



AMERICAN
STRUCTUREPOINT
INC.

600 SUPERIOR AVENUE EAST, SUITE 2401
CLEVELAND, OHIO 44114
TEL 216.302.3694

February 23, 2026

Ms. Veronica Newsome, PE
Staff Engineer
City of Lorain
200 West Erie Avenue, 4th Floor
Lorain, Ohio 44052

RE: Fee Proposal for Consulting Services
PID 120287
LOR-MR4321-0.00
Construction Inspection, Administration and Material Testing Services

Dear Ms. Newsome:

American Structurepoint, Inc. appreciates the opportunity to be of service to the City of Lorain. Please find enclosed a copy of our fee proposal for construction administration, inspection and materials testing for the above-referenced project. The enclosed fee of \$492,046 is based on estimated costs for American Structurepoint to provide these services.

If you have any questions concerning the fee proposal, or if you need any additional information, please contact our Project Manager, Rob Chappelle, at your earliest convenience. Rob can be reached via phone at (216) 956-4892 or email at rchappelle@structurepoint.com.

Respectfully,
American Structurepoint, Inc.

Robert Chappelle, PE, CPESC
Construction Area Supervisor

Darren J. Schimmoeller
Director of Development

Walid E. Gemayel, PE
Senior Vice President

TABLE OF CONTENTS

Narrative.....	Page 1
Proposal Cost Summary/Man-hour Justification.....	Page 2 - 4
Hourly Rate Calculations.....	Page 5
Proposed Overhead and Cost of Money Rates.....	Page 6
Scope of Services.....	Appendix A

PROJECT NARRATIVE
CONSTRUCTION ADMINISTRATION AND INSPECTION
LOR – MR 4321 - 0.00, PID 120287

The scope of services will include all the services shown in the City of Lorain Construction Administration, Inspection, and Materials Management Scope of Services included in Appendix A. American Structurepoint, Inc., will perform the following services necessary to provide the construction administration, inspection, and materials management for this project.

CONSTRUCTION INSPECTION TASKS

The following tasks will be performed for each stage of the construction project. Note: Durations are based on anticipated schedule and deadline information as presented in the RFQ.

1. Preconstruction Activities

Preconstruction activities will include taking preconstruction photos, attending the preconstruction meeting, public involvement (as requested), plan, specification and shop drawing submittal review, and PM software project setup. We anticipate the preconstruction activities will last for a period of 2 weeks. Anticipated labor includes the PM/CE2 at 4 hours/week and the Inspector at 2 hours/week.

2. Construction Activities

Construction activities will include complete construction administration, inspection, and materials management of the project from the first day of work through the final acceptance. We anticipate 58 weeks of actual construction activities with the labor for the PM/CE2 to be 12 hours/week and for the Project Inspector at 48 hours/week.

3. Post-Construction Activities

Post-construction activities will include all required project closeout documentation, as well as preparation of the final construction record to meet all federal requirements. We anticipate the post-construction activities will last for a period of 2 weeks. Anticipated labor during this time includes the PM/CE2 for 4 hours/week and the Project Inspector for 2 hours/week.

PROJECT DELIVERABLES

The project deliverables will include all required engineering, supervision, inspection, materials management, and documentation services in accordance with the Ohio Department of Transportation (ODOT) "Construction and Material Specifications." All construction engineering, inspection, and materials management services will be provided in accordance with the Construction Contract Administration Chapter of ODOT's Local Public Agency (LPA) procedures manual.

PROJECT MANAGEMENT

The American Structurepoint project manager will coordinate the work and provide oversight to keep the construction inspection tasks on schedule and within budget. A budget update will be provided to the City monthly.

