

**CITY OF OBERLIN, OHIO**

**ORDINANCE No. 22-15 AC CMS**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A MASTER AND OTHER AGREEMENTS WITH QUALITY CONTROL INSPECTION, INC. OF GARFIELD HEIGHTS, OHIO, FOR PROFESSIONAL CONSTRUCTION INSPECTION SERVICES FOR CAPITAL CONSTRUCTION PROJECTS IN THE CITY OF OBERLIN AS AN EMERGENCY MEASURE

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the City Manager is hereby authorized to enter into a master agreement in the form attached hereto as **Exhibit "A"**, ("Agreement") with Quality Control Inspection, Inc. (QCI), of Garfield Heights, Ohio, for professional construction inspection services for capital construction projects in the City of Oberlin, Ohio, during the period April 1, 2022 through March 31, 2024.

SECTION 2. That during the term of the Agreement and subject to the monetary limitations set forth in Section 735.05 of the Ohio Revised Code, the City Manager is authorized to enter into such additional construction inspection agreements with QCI that the City Manager shall deem appropriate from time to time, provided that no contract shall be made that exceeds the monetary limitations set forth in Section 735.05 of the Ohio Revised Code unless authorized and directed by Ordinance of this Council.


SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio or to provide for the usual daily operation of a municipal department, to wit: to authorize professional construction inspection services as soon as possible to ensure the quality of pending and imminent public improvement projects, and provided that it is elevated to emergency status by the affirmative vote of at least five members of Council and receives the affirmative vote of at least five members of Council upon final passage, it shall go into full force and effect from and immediately after its passage; otherwise, it shall take effect at the earliest period allowed by law.

PASSED: 1st Reading: February 22, 2022  
2nd Reading: \_\_\_\_\_  
3rd Reading: \_\_\_\_\_

ATTEST:

  
BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL

  
HEATHER ADELMAN  
PRESIDENT OF COUNCIL

POSTED: 02/23/2022

EFFECTIVE DATE: 02/22/2022

# Agreement



Contract No.: 136-121-070  
Expiration: 04/1/2022-03/31/2024  
Client: City of Oberlin  
Service: Project Representation & Contract Administration for Public Works Improvements

This Agreement made this 23<sup>rd</sup> day of February, 2022 by and between Quality Control Inspection, Inc. ("QCI") and the City of Oberlin ("CITY").

## WITNESSETH:

WHEREAS, QCI is in the business of providing consulting services relating to construction inspection (excluding: wastewater treatment plant, water plant, water towers, landfills, hazardous waste or treatment facilities, buildings or projects adjudged by QCI to be of a specialized nature); and

WHEREAS, the CITY is desirous of engaging QCI to perform professional services relating to on-site project representation as more fully set forth below: and

WHEREAS, on February 22, 2022 the Oberlin City Council authorized the hiring of QCI by Ordinance No. 22-15 RC CMS; and

WHEREAS, QCI and CITY have agreed to the terms and conditions for the consideration as more fully set forth below.

NOW THEREFORE, in consideration of the mutual promises and obligations observed and performed by the parties hereto, QCI and the CITY hereby agree as follows:

## ARTICLE I - SCOPE OF SERVICE

QCI shall provide qualified Resident Project Representative(s) ("RPR") and Contract Administrator(s) ("CA") for the use by the CITY and, at the direction of the CITY's engineer ("ENGINEER") in responsible charge, to inspect on work being performed by Contractors hired by the CITY, and to inspect the work of subdivider-developer constructing public improvements for acceptance by the City. The CITY shall have the right to reasonably approve all personnel assigned by QCI.

### 1. Duties and Responsibilities:

- a.) Liaison. Serve as the ENGINEER's liaison with Contractor working principally through Contractor's Superintendent and assist him/her in understanding the intent of the Contract Documents.
- b.) Review of work, Rejection of Defective Work, Inspection, and Tests.
  - (i) Conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the Contract Documents and that completed work will conform to the Contract Documents.

- (ii) Report to the ENGINEER whenever QCI believes that any work is unsatisfactory, faulty, defective, does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests, or approval required to be made, has been damaged prior to final payment; and advise ENGINEER when QCI believes work should be corrected, rejected, should be uncovered for observation, or requires special testing, inspection or approval.
  - (iii) Verify that tests are conducted as required by the Contract Documents and in presence of the required personnel, and that the Contractor maintains adequate records thereof; observe, record and report to the ENGINEER appropriate details relative to the test procedures.
  - (iv) Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the outcome of these inspections and report to ENGINEER.
2. Interpretation of Contract Documents. Transmit to the Contractor clarifications and interpretations of the contract documents as approved by the ENGINEER.
3. Modification. Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to ENGINEER.
4. Reports:
- a.) Furnish ENGINEER reports as required for progress of the work and Contractor's compliance with the approved progress schedule and schedule of Shop Drawings submissions. Included shall be pay items completed, test data, and comments relative to observations of the day's work.
  - b.) Consult with ENGINEER in advance of scheduled major tests, inspections, or start of important phases of work.
5. RPR:
- a.) The RPR is authorized to call to the attention of the Contractor any failure of the work or materials that do not conform to the Specifications and Contract.
  - b.) The RPR is authorized to reject non-specified materials.
6. Payment Requisitions. Review applications for payment with Contractor for compliance with the established procedure for their submission and forward them with recommendations ENGINEER, noting particularly their relation to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
7. Completion:
- a.) Submit to Contractor, ENGINEER a list of observed items requiring completion or correction.
  - b.) Conduct final inspection in the presence of the ENGINEER and Contractor and prepare a final list of items to be completed or corrected.
  - c.) Verify that all items on final list have been completed or corrected and make recommendations to ENGINEER concerning acceptance.

