package will add detail and constructability notes, include technical specifications, and advance the OPCC to include quantities, unit costs, and a draft bid tab.

Task 2.3 Deliverables:

- 95% Design Drawings including:
 - Updated Cover sheet and sheet index
 - General Notes
 - Structure tables, control point tables, and alignment tables as needed
 - Final Plan and Profile
 - Complete structural, demolition, civil/site, landscaping, and overall site plans as needed, and including construction notes
 - Construction Sequencing Plans
 - Final Stream Restoration, Stormwater, and Landfill Details
 - Final typical sections
 - Construction sections cut from existing and proposed ground surfaces
 - Maintenance of traffic plans
 - Erosion and Sedimentation Control Plans
 - Planting plan and schedule
- Technical Specifications formatted for insertion into the Townships bid booklet
- Engineer's Opinion of Probable Construction Cost, Quantity Takeoff, and Bid Tab
- 95% Design meeting

Task 2.3 Assumptions and Exclusions:

- Stantec assumes the Township will provide a template for technical specification formatting
- Bid tab items will follow ODOT CRMS and reference its general items where applicable.
- Stantec assumes the Township will develop front end specifications and the overall bid booklet.

Optional Tasks

Stantec understands the Township has contracted with Goodhue Consulting to serve as their Owner's Representative for this project and to assist in grant pursuit and has retained ASC Group to secure state and federal permits. The optional tasks described below are proposed to supplement Goodhue Consulting and ASC Group with their scope of work if requested by the Township. Work outside the proposed scope items below can be provided under a separate scope of work per the rates in Table 3.

Permitting Assistance

Stantec will assist ASC group with revising the CWA Section 401 and 404 permits if necessary. This work could include narrative descriptions of project activities, quantification of impact to Jurisdictional Waters of the US (WOTUS), and preparation of supporting figures.

Permitting Assistance Exclusions and Assumptions

- We assume one round of permit application revisions each for the existing 401 WQC and NWP, with a fill quantity update, WOTUS impact quantity update, narrative description of new actions, and limit of disturbance figure for each
- We assume no formal consultation with USFWS or a BA will be required
- Formal presence/absence survey for mussels and relocation is excluded
- Our proposal does not include labor or direct cost associated with stream/wetland delineation or mitigation design
- Archaeological/historical resource surveys are not included
- Coordination with FEMA or application for a LOMR or CLOMR
- Permitting fees

Grant Pursuit Assistance

Stantec will assist Goodhue Consulting with preparing grant applications if authorized. This work could include narrative descriptions of project activities, quantity and cost estimate summaries, and preparation of supporting figures.

Grant Pursuit Assistance Exclusions and Assumptions

- We assume support for two grant opportunities
- We assume Goodhue Consulting will prepare grant applications
- Coordination with grant agencies is not included

Phase 3 - Implementation

Following completion of Phase 2 activities, we recommend an implementation meeting to discuss next steps, schedule, and the Township's preferred model for executing the project. We can provide full bid assistance services, as well as construction services, which include administrative, quality assurance, day to day observation, submittal review, invoice and change order review, material testing services, and project closeout services. Constructability drives many of our design decisions and will be at the forefront of our design process. We feel having engineers trained in the latest stream restoration techniques and geomorphology on site maximizes value returned to a project by reducing the potential for error and construction delays. We understand that construction is a critical phase and are thorough and diligent in our oversight. We will be responsible for the quality and completion of the work per the final design plans and specifications while adhering to permit requirements. Stantec will accomplish this while achieving project milestones on time and within budget. We can provide these services based on the hourly billing rates included in Table 3 below.

Schedule and Fees

Stantec can deliver the 95% Design Package for a lump sum total of \$297,959, as indicated in Table 1. We can complete the services described in Phases 1 and 2 by October 31, 2024 assuming notice to proceed by February 26, 2024 per the schedule in Table 2. We assume a two-week period for review and comment for deliverables by the Township and Owner's representative. Delays beyond these assumed dates and durations will be reflected in a concurrent delay in submittal of final deliverables. In the event that design revisions that require regulatory review out of the control of Stantec, we will work with the Township and Owner's Representative to adjust project schedule to minimize impact on final deliverable dates.