**INSPECTION FEE JUSTIFICATION
MANHOURS BY CLASSIFICATION**

OWNER: City of Lorain
DESCRIPTION: LOR-MR 4321-0.00
PID NUMBER: 120287
CONTRACTOR: TBD
AWARD DATE: June 1, 2026
NOTICE TO PROCEED (EST): June 1, 2026
SUBSTANTIAL COMPLETION DATE: November 30, 2027

PRECONSTRUCTION ACTIVITIES:	5/26/2026	to	6/1/2026	=	2.00 weeks
CONSTRUCTION ACTIVITIES	6/1/2026	to	11/30/2027	=	58.00 weeks (Assume 20 week winter shutdown)
POST-CONSTRUCTION ACTIVITIES:	11/30/2027	to	12/13/2027	=	<u>2.00 weeks</u>
	Total weeks			=	62.00 weeks

The following pages (manhour justification and fee estimate) are based on the above construction schedule. Any delay or extension in the construction that significantly extends the completion date shown above may require an extension to this Agreement and an increase in the estimated fees.

LABOR

PM

Preconstruction Activities	2 weeks	@	4 hours/week	=	8 hours
Regular time:	58 weeks	@	12 hours/week	=	696 hours
Post-construction Activities	2 weeks	@	4 hours/week	=	8 hours
PM TOTAL HOURS				=	712 hours

Project Inspector

Preconstruction Activities	2 weeks	@	2 hours/week	=	4 hours
Regular time:	58 weeks	@	40 hours/week	=	2,320 hours
Overtime	2,320	@	20.0%	=	464 hours
Post-construction Activities	2 weeks	@	2 hours/week	=	4 hours
Project Inspector TOTAL HOURS				=	2,792 hours

Preconstruction Activities:

Regular Time:	2 weeks	@	6 hours/week	=	12 hours
Construction Activities:					
Regular Time:	58 weeks	@	52 hours/week	=	3,016 hours
Inspector Overtime		@	20.0%	=	464 hours
Post-Construction Activities:					
Regular Time:	2 weeks	@	6 hours/week	=	12 hours
TOTAL REGULAR HOURS				=	3,040 hours
TOTAL OVERTIME HOURS				=	464 hours

Direct Expenses:

Daily vehicle use:

Daily Vehicle Use PM/CE2:	58 weeks	@	2 days/week	=	116 days
Daily Vehicle Use Project Inspec	58 weeks	@	5 days/week	=	290 days
Total Days				=	406 days

**INSPECTION FEE SUMMARY
CONSTRUCTION INSPECTION SERVICES**

CLIENT: City of Lorain
DESCRIPTION: LOR-MR 4321-0.00
PID NUMBER: 120287

		<u>Rate</u>	<u>Units</u>		<u>Fee</u>
PM/CE2		\$ 208.00	712	\$	148,096.00
Project Inspector	Regular time:	\$ 112.00	2,328	\$	260,736.00
	Overtime:	\$ 130.00	464	\$	60,320.00
Daily Vehicle Use		\$ 49.00	406	\$	19,894.00
SUB-TOTAL INSPECTION FEE					\$ 489,046.00
MATERIALS TESTING AND LAB SERVICES**					\$ 3,000.00
TOTAL FEE					\$ 492,046.00

Hourly Rate Calculations

Instructions - Insert information in yellow highlighted cells only. On Sheet 2, input information to determine rates per classification. Hourly rates will be calculated automatically.

Last Revised
11/10/24

Agreement No.:
 C-R-S: LOR-MR4321-0.00
 Firm Name: American Structurepoint, Inc.

Company Overhead: 191.30%
 Average Overhead: 158.08%
 Cost of Money: 0.83%
 Net Fee %: 11%
 The company records OT premium as: ODC
 Does the company anticipate billing overtime? Yes

Classification	1.5X OT?	Avg. Raw Rate	Overhead	C.O.M	Net Fee	Computed Straight Time/OT Exempt Billing Rate	Computed Straight Time/OT Exempt Billing Rate ¹	Computed Overtime Billing Rate ^{1,2}
PM/CE2	No	\$65.00	\$124.35	\$0.54	\$18.45	\$208.34	\$208	N/A
Project Inspector	Yes	\$35.00	\$66.96	\$0.29	\$9.94	\$112.18	\$112	\$130
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	
	unknown					\$0.00	N/A	

¹ **Note:** Rounded the nearest dollar.

