

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 21-20**

**RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE CONTRACT WITH LJB  
INC. FOR INDIAN MEADOW ACCESS PATH STUDY PROPOSAL AT THE  
TOTAL COST OF \$14,350.00.**

**WHEREAS:** LJB Inc. has provided a proposal for engineering and environmental services to Fairfield Township; and

**WHEREAS:** This project will include the preliminary study of a path connection from the entrance to Rentschler Forest to the intersection of Reigart Road and Springcrest Drive; and

**WHEREAS:** The total cost of the preliminary engineering report is \$14,350.00 with the breakdown of the cost on the attached Exhibit "A", and will be taken from Fund #2906;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes the Administrator to execute the contract with LJB Inc. attached hereto as Exhibit "A".

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

Adopted: January 13, 2021

**Board of Trustees**

Susan Berding: \_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

Joe McAbee: \_\_\_\_\_

**Vote of Trustees**

Yes

Yes

Yes

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 13<sup>th</sup> day of January, 2021.

**ATTEST:**

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director



January 8, 2021

Ms. Julie Vonderhaar  
Administrator  
Fairfield Township  
6032 Morris Road  
Fairfield Township, OH 45011

Re: Indian Meadows Access Path Study Proposal

Dear Ms. Vonderhaar:

Thank you for the opportunity to provide this proposal for engineering and environmental services to Fairfield Township. Per our discussion with your consultant Craig Stephenson and following the review of preliminary mapping provided by Chuck Goins, we understand that this project will include the preliminary study of a path connection from the entrance to Rentschler Forest to the intersection of Reigart Road and Springcrest Drive. We understand that the Township and Butler County Metroparks intend to use the preliminary engineering, environmental investigations, and opinion of probable construction cost completed through this study to inform an application to ODNR for grant assistance for the design and construction of the project.

The Rentschler Forest – Reigart Road Area Indian Meadows Access Path mapping provided by the Township via email on November 5, 2020 included two path alternatives. We understand from the email communication that the Township has identified Alternate 1 (a 1,838' long trail east of homes east of Reigart Road) and the portion labeled as Alternates 1 & 2 (a 459' long sidepath along the west side of Reigart Road) as the preferred alternative. This study will further develop this as the preferred alternative.

### SCOPE OF SERVICES

LJB anticipates the following tasks in the development of a brief preliminary engineering and environmental investigations report.

- **Kickoff meeting:** Attend a kickoff meeting with the Township to confirm the goals and desired local investment in the project. Review the project schedule and typical section presented below.
- **Basemapping and Site Visit:** LJB will collect aerial imagery and contour information for the project area through OGRIP to use as the basemap for the project. County GIS property lines will be used to depict property boundaries. A 3-D model of the project area will be developed. Conduct a site visit to walk the anticipated corridor and identify features that need to be addressed in the report and development of the construction cost estimate. If cellular service is available through the tree canopy, the LJB team will use the collector app to collect GPS coordinates and photographs of these features to include in the report and to be used in the preliminary design evaluation.
- **Cross sections:** Preliminary cross sections will be developed select locations from the model to evaluate the need for drainage improvements and/or retaining walls along any portion of the corridor. 5 sections are anticipated.

- **Environmental investigations:** See the attached Lawhon & Associates proposal for ecological and cultural resources as requested by the ODNR application.
- **Opinion of probable construction costs:** Preliminary quantities will be calculated or estimated and included in a project cost estimate, including design contingency, inflation, and construction costs.
- **Preliminary Design Review Meeting:** A virtual or in-person review of the preliminary alignments and the resulting impacts will be conducted to review design decisions and collaboratively explore minor refinements to better achieve the goals of the project.
- **Preliminary Engineering Memo:** a memo describing the work that was completed and attaching environmental memos and the project cost estimate will be developed to be used to support and inform the application to ODNR.

The deliverable from this project is the Preliminary Engineering Memo. One project progress meeting to review the primary cost drivers and discuss minor modifications to reduce impacts or costs is anticipated prior to development and delivery of the final report.

#### **SCHEDULE**

This Preliminary Engineering Report is being developed in support of the Township's grant application to ODNR. Applications are due on March 15, 2021.

- **Kickoff:** January 20, 2021
- **Preliminary Design Review Meeting:** February 16, 2021
- **Preliminary Engineering Report:** March 1, 2021

#### **FEE PROPOSAL**

These services are proposed to be completed within one week of the scoping meeting for a lump sum fee of **\$14,350**.

