

RESOLUTION NO. 2023-48
INTRODUCED BY: Mayor Bodnar

**AN EMERGENCY RESOLUTION
AUTHORIZING MAYFIELD VILLAGE TO ENTER INTO
A SERVICES AGREEMENT WITH BRANDSTETTER CARROL, INC.
IN AN AMOUNT NOT TO EXCEED \$48,890.00
FOR DESIGN SERVICES AND CONSTRUCTION DOCUMENTS
WITH RESPECT TO THE MAYFIELD VILLAGE CIVIC CENTER ADA AND
ENERGY EFFICIENCY IMPROVEMENTS**

WHEREAS, Mayfield Village successfully applied for and received a \$250,000 ARPA grant from Cuyahoga County for ADA and energy efficiency improvements to the Mayfield Village Civic Center; and

WHEREAS, on May 15, 2023, Mayfield Village Council approved and authorized the Mayor and Council President to enter into a Project Award Agreement with Cuyahoga County to accept the grant (Resolution 2023-36); and

WHEREAS, having previously selected Brandstetter Carroll, Inc. (hereinafter "BCI") utilizing its Policy for Qualifications-Based Selection for Professional Services (Resolution 96-14), Mayfield Village requested a proposal from BCI to design, prepare bidding documents, and perform construction management for the planned ADA and energy efficiency improvements to the Civic Center; and

WHEREAS, BCI provided a proposal for professional services, setting forth a specific scope of services, attached hereto and incorporated herein as Exhibit "A", in an amount not to exceed \$48,890.00; and

WHEREAS, BCI has provided Mayfield Village with a Services Agreement to design, prepare construction documents, provide bidding assistance and construction administration for the planned improvements.

BE IT RESOLVED BY THE COUNCIL OF MAYFIELD VILLAGE, OHIO, THAT:

SECTION 1. The Council of Mayfield Village hereby directs the Mayor and President of Council to enter into a Services Agreement with BCI in an amount not to exceed \$48,890.00, a copy of which is attached hereto and incorporated herein as Exhibit "B".

SECTION 2. The Council finds and determines that all formal actions of this Council relating to the adoption of this Resolution have been taken at open meetings of this Council; and

that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of health, safety and welfare of the residents of Mayfield Village, Ohio, for the reason that it provides for necessary and time sensitive improvements to the Mayfield Village Civic Center in order to comply with the terms of the ARPA grant from Cuyahoga County and improve ADA compliance and energy efficiency. It shall, therefore, take effect immediately upon the passage by the affirmative vote of not less than five (5) members elected to Council and approved by the Mayor or otherwise at the earliest time allowed by law.

STEPHEN SCHUTT
Council President

First Reading: _____, 2023

Second Reading: _____, 2023

Third Reading: _____, 2023

PASSED: _____, 2023

BRENDA T. BODNAR, Mayor

APPROVED AS TO FORM:

DIANE A. CALTA, ESQ.,
Director of Law

ATTEST: _____
MARY E. BETSA, MMC
Clerk of Council

EXHIBIT A



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LEXINGTON
KY 40517
359.268.1933
F: 859.268.3341

300 East 23rd St
CINCINNATI
OH 45202
513.651.4224
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1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480

PO Box 940173
DALLAS
TX 75074
214.762.2535

Ms. Diane Wolgamuth
Mayfield Village
6222 Wilson Mills Road
Mayfield Village, Ohio 44143

July 6, 2023

RE: Mayfield Village Civic Hall Upgrades – **PROFESSIONAL DESIGN SERVICES**

Dear Ms. Wolgamuth:

Per our meeting on June 6, 2023, we understand the scope of work for upgrades to the Civic Center to include the following:

1. Replace exterior windows, exterior doors, and interior doors for ADA compliance. BCI will identify appropriate manufacturers, prepare floor plans and door and window schedules, and specifications. The extent of work is approximately 74 windows, 7 doors, and adding a door activator on the front entry doors.
2. Exterior concrete ramp. BCI will prepare plans, details, and specifications for new steps and handicapped accessible ramp at the south exit of Reserve Hall.
3. Exterior concrete steps. BCI will prepare plans, details, and specifications to replace the steps at the north exit of Reserve Hall. This will be a Bid Alternate.
4. HVAC upgrades. BCI will work with our Consultant, TEC, Inc., to replace the chiller located in the basement and the rooftop unit located over the kitchen. The chiller replacement will be a Bid Alternate. Mechanical engineering includes:
 - a. The design of a new chiller, in kind, with the latest refrigerants and efficiencies. The existing chiller is an air cooled 30-ton capacity machine. A new condenser will also be replaced. The unit will be replaced in the same location as existing. The pump for the building will be replaced.
 - b. The rooftop unit over the kitchen will be replaced in kind, with the same capacity but with the latest refrigerant and efficiencies available. The ductwork and electrical will be re-used and reconnected to the new unit.
 - c. Electrical engineering includes branch circuit wiring required for the new units. The existing conduit and wiring will be re-used where possible.

Brandstetter Carroll, Inc. proposes the following professional design services and fees to prepare the documents for bidding, permitting, and construction.

We have listed the scope of work in two different ways for your review: first by building components, and second by phase of work. If you decide to eliminate any building component scope, the total fee will be adjusted accordingly.

Scope of Services per building component:

1. Replace window/doors:		
a. Design		\$4,150.00
b. Construction Documents		<u>\$6,040.00</u>
	Sub-total	\$10,190.00
2. Exterior concrete ramp – south side:		
a. Design		\$2,000.00
b. Construction Documents		<u>\$4,400.00</u>
	Sub-total	\$6,400.00
3. Exterior concrete steps – north side:		
a. Design		\$2,000.00
b. Construction Documents		<u>\$3,600.00</u>
	Sub-total	\$5,600.00

4. HVAC – replace chiller and kitchen rooftop unit	
a. Construction Documents	\$15,200.00
5. Bidding:	\$1,400.00
a. Bidding assistance for all building components.	
6. Construction Administration:	\$10,100.00
a. Construction administration for all building components.	
	TOTAL FEE
	\$48,890.00

Scope of Services per phase of work:

A. Design Phase:	\$8,150.00
B. Construction Documents Phase:	29,240.00
C. Bidding:	1,400.00
D. Construction Administration:	10,100.00
	TOTAL FEE
	\$48,890.00

Anticipated Schedule:

Design Phase	One month
Construction Documents	Two months
Bidding	3 weeks
Construction	Four months (pending material availability)

If this proposal is acceptable, an AIA B104 agreement will be prepared for execution.

Sincerely,
Brandstetter Carroll Inc.



Nancy K. Nozik, AIA
Division Principal