



MAYFIELD
VILLAGE

MAYOR BRENDA T. BODNAR
mayfieldvillage.com

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MEMORANDUM

TO: Council President Schutt and Members of Council
FROM: Diane Wolgamuth, Director of Administration
DATE: May 3, 2024
RE: **Civic Center Windows, Doors, HVAC and ADA Ramp Project**

Dear Council President Schutt and Members of Council,

Architect Nancy Nozik from Brandstetter Carroll Inc. has reviewed the bids received for the Civic Center project and recommends that Millstone Management be awarded the contract on the six (6) base bid items for a total amount of \$413,532. Millstone Management was the low bidder overall and, although approximately \$20,000 in savings could be achieved by awarding to multiple contractors, doing so would be less efficient and would lengthen the duration of the project. Nancy Nozik also recommends that a 10% contingency be added to the contract award to cover any unforeseen conditions. A copy of her recommendation letter is attached.

As previously discussed, a bid alternate to replace the basement chiller was included in the bid specification. All bids for this alternate came in more than 20% over the architect's estimate and it is not recommended that the bid alternate be approved.

Attached is a draft Resolution requesting that Millstone Management Group be awarded the project for \$413,352 with an additional 10% contingency for a total amount not to exceed \$454,885.

As a reminder, this year's budget included \$400,000 for this project and an additional \$50,000 to paint the exterior of the building after the project is completed. Funds from the County have already been received in the amount of \$250,000. If the award is approved as requested, the budget will need to be amended by \$54,885, however, any contingency funds not used would be returned to the Civic Center Fund at the conclusion of the project.

I look forward to discussing this project further with you on Monday evening. A Special Meeting of Council has been scheduled immediately following the Caucus meeting should Council be ready to award the project.

cc: Mayor Brenda T. Bodnar
Department Heads



April 19, 2024

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

RE: Mayfield Village Civic Center Windows, Doors, HVAC, ADA Ramp – **BID REVIEW**

Dear Ms. Wolgamuth:

BCI has reviewed the five bids received on 04/12/2024 for the Mayfield Village Civic Center Windows, Doors, HVAC, and ADA Ramp. There are six bid items plus one alternate bid item. Four of the bidders responded to all six bid items. One bidder, Pella Windows, only responded to the window replacement bid items.

The lowest bid was received from Millstone Management Group in the amount of \$413,532.00 for Bid Items 1 through 6 combined.

We recommend, and the bid documents state, that the Owner add a 10% contingency to this contract to be used for any unforeseen conditions. That amount would be \$41,353. If the contingency amount is not used, the unused balance will go back to the Owner at the completion of construction.

The total amount for the contract would be \$454,885.00.

Millstone Management Group is an established company that has the experience for this size and type of project and meet the criteria for contract award.

Sincerely,
Brandstetter Carroll Inc.

Nancy K. Nozik, AIA
Vice President