8. Additional Duties and Responsibilities. In addition to the duties and responsibilities as spelled out in Paragraph 1 (A), at the request of the ENGINEER, the CA shall act as a Liaison Officer between the ENGINEER and the RPR, and shall, under the ENGINEER and CITY's engineer's authority and control; use best effort to resolve, rectify, remedy, correct and/or modify all field problems of any nature whatsoever, included, but not limited to, making recommendations and/or suggestions of solutions to field problems to the ENGINEER.

## ARTICLE II - LIMITATIONS

Except upon written instruction of the CITY and/or ENGINEER, the RPR or CA:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall not issue instructions contrary to the contract plans, specifications, or contract documents.
3. Shall not exceed limitations on the CITY or ENGINEER's authority as set forth in the Contract Documents.
4. Shall not undertake any of the responsibilities of Contractor, Subcontractor, or Contractor's Superintendent, or expedite the work.
5. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences, or procedures of construction unless such is specifically called for in the Contract Documents.
6. Shall not issue directions as to safety precautions and programs in connection with the work.
7. Shall not be liable for defective work, acts of omission, or operating procedures of the Contractor.

## ARTICLE III - FEES

1. Fee Schedule:
  - a.) The CITY shall pay to QCI the fees as set forth in Exhibit "A" attached hereto.
  - b.) The fees shall be due and payable on a monthly basis upon presentation by QCI of a detailed invoice.
  - c.) QCI shall submit detailed monthly invoices to the CITY, specifying the project name, total RPR hours worked, CA hours worked, personnel assigned, respective rates, gas mileage, and itemized reimbursable expenses.
  - d.) Payment shall be made to Quality Control Inspection, Inc., 9500 Midwest Avenue, Garfield Heights, Ohio 44125, or QCI assigned financial agent within 30 days of the dated invoice. A 1% interest rate shall be charged to all invoices that are paid beyond 30 days, and shall be reoccurring every 30 days thereafter until full payment of each invoice is received.
  - e.) In the event the CITY or QCI desires to terminate this Agreement, it may be terminated upon a 30 days written notice by the party so desiring to terminate to the

other party. QCI shall be paid for work completed and services performed up to the time of notice and in the event it is permitted to complete commenced projects, QCI shall be compensated at the rate provided for herein.

- f.) This agreement shall become effective upon "Acceptance" and remain in effect through 04/01/2022 - 03/31/2024 and shall not be construed to provide for exclusive use of QCI or to guarantee utilization of the above stated services to any level stated or implied. Upon April 1, 2023, QCI rates for RPR, CA, and CE services shall increase 3% for each rate listed for the balance of the term of the agreement.

#### **ARTICLE IV - NON-SOLICITATION OF QCI EMPLOYEES**

1. **Solicitation of QCI Employees.**

- a.) **Information About QCI Employees.** CITY may work closely with employees of QCI performing services under this Agreement. All information about such employees which becomes known to CITY during the course of this Agreement and which is not otherwise known to the public, including compensation or commission structure, is a Trade Secret of QCI and shall not be used by CITY in soliciting employees of QCI at any time. CITY agrees to protect the confidentiality of such information, to the extent that these terms are permitted under public records law.
- b.) **Solicitation of Employees Prohibited.** During the term QCI is performing services for CITY and from one (1) year following the cessation of such services, CITY shall not directly or indirectly ask or encourage any employee(s) or former employee(s) of QCI to leave their employment with QCI, solicit any employee(s) of QCI or former employee(s) for employment, make any offer(s) of employment to any employee(s) or former employee(s) of QCI or employ any employee(s) or former employee(s) of QCI.
- c.) **Injunctive Relief.** CITY agrees and acknowledges that the violation of any of the provisions contained herein this Article IV would cause irreparable injury to QCI, that the remedy of law for any violation or threatened violation thereof would be inadequate, and that QCI shall be entitled to temporary or permanent injunctive or other equitable relief without the necessity to prove actual damages. In any proceeding by QCI to enforce any of the provision of this Agreement, the prevailing party shall be entitled to reimbursement of all costs and reasonable attorney's fees incurred in such litigation.
- d.) **Liquidated Damages.** CITY agrees and acknowledges that the actual damages, which would result by any breach by it of Article IV of this Agreement, are uncertain and would be extremely difficult to ascertain. CITY therefore agrees to pay QCI a sum equal to twenty-five percent (25%) of the annual compensation previously paid by QCI to any employee(s) of QCI that leaves, as a result of CITY's breach of this Agreement, and any damages over and above this amount to which QCI may be entitled by law.