A breakdown of those fees into major tasks includes:

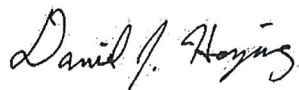
- Preliminary Engineering – \$4,296
- Construction Cost Estimate – \$2,054
- Ecological Survey / Wetland Delineation – \$3,750
- Phase 1 Archaeological Survey - \$4,250



Thanks again for this opportunity to work with the Township and we look forward to assisting you with this project. If you have questions, need additional clarification, or would like to authorize this work, please contact me at (937)259-5795 or DHoying@ljbinc.com.

Sincerely,

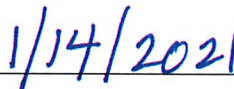
LJB Inc.



Dan Hoying, P.E., P.S.  
Principal

**AUTHORIZATION**

Your signature below authorizes LJB to begin the scope of services outlined and permits us to invoice Fairfield Township for the fees stated within this proposal. We anticipate that a formal professional services agreement will be executed upon receipt of this authorization.



Name

Date

The person signing on behalf of their respective party represents that he or she is legally authorized to sign on behalf of said party



November 16, 2020

Mr. Dan Hoying  
Principal  
LJB, Inc.  
2500 Newmark Drive  
Miamisburg, Ohio 45342

**Re: Ecological Survey/Wetland Delineation Study and Phase I Archaeological Survey for the Proposed Indian Meadows Access Path Hamilton, Ohio**

Mr. Hoying,

Lawhon & Associates, Inc. (L&A) is pleased to submit this proposal to provide an ecological survey/wetland delineation and Phase I archaeological survey for the above captioned project. It is our understanding that the MetroParks of Butler County proposes to construct the approximately 2,300-foot long Indian Meadows Access Path at the Rentschler Forest – Reigart Road Area. Our services will include ecological survey/wetland delineation with a qualitative assessment of all identified resources, as well as a Phase I archaeological survey for the proposed corridor. L&A's technical approach, estimated fees, and proposed schedule to complete these tasks are stated within this proposal.

## **Company Profile**

L&A provides full-service environmental and engineering consulting services to solve environmental issues for the public and private sector. The company was established in 1985 in Columbus, Ohio and owes its success to a continuing policy of providing sound environmental technical solutions through the personal direction of the principals and staff. Over the last 30 years, our services have grown to include hazardous building material consulting, environmental site investigations and remediation; ecological and wetland services; cultural and historic resources evaluations; indoor environmental quality studies; and NEPA compliance. L&A is a women-owned business and licensed engineering company (#03-0125) in the State of Ohio, with offices in Columbus, Cleveland, Dayton and Cincinnati, Ohio. We are known for being responsive to our clients and for providing quality services in a cost effective and timely manner.

## **Technical Proposal**

### Task 1: Ecological Survey/Wetland Delineation

L&A will conduct an ecological survey/wetland delineation on the proposed Indian Meadows Access Path alignment. The proposed path alignment is approximately 2,300 feet long and is located east of the residences along Reigart Road as depicted as Alternate 1 in the exhibits provided by LJB. The survey will include the identification and delineation of all potentially jurisdictional waters (i.e. wetlands and streams) in accordance with the procedures for routine wetland delineations as described in the 1987 USACE Wetland Delineation Manual and the Midwest Regional Supplement; wetland assessment utilizing the Ohio EPA's Ohio Rapid Assessment Method for Wetlands (ORAM); stream assessment utilizing the Ohio EPA's Qualitative Habitat Evaluation Index (QHEI) protocol and/or Headwater Habitat Evaluation Index evaluation (HHEI) for headwater streams (qualitative assessment only), as applicable; and the assessment of any threatened or endangered (T&E) species or potentially suitable habitat for

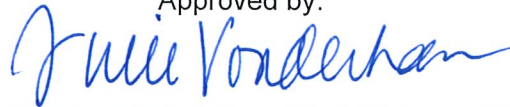
Respectfully,



Jason M. Earley  
Practice Leader, Ecological Services



Karrie A. Bontrager, LEED AP  
Principal, Director of Environmental Services

Approved by: 
For LJB, Inc.
Title and Printed Name JULIE VONDERHAAR ADMINISTRATOR
Date 1/14/2021

these species within the study area. Prior to the initiation of the field survey, L&A will review existing mapping resources and contact USFWS and ODNR to request information on any recorded occurrences of federal or state-protected species within the immediate vicinity of the study area.

