

6-10-97
N. P. H.

GAEDE SERNE ARCHITECTS INC.
820 Superior Avenue NW #100
CLEVELAND, OHIO 44113

LETTER OF TRANSMITTAL

(216) 241-3339
FAX: (216) 241-1823

DATE	JUNE 12, 97	JOB NO.	9545
ATTENTION	ADAM C. HOFF, P.E.		
RE:	HENRY COUNTY COURTHOUSE RENOVATION		

TO
CITY OF NAPOLEON
ENGINEERING DEPT.
P.O. BOX 151
NAPOLEON, OHIO 43545

WE ARE SENDING YOU Attached Under separate cover via _____ the following items:

Shop drawings Prints Plans Samples Specifications

Copy of letter Change order _____

COPIES	DATE	NO.	DESCRIPTION
1			SP-1 SITE PLAN REVISED. 6-10-97

THESE ARE TRANSMITTED as checked below:

For approval Approved as submitted Resubmit _____ copies for approval

For your use Approved as noted Submit _____ copies for distribution

As requested Returned for corrections Return _____ corrected prints

For review and comment _____

FOR BIDS DUE _____ 19 _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS
REVISED DOWN STATE CONNECTIONS
AS PER YOUR REQUEST.

COPY TO FILE
HCCH - COMMISSIONERS

SIGNED: LOU FENZEL

If enclosures are not as noted, kindly notify us at once.



City of NAPOLEON, OHIO

255 WEST RIVERVIEW AVENUE, P.O. BOX 151
NAPOLEON, OHIO 43545-0151
(419) 592-4010
FAX (419) 599-8393

July 8, 1997

Mayor
Donald M. Stange

Mr. Lou Fenzel
Gaede Serne Architects, Inc.
820 Superior Avenue NW #100
Cleveland, Ohio 44113

Re: City of Napoleon
Henry County Courthouse
Renovation Project

Members of Council
Michael J. DeWit, President
Dennis Fligor
James Hershberger
Glenn A. Miller
Travis B. Sheaffer
Char Weber
Terri A. Williams

City Manager
Marc S. Gerken, P.E.

Finance Director
Gregory J. Heath

Law Director
David M. Grahn

City Engineer
Adam C. Hoff, P.E.

Dear Mr. Fenzel:

We have yet to receive any further revisions to sheet no. SP-1 since that issued June 12, 1997. As we discussed, the floor drains located in the outside stairwells should not be connected to the same tile as the downspouts. The pressure developed within that tile by the downspouts will cause water to backup within the stairwells through the floor drains. I see that much of this proposed work is already complete. Please confirm that these concerns were addressed prior to installation.

If you have any questions, please call me.

Yours truly,

Adam C. Hoff, P.E.
City Engineer

ACH:rd
cc: Mr. Sonny Helberg, Construction Inspector
Mr. Richard J. Bennett, Henry County Commissioners
c:\lotsuite\wordpro\docs\cityengr\lettersfenzel.lwp7/8/97, 10:38AM

ENG-018 Permanent Record Retention



City of NAPOLEON, OHIO

255 WEST RIVERVIEW AVENUE, P.O. BOX 151
NAPOLEON, OHIO 43545-0151
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April 3, 1997

Mayor
Donald M. Stange

Members of Council
Michael J. DeWit, President
Dennis Filgor
James Hershberger
Sarah J. Peper
Travis B. Sheaffer
Char Weber
Terri A. Williams

City Manager
Marc S. Gerken, P.E.

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Adam C. Hoff, P.E.

Ms. Anita Smith
Henry County Commissioners
1330 North Scott Street
Napoleon, Ohio 43545

Re: Courthouse Renovations
Parking Issues

Dear Ms. Smith:

This letter is in response to our conversation today regarding construction staging areas and general public access/protection during courthouse renovations.

You indicated that your general contractor will be installing a fence on the existing sidewalk and that you will be allowing a minimum of five (5) feet of walk behind the curb. As we indicated, this is acceptable.

With the installation of the fence, you indicated that a public mailbox would have to be relocated and we indicated that on a temporary basis this could be placed on the sidewalk, but not within the five (5) foot restricted area.

Lastly, you indicated that the general contractor would like, at their discretion, the ability to restrict parking along Washington Street and North Perry Street when they feel that safety issues arise while working on the exterior.

We have no problem with the utilization (blocking off this area on occasions), but the City of Napoleon shall be notified of this prior to actually placing up barricades, cones, etc.

Ms. Anita Smith
Page Two
April 3, 1997

Notification would be to the Police Department and City Manager and it should be scheduled at all times.

If this response is satisfactory, you can notify all parties on your end, otherwise the Board may approach Council at its convenience.

Respectfully,



Marc S. Gerken, P.E.
City Manager

MSG:rd

cc: Jeff Marihugh, Operations Supt.
Allan Woo, Fire Chief
Adam C. Hoff, P.E.: City Engineer
George Schmidt, Police Chief

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1 Year Retention Period - CM-5



City of NAPOLEON, OHIO

255 WEST RIVERVIEW AVENUE, P.O. BOX 151
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September 10, 1996

Mayor
Donald M. Stange

Members of Council
Michael J. DeWit, President
Sarah J. Peper
John E. Church
James Hershberger
Terri A. Williams
Travis B. Sheaffer
Dennis Filgor

City Manager
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Adam C. Hoff, P.E.