² **Note:** Inclusive of overtime premium, if company classifies OT premium as an other direct cost.

rev. 11/10/2024

All items discussed in this **Cognizant Review Approval Certificate** refer, respectively, to the following:

Company Name (Consultant/Auditee):	AMERICAN STRUCTUREPOINT, INC.
Based on Actual Costs Incurred for Company's Year Ended:	12/31/2024
Effective Date of Cognizant Approval (ODOT Approval Date):	06/12/2025
Based on Independent Audit Report Issued by CPA Firm (Auditor):	CBIZ CPAs P.C.

This Certificate presents the results of a review we performed in accordance with our role as Cognizant Agency as defined in 23 U.S.C. 112(b)(2)(c) and 23 CFR 172.3 and 172.7. The review involved a detailed examination of the CPA's audit workpapers supporting: (1) the independent audit report on the Company's Statement of Direct Labor, Fringe Benefits, and General Overhead (indirect cost rate schedule); and (2) the associated report on internal controls and compliance. The CPA represented that the audit was conducted in accordance with *Government Auditing Standards* as promulgated by the Comptroller General of the United States, and the audit was designed to determine that the indirect cost rate schedule was prepared in accordance with Cost Principles contained in the Federal Acquisition Regulation, 48 CFR Part 31. Our cognizant review was performed in accordance with the AASHTO Review Program for CPA Audits of Consulting Engineers' Indirect Cost Rates as recommended in the *AASHTO Uniform Audit & Accounting Guide for Audits of Architectural and Engineering (A/E) Consulting Firms*. During our cognizant review, nothing came to our attention that caused us to believe that the CPA's audit procedures, audit report, and supporting workpapers for the indirect cost rate schedule did not conform in all material respects to the aforementioned regulations and auditing standards.

Conclusion: We recommend acceptance of the following rates, which, unless otherwise noted, were computed based on direct labor costs incurred on A/E projects:

Corporate Indirect Cost Rate:	191.3%
Facilities Capital Cost of Money (FCCM) Rate:	0.83%

Overtime Premium: According to the Company's established allocation methodology, as audited by the CPA:


- INDIRECT.** All overtime premium is allocated to the indirect cost pool; accordingly, overtime premium is not eligible as a direct charge to contracts.
- DIRECT.** Project-related overtime premium is allocated to direct cost objectives and is allowable as a direct charge, with overhead applied, to applicable contracts. Overtime premium that is not project related is included in the indirect cost pool.
- OTHER DIRECT COST.** Overtime premium is allocated and billed as an Other Direct Cost (ODC) to applicable contracts, with no overhead applied.
- NOT APPLICABLE.** Either no overtime premium was incurred during the audit period, or your company has not established a policy for allocating and billing these costs. (Overtime premium is not allowable as either a direct charge to projects or as part of the indirect cost rate computation.)

Note: The approved rates are for use for billings and cost proposals on contracts funded by the State of Ohio and/or Federal sources, including projects for ODOT and Ohio Local Public Agencies (LPAs). This cognizant approval certificate also establishes indirect cost rates for use by other State transportation agencies, as discussed in the FHWA document *Procurement, Management, and Administration of Engineering and Design Related Services - Questions and Answers*. <https://www.fhwa.dot.gov/programadmin/172qa.pdf>.



The above rates are based on the most recent cost information the Company submitted to ODOT. As more current cost information becomes available, it must be submitted through the ODOT PreQ system.

The submittal is due no later than **six months** after the close of your Company's fiscal year (July 1 for all companies with a December 31 fiscal year end). See detailed requirements at <https://www.transportation.ohio.gov/wps/portal/gov/odot/working/publications/audit-consultant>. Failure to submit timely may result in the loss of ODOT prequalification.