#### **ARTICLE V - COPYRIGHTS**

CITY acknowledges and agrees that QCI has certain licensing rights to Build A Form® Engineer Report System ("System") that will be utilized by QCI under this Agreement. QCI has proprietary rights in said System, which shall remain the sole property of QCI, and nothing herein shall be deemed to create any rights in CITY in violation of the rights or interest of QCI or any third party. CITY acknowledges that the remedy at law for any breach of this section will be inadequate and, accordingly, in the event of any breach or threatened breach by CITY of this section. QCI shall be

entitled, in addition to any other remedies, to any injunction restraining any such breach, without bond or other security being required.

#### **ARTICLE VI - GENERAL**

1. **Heading.** The headings to the Articles and Sections of the Agreement are inserted for convenience only and will not be deemed a part of this Agreement for purposes of interpreting or applying the provisions of this Agreement.
2. **Governing Law.** This Agreement will be governed in all respects by the laws of the State of Ohio.
3. **Severability.** If any provision or paragraph of this Agreement shall be prohibited by law or held to be invalid, such provision or paragraph shall be separable from this agreement without invalidating the remaining provisions or paragraphs hereof.
4. **Amendments.** During the term of this Agreement, CITY and QCI may amend this Agreement provided; however, any such amendment must be in writing and signed by both CITY and QCI.
5. **Force Majeure.** Neither party shall be liable for its failure to perform hereunder due to any contingency beyond its reasonable control, including acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, war, riot, sabotage, action of any kind of governmental authority, whether valid or invalid, strikes, lockouts, labor disputes or shortages or any contingency, delay, failure or cause beyond the parties reasonable control, whether or not of the kind specified herein.
6. **Waiver.** The waiver by either party of any breach or violation of any provision of this Agreement shall be effective only if given in writing and signed by the waiving party. Any waiver of one breach or violation shall not operate or be construed as a waiver of any subsequent breach or violation.
7. **Entire Agreement.** This instrument, including the appendices, exhibits, and attachments hereto, constitutes the entire Agreement between the parties covering the subject matter and supersedes all previous agreements and all proposals and negotiations not expressly set forth herein. No modifications or amendments shall be valid unless in writing and signed by both parties. Where conflicts may arise between this Agreement and the proposal of QCI, this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above mentioned.

WITNESSES:

MDR

Mark Pace  
[print witness name]

g Capone

Gabrielle Capone  
[print witness name]

Sheri Runals

Sheri Runals  
[print witness name]

Jeff Boorman

Jeff Boorman  
[print witness name]

QUALITY CONTROL INSPECTION, INC.

By: [Signature]

Print Name: Rick E. Capone  
Title: President

Date: 01/04/2021

CITY OF OBERLIN

By: [Signature]

Print Name: ROB HILLARD  
Title: CITY MANAGER

Date: 2/23/2022

Approved as to Form:

By: [Signature]

Print Name: JON D CINK  
Title: COW PARTNER

Date: 2/23/22

## **EXHIBIT "A"**

### 1. Fee.

- a.) **Resident Project Representative (RPR):** \$62.57 per hour, per person. Work performed on a Saturday, Sunday, Holiday and/or any hours, which exceed a total of eight (8) hours per day, will be regarded as an extra for which compensation will be in the sum of \$93.85 per hour, per person for each extra hour worked.
- b.) **Contract Administration (CA)** - \$95.52 per hour, per person.
- c.) **Construction Engineer (CE)** - \$111.80 per hour, per person.
- d.) **Mileage Reimbursement** – QCI shall be reimbursed the current IRS “Standard Mileage Rate” for mileage reimbursement for any required driving.
- e.) QCI’s rates conform to the following cost principles: Monday through Friday, five (5) eight (8) hour work days.
- f.) CITY shall contact QCI one (1) hour prior to the start of any scheduled work to terminate any scheduled daily inspections. QCI shall forgo loss of compensation for properly terminating scheduled daily inspection services. QCI, shall be compensated for TWO (2) hours per person, for all scheduled inspection terminated before a two (2) hour working period, compensated for FOUR (4) hours per person for all scheduled inspection which exceeds two (2) hours but has not exceeded a four (4) hour working period and compensated for EIGHT (8) hours per person for all scheduled inspection exceeding four (4) hours and not exceeding an eight (8) hour working period.
- g.) Reimbursable expenses; mean the actual expenses incurred directly or indirectly, plus 10%, in connection with the project including: expendable materials, transportation and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; telephone calls, reproduction of reports, drawings and specifications and similar project related items.