Mr. Richard Bertz, President
Henry County Commissioners
660 North Perry Street
Box 546
Napoleon, Ohio 43545

Re: Henry County Courthouse
Renovations

Dear Mr. Bertz:

In response to several inquiries by prospective contractors for the referenced project, we have developed an estimate of cost for the proposed water service tap and recommendations for the installation of this service. The estimated water tap charge is \$3,129.60, plus \$538.00 for disconnection of the existing water service. In addition, a refundable street bond in the amount of \$3,000.00 will be required for open cutting East Washington Street. A copy of the estimate is enclosed for your review. Actual invoices for materials will be compiled and the fee will be revised to reflect actual costs. The twenty-five percent (25%) surcharge is included as per City Code.

The construction firm will be responsible to install from the six (6) inch tap at the water main to the building. The City will allow the installation of a two (2) inch domestic service off of the six (6) inch service at or near the right-of-way. A curb stop and rod assembly, meeting City of Napoleon standards, will be required at the right-of-way for the domestic service connection. The existing two (2) inch meter horn and bypass will be modified and reused in this installation.

Mr. Richard Bertz, President

Page 2

September 10, 1996

Backflow prevention will be required for both the domestic service and fire suppression system. The fire suppression system will require a dual detector check assembly. The plans submitted show an Ames DCA 2000 SS, which is incorrect. The correct assembly is an Ames DCDA 3000 SS installed in a horizontal position and readily accessible for testing. The reduced pressure device, as shown on plans, is acceptable for the domestic service.

As stated previously, the City will allow your contractor to open cut East Washington Street for the installation of the water service. This work must be coordinated with the City through the Engineering Department and the contractor will be responsible for returning the street to its original condition, subject to the approval of the City Engineer. The contractor will also be responsible to provide their own signage, traffic control, barricades and contact the police and fire departments as well as the local media at least two (2) days in advance to advertise the time and date of the street closing. The street bond will be refunded upon satisfactory repair of the street.

If you should have any questions, please feel free to call me.

Yours truly,



Adam C. Hoff, P.E.
City Engineer

ACH:rd

Enclosure

cc: Mr. Marc S. Gerken, P.E.; City Manager
Mr. Jeff Marihugh, Operations Superintendent
Mr. Sonny Helberg, Construction Inspector
Mr. Brent Damman, Bldg/Zoning Administrator
Mr. Bill Menster, Wolverine Fire Protection
Mr. Larry Peuer, Shambaugh Fire Protection

**City of Napoleon
Preliminary Estimate**

Water Service Connection for
Henry County Courthouse

Item	Estimated Quantity	Unit Price	Total
Disconnect Old 2" Service:			
Backhoe with Operator	2.0 hr.	\$60.00	\$120.00
Large Dump with Operator	1.0 hr.	\$50.00	\$50.00
Laborer	5.0 hr.	\$20.00	\$100.00
Granular Backfill	6.0 c.y.	\$18.00	\$108.00
Concrete	1.0 c.y.	\$75.00	\$75.00
Asphalt Pavement	1.0 c.y.	\$85.00	\$85.00
Total Disconnect Charge:			\$538.00
Install New 6" Service:			
Backhoe with Operator	3.0 hr.	\$60.00	\$180.00
Large Dump with Operator	1.0 hr.	\$50.00	\$50.00
Laborer	5.0 hr.	\$20.00	\$100.00
6" Tapping Valve	1.0 ea.	\$293.23	\$293.23
6" x 6" Tapping Sleeve	1.0 ea.	\$248.41	\$248.41
6" Tap	1.0 ea.	\$375.00	\$375.00
Valve Box	1.0 ea.	\$72.04	\$72.04
2" Meter	1.0 ea.	\$1,185.00	\$1,185.00
Sub-Total:			\$2,503.68
Plus 25%:			\$625.92
Total Tap Charge:			\$3,129.60



City of NAPOLEON, OHIO

255 WEST RIVERVIEW AVENUE, P.O. BOX 151
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May 8, 1996

Mayor
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Members of Council
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Dennis Filgor

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Gregory J. Heath

Law Director
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City Engineer
Adam C. Hoff, P.E.

Mr. Donald W. Hayes
Senior Designer
Rightmyer, Johnson & Associates
5855 Monroe Street
Sylvania, Ohio 43560

Dear Don:

In response to your letter dated May 3, 1996, please find below the information you requested.