Upon completion of the fieldwork, L&A will prepare a letter report that summarizes the findings of the ecological resources survey. The report will contain an overall site description; descriptions of any wetlands, streams, and or other sensitive ecological resources identified within the Study Area; representative photographs; mapping of the GPS data collected during fieldwork as GIS shapefiles; and additional mapping of the Study Area. The report will evaluate the wetlands and streams identified within the project limits to allow a determination of whether these wetlands or streams qualify as Waters of the U.S. or as Waters of the State and will be suitable for submittal to the USACE for confirmation of our delineation. The report will also be suitable for coordination with the USACE or Ohio EPA in support of any waterway permits required by the project.

### Task 2: Phase I Archaeological Survey

L&A will conduct a Phase I archaeological survey of the approximately 2,300 feet long access path east of the residences along Reigart Road for Alternate 1. The survey will meet the guidelines established in Ohio's *Archaeology Guidelines* (OHPO 1994) and generally follow the recommended format and design. It is anticipated that subsurface shovel testing and visual inspection will be the field methods for the project. A brief description of the methods to be employed is discussed below.

- *Systematic Shovel Testing.* In areas with less than 15 degrees of slope but where adequate ground surface visibility is not readily available (less than 50 percent visible), hand excavation of 50 centimeters (cm) by 50 cm square shovel test units will be employed. The shovel test unit intervals will be spaced 15 meters apart. The units will be excavated in natural stratigraphic levels and will be excavated to a depth of 10 cm into sterile subsoil. Soil will be screened through 6.25-millimeter (0.25 inch) mesh hardware cloth to test for the presence of archaeological resources. If a shovel test unit is positive (at least one non-modern artifact collected), additional shovel test units will be excavated in a cruciform pattern around the initial positive test unit. Excavation of these additional shovel test units will continue laterally along cardinal directions until the site limit has been defined by the excavation of two consecutive, negative shovel tests or until the landform becomes restricted by topography (i.e., water, cliff, gully, etc.). The location of the shovel test units will be plotted on the project area map. Excavated shovel tests will be backfilled and returned, as near as possible, to original condition using hand tools. The recovered artifacts will be bagged by shovel test unit for later laboratory analysis.
- *Visual inspection.* This method will be employed in areas of steep side slope, disturbance, or inundated wetlands/streams where archaeological deposits are not considered likely. These areas will likely include disturbance associated with underground utilities, road rights-of-way, as well as steep side slope. This method will also be used to document the general surroundings of the project's setting.

A report of findings, including a literature review, fieldwork results, mapping, and recommendations for any further work will be generated at the completion of fieldwork. The document will be submitted in electronic format.

### **Assumptions**

In completing the scope of services described above, L&A assumes the following:

1. Client will provide plans and/or maps that clearly depict the project boundaries and relevant site features in electronic format. Relevant features include any site improvements associated with the proposed development.
2. This proposal assumes a study corridor of no more than 75 feet wide and centered on Alternate 1 and the combined Alternates 1 & 2 segment depicted on the client supplied mapping.
3. The schedule estimates assumes no significant delays due to weather, design changes, agency availability, or work or travel restrictions associated with a pandemic.
4. Reports will be provided as electronic copies (PDF) to the Client.
5. No waterway permitting tasks are included in this proposal. Should the construction of the access path require waterway permitting, L&A will provide a separate scope and fee to provide these services.
6. All artifacts recovered during the archaeological survey will be returned to the property owner. Should curation of the artifacts be required, a cost under separate cover will be submitted.

## Schedule

L&A can begin the ecological field work associated with Task 1 for this project within 10 business days of receipt of signed authorization to proceed. A map and shapefiles of the results from Task 1 can be provided within 2 business days of the completion of ecological field work. The summary ecological report (Task 1) can be provided within 6 weeks of the completion of the ecological field investigation. The archaeological fieldwork associated with Task 2 will begin within 10 business days of signed authorization to proceed. The archaeological field investigations are anticipated to take a single business day. The Phase I Archaeological Survey report (Task 2) will be submitted within 4 weeks of completion of archaeological field work. Please note that L&A offices will be closed the week of December 21<sup>st</sup>.

## Estimated Fees

L&A proposes to complete the tasks outlined in this proposal for the fixed lump sum fees presented below. These estimates include all labor, equipment, and materials necessary to perform the scope of work.

Task		Fee
Task 1	Ecological Survey/Wetland Delineation	\$3,750.00
Task 2	Phase I Archaeological Survey	\$4,250.00

## Closure

One signed copy of this proposal will serve as our authorization to proceed. Exhibit A – General Conditions, attached hereto as and incorporated herein by reference, are a part of this proposal. The proposal cost estimate is effective for a period of sixty (60) days. If there are any questions, please contact Mr. Jason Earley or Ms. Karrie Bontrager at (614) 481-8600.