Approved by:



Scot P. Gormley
ADMINISTRATOR, OFFICE OF EXTERNAL AUDITS (OEA)
ODOT Division of Finance
1980 West Broad Street, Mail Stop 2140, Columbus, OH 43223
Phone: 614.644.0384
Cell/Text: 614.949.8981
[External Audits | Ohio Department of Transportation](#)

**CITY OF LORAIN
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS
MANAGEMENT SCOPE OF SERVICES**

Project Specific Services

Project Name	LOR-MR 4321-0.00 Tower Blvd.
PID	120287
Project Description	The removal and replacement of the westbound and eastbound lanes of Tower Blvd. from Oberlin Ave. in the east to its intersection with Leavitt Rd. in the west in Lorain County with a project length of approximately 1 mile. Project includes the installation of pavement, sidewalk, signage, striping, drainage improvements, and other necessary work.
Work Description	Construction contract administration, inspection, and associated field testing
Scope of Services Meeting Date	March 2026

I. GENERAL REQUIREMENTS

Provide services in accordance with ODOT's Construction Administration Manual of Procedures, 2025 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector 1		
Project Inspector 2	1	
Structures Inspector		
Coatings Inspector		
Traffic Signals & Lighting Inspector		
Soils & Aggregate Inspector		
Construction Engineer Level 1		
Construction Engineer Level 2	1	
Non-Prequalified Personnel	Approximate Number Required	Notes
Documentation Clerk	1	
Other		

The services may include:

- A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

PRIMARY TASK	ODOT Oversight	Responsibility		NOTES
		LPA	CONSULTANT	
POST AWARD				
Preconstruction Conference	X	X	X	
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X		X	
Asphalt, Concrete & Aggregate Field Testing			X	
Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X	X	X	
Schedule Tracking and Updates	X	X	X	
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	

Summary of Progressive Payment			X	
Invoice and Reimbursement Preparation		X	X	
Review and Approval of Reimbursement Request	X	X	X	
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	
Concurrence on significant Change Orders for Reimbursement	X		X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution			X	
Approval of Funding for Resolution	X		X	
Monitoring and Documentation of Claims Management Process	X		X	
PREVAILING WAGE COMPLIANCE				
Wage Interviews, Payroll Reviews			X	
Resolution of Underpaid Wages			X	
Monitoring and Documentation of Prevailing Wage Compliance Process	X		X	
EEO CONTRACT COMPLIANCE				
EEO Contract Requirements			X	
Bulletin Board Monitoring			X	
Commercially Useful Function Reviews			X	
Monitoring and Documentation of LPA's EEO Compliance Process	X		X	
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	
Resolution of Punch list Items		X	X	
Agreement of Final Quantities, Payment		X	X	
Final Payment to Contractor, Release of Responsibility		X	X	

Preparation of Project Closeout Documents		X	X	
Review and Approval of Finalization Documents	X	X	X	
Completion of LPA Contract Administration Evaluation	X	X	X	

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.		
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	
Paint Inspection Kit in accordance with CMS 514.05.		
The type and number of vehicles, either cars or trucks, for use on-site.		

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into SiteManager (e.g. prepares daily construction diaries by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

- a. High school diploma or GED.
- b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.
- c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

III. COMPENSATION

- A. The City of Lorain shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the City of Lorain prior to being incurred.
- B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

IV. INVOICING

The Consultant shall submit an invoice each month. ODOT's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the City of Lorain, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), and construction contract specific requirements.

Should the Consultant fail to remove the employee or employees as required, or fail to furnish suitable and sufficient personnel for proper performance of the work, the City of Lorain may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, the City of Lorain may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the *Specifications for Consulting Services, 2016 Edition*.

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the City of Lorain. No compensation will be provided for commuting to and from the report-in location. Travel time to retrieve or return samples or equipment is billable. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY THE CITY OF LORAIN

- A. The City of Lorain will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The City of Lorain will provide the Consultant with documentation requirements including

inspection report forms needed for computation, reporting, record keeping and field testing.