1. The hydrant flow test was performed on Wednesday, May 8, 1996 from hydrant #59, the static pressure was 70 psi., the residual was 60 psi., the hydrant was flowing at 1319 gpm., at this time the Water Treatment Plant had a 2,000 gpm. pump running and the elevated tank level was 23½ feet.
2. Please find attached the drawing as per your request for backflow requirements of the fire system booster pump.
3. The City will allow you to propose the use of the fire line for domestic water with the following provisions (1) that the City crews will tap the fire line and a curb stop shall be installed outside the building near the right-of-way; (2) the tap shall be subject to all usual tap fees normally charged by the City; (3) the 2" copper setter with bypass will be reused; (4) a reduced press backflow device shall be installed immediately after the copper setter, with proper drainage system.

Should you require additional information, please feel free to contact my office.

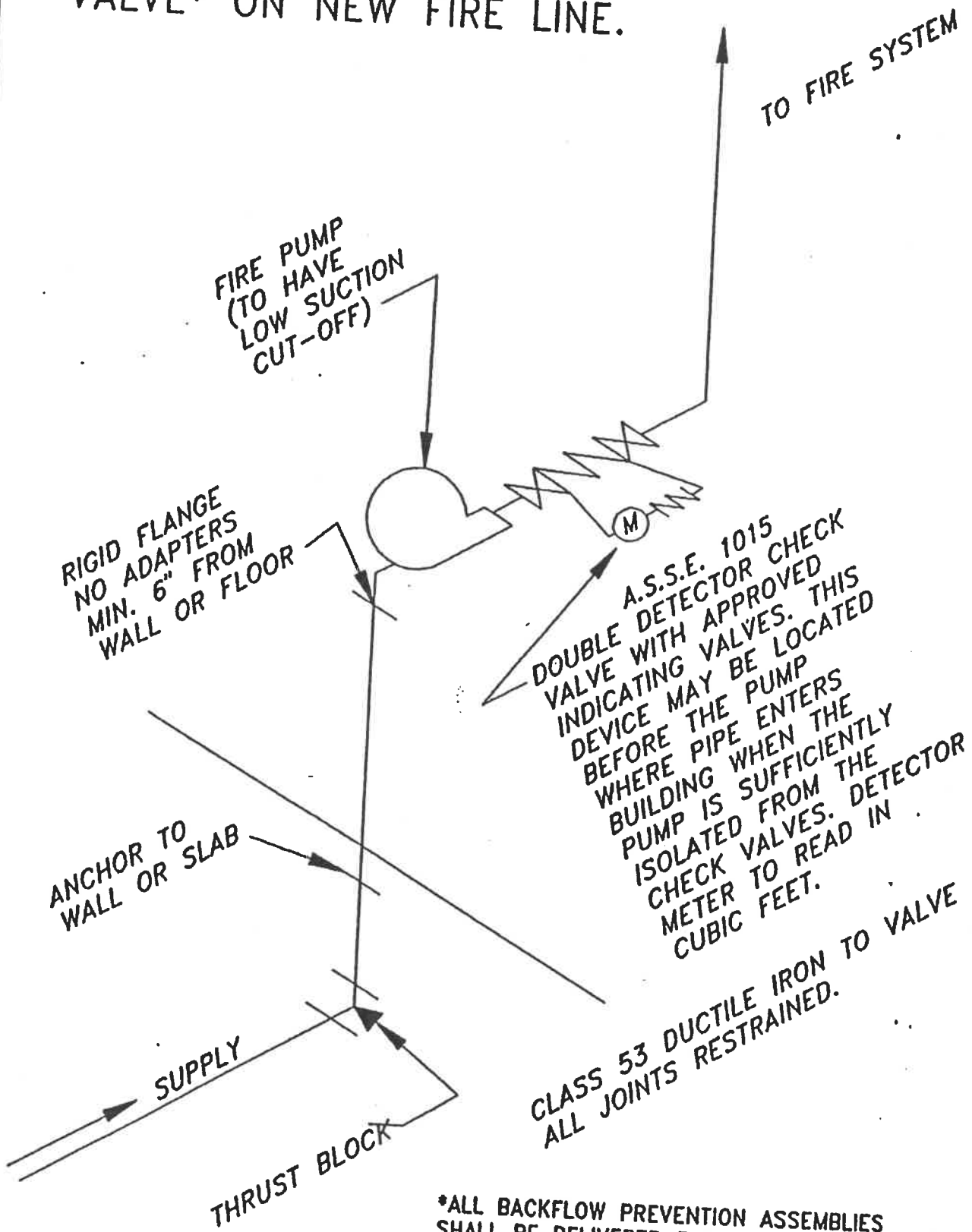
Sincerely,

Jeffrey C. Marihugh
Operations Superintendent

Enclosure

cc: Marc S. Gerken, City Manager
Adam C. Hoff P.E. City Engineer
Charles L. Heinze, Water Distribution Foreman
Brent Damman, Building and Zoning Administrator

FIRE PUMP WITH DOUBLE DETECTOR CHECK VALVE* ON NEW FIRE LINE.



*ALL BACKFLOW PREVENTION ASSEMBLIES SHALL BE DELIVERED FOR INSTALLATION COMPLETELY ASSEMBLED BY THE ORIGINAL MANUFACTURER WITH ALL COMPONENTS AS APPROVED.