Table 1. Proposed Hours and Fee for Mounts Park Stream Restoration and Improvements

Task	Task Name	Hours	Labor	Expense	Total
1	Phase 1: Project Development & Planning	1,028	168,282	6,455	174,737
1.1	Project Planning	75	13,914	0	13,914
1.1.1	Kickoff Meeting	5	944	0	944
1.1.2	PMP Development	16	2,992	0	2,992
1.1.3	Internal Financials & Updates	54	9,978	0	9,978
1.2	Gap Analysis	52	8,812	0	8,812
1.3	Master Plan Support	375	57,000	3,000	60,000
1.4	Field Assessment	325	56,539	3,455	59,994
1.4.1	Geomorphic Investigation	94	15,664	2,600	18,264
1.4.2	Topographic Survey	206	36,038	855	36,893
1.4.3	Subsurface Exploration	24	4,632	0	4,632
1.5	H&H Analysis	124	19,390	0	19,390
1.6	Conceptual Sketches	77	12,627	0	12,627
2	Phase 2: Detailed Design	726	123,222	0	123,222
2.1	Stream & Stormwater Design	112	18,376	0	18,376
2.2	Landfill Remediation	36	6,948	0	6,948
2.3	50% Design Package	330	55,758	0	55,758
2.3.1	50% Plan Set	184	30,808	0	30,808
2.3.2	50% BODR	68	11,660	0	11,660
2.3.3	50% Specifications & OPCC	78	13,290	0	13,290
2.4	Bidding Package Preparation	248	42,140	0	42,140
2.4.1	95% Plan Set	158	26,534	0	26,534
2.4.2	95% Specifications & OPCC	80	13,628	0	13,628
Total		1,754	291,504	6,455	297,959



Stantec

Stantec Consulting Services, Inc.
10200 Alliance Road, Suite 300
Blue Ash, OH 45242-4754

Table 2. Estimated Project Schedule.

Task	Task Name	Start Date	End Date	Duration (days)	Net Working Day
1	Phase 1: Project Development & Planning	2024-02-12	2024-10-31	263	189
1.1	Project Planning	2024-02-12	2024-10-31	263	189
1.1.1	Kickoff Meeting	2024-02-26	2024-03-01	5	5
1.1.2	PMP Development	2024-02-12	2024-02-23	12	10
1.1.3	Internal Financials & Updates	2024-02-12	2024-10-31	263	189
1.2	Gap Analysis	2024-03-04	2024-03-08	5	5
1.3	Master Plan Support	2024-03-04	2024-10-31	242	174
1.4	Field Assessment	2024-03-11	2024-05-03	54	40
1.4.1	Geomorphic Investigation	2024-03-11	2024-04-26	47	35
1.4.2	Topographic Survey	2024-03-11	2024-03-29	19	15
1.4.3	Subsurface Exploration	2024-03-11	2024-05-03	54	40
1.5	H&H Analysis	2024-03-11	2024-05-03	54	40
1.6	Conceptual Sketches	2024-04-01	2024-05-03	33	25
2	Phase 2: Detailed Design	2024-05-06	2024-10-31	179	129
2.1	Stream & Stormwater Design	2024-05-06	2024-07-29	85	61
2.2	Landfill Remediation	2024-06-03	2024-07-29	57	41
2.3	50% Design Package	2024-07-29	2024-09-13	47	35
2.3.1	50% Plan Set	2024-07-29	2024-09-13	47	35
2.3.2	50% BODR	2024-08-16	2024-09-13	29	21
2.3.3	50% Specifications & OPCC	2024-08-23	2024-09-13	22	16
2.4	Bidding Package Preparation	2024-09-30	2024-10-31	32	24
2.4.1	95% Plan Set	2024-09-30	2024-10-31	32	24
2.4.2	95% Specifications & OPCC	2024-10-07	2024-10-31	25	19
2.5	Permitting Support	As Needed	As Needed	TBD	TBD
2.6	Grant Support	As Needed	As Needed	TBD	TBD

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Table 3. Project Billing Rates by Staff Role.

Role	Billing Level	Billing Rate
Principal	Level 14	\$205.00
Senior Associate	Level 13	\$196.00
Project Manager	Level 12	\$187.00
Senior Engineer	Level 12	\$187.00
Project Engineer	Level 11	\$181.00
EIT	Level 10	\$169.00
CAD Designer	Level 09	\$163.00
Engineering Technician	Level 09	\$163.00
Surveyor	Level 09	\$163.00
Environmental Scientist	Level 07	\$146.00
GIS Analyst	Level 06	\$138.00

Thank you for the opportunity to assist the Township in achieving its goals for Mounts Park. Please feel free to reach out with questions or to discuss the elements in this scope and fee.

Regards,


Jonathan Scheibly PE, PWS, CERP
Senior Associate
Phone: (606) 315-4331
Jonathan.scheibly@stantec.com


Sam Lee PE
Senior Water Resources Engineer
Phone: (859) 475-6140
samuel.lee2@stantec.com

If Hamilton Township agrees with this proposal, Hamilton Township shall authorize Stantec to perform the work by signing and returning a copy of the attached Professional Services Agreement.

Attachment: Mounts Park PSA

c. File