

RESOLUTION NO. 38-97
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER JAMES REPPERT ON THE
19th DAY OF MAY, 1997.

A RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN AGREEMENT WITH HORNE AND
KING ARCHITECTS TO CONDUCT A NEEDS
ASSESSMENT AND FACILITIES STUDY FOR THE CITY
OF CENTERVILLE.

WHEREAS, the City of Centerville requested a proposal for a needs assessment
and facilities study for the Centerville Police Department, and

WHEREAS, Horne and King Architects submitted a proposal to perform said
study, including the needs of the Washington Township Fire Department.

NOW THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY
RESOLVES:

Section 1. That the City Manager is hereby authorized to execute an Agreement
with Horne and King Architects to conduct a needs assessment and
facilities study for the Centerville Police Department, a copy of said
Agreement is attached hereto, marked "Exhibit A," and incorporated
herein.

Section 2. That this Resolution shall become effective at the earliest date
allowed by law.

PASSED this 19th day of MAY, 1997.

Sally D. Biels
Mayor of the City of Centerville, Ohio

ATTEST:

Peggy S. Whisman
Clerk of Council, City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio, hereby certifies that the foregoing is a true and correct copy of Resolution Number 38-97, passed by the Council of the City of Centerville, Ohio, on the 19th day of MAY, 1997.


Clerk of Council

Approved as to form, consistency
with the Charter and Constitutional Provisions.

Department of Law
Robert N. Farquhar
Municipal Attorney

HORNE & KING
ARCHITECTS7219 Sawmill Road
Dublin, Ohio 43017

April 16, 1997

Mr. Gregory B. Horn
City Manager
City of Centerville
100 West Spring Valley Road
Centerville, OH 45458-3759Re: Centerville Police Department
Washington Township Fire Department
Needs Assessment & Facilities Study
Proposal/Letter of Agreement

Dear Mr. Horn:

We are naturally pleased to have been selected to provide the following proposal for services. We are looking forward to the development of a rewarding and interactive relationship between ourselves, the building committee, and members of council and board of trustees.

Goal

The goal of this assessment and study is to explore *together* the most efficient and beneficial means to accommodate police and fire department (as well as potential court and city) functions within the context of both communities' needs, providing for flexibility and growth, and at the best possible value for available budget.

Objective

Our understanding of the objective is to assess and evaluate the following criteria that will establish facility needs and to discuss opportunities, constraints, and options in order to provide for such needs.

- Current and potential residential/commercial population and trends in regard to needed services.
- Current and potential service needs (operations and programs) and staff projections and allocations.
- Department missions and responsibilities.
- Departmental organizational structure and relationships and adjacencies.
- Rooms/areas, special needs, and square footage requirements.
- Security and separation requirements for uses and users.
- Relationship to master plans.

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Approach

Our approach to achieving these objectives and the overarching goal includes the following Scope of Services.

- Establish process and schedule with Building Committee as outlined in our January 6, 1997 SOQ&P and herein.
- Interview designated individuals. Discuss their input.
- Discuss the criteria listed under Objective.
- General review of potential future court and city administration facility needs in regard to site review and organization.
- Tabulate and review information. Document uses, users, and spaces. Document relationships, adjacencies, square footage needs.
- Tabulate and review information. Document current and projected staffing requirements.
- Review of existing buildings/sites.
- Review master plans in regard to
 - population and trends
 - interaction with land use recommendations
- Identify and evaluate opportunities, constraints, options of potential sites for new construction.
- Provide conceptual site development plan for each designated site demonstrating accommodation of projected needs, flexibility, and expansion. Incorporation of future facilities will also be demonstrated for the identified possible combinations of police, fire, court, and city facilities as described by the enclosed outline.
- Provide preliminary budget evaluation for
 - Hard Costs
 - Contingency Fund
 - Soft Costs
- Discuss overall project schedule.
- Provide recommendations and priorities as appropriate.
- Present report/Comprehensive Action Plan before City Council and Township Trustees.

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Proposed Fee

Basic Services is expressed in two categories:

Assessment for Police Department.

Proposed fee: fixed fee of \$14,000. Our time estimate assumes four or five joint Committee meetings and one Council meeting.

Assessment for Fire Department.

Proposed fee: fixed fee of \$ 2,500. Our time estimate assumes four or five joint Committee meetings and one Board of Trustees meeting

Total proposed fee: \$16,500

Additional Services including additional Committee or Council/Trustees meetings, extensive cost estimates, evaluation of sites, or other identified and approved services would be provided on an hourly rate basis as listed.

Partner:	\$60	per hour
Architect:	45	
Intern:	35	
Clerical:	25	

Reimbursable Expenses will include the production of the bound full report or Comprehensive Action Plan. The cost of each bound report is approximately \$15.00. The cost of each CAP is approximately \$4.00. We do not invoice for mileage or long distance communications.

Payments will be due monthly based on a percentage of completion for Basic Services, actual hours expended for Additional Services, and actual costs of Reimbursable Expenses.

Schedule

The complete process will take approximately 3 months. We will determine a schedule with the Building Committee at our initial session which will incorporate your scheduling needs.

We suggest that the committee would meet approximately once every 3 weeks. A schematic schedule is outlined as follows and as was described in our SOQ&P.

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Phase 1. Approximately one month in time.

- * Meeting 1
Meet with Police & Fire Departments Building Committee.
Establish goals, process approach, schedule.
Roundtable discussion of relevant considerations such as community values and needs, potential sites especially in context of community development and department functional needs, available budget if known.
- Interview key individuals. Tour existing police and fire facilities.
Become familiar with mission, organizational structure, operations, characteristics, staffing, programs, and division relationships within the departments, with other city and township departments, and the communities.
Analyze current and projected programs and staffing needs.
- Become familiar with general court and city administrative needs.
- Tour and become familiar with the communities and identify potential sites.
- Gather and review all relevant information and trends that are indicators of service and staffing needs.
- * Meeting 2
Meet with Building Committee.
Discuss work accomplished and results.
Roundtable discussion for input, refinements, revisions.

Phase 2. Approximately one and a half months in time.

- Document interviews.
- Document current and projected future uses, users, area requirements, department and divisional relationships, and special needs via text and bubble schematic drawings (space allocation plan).
- Document staffing needs via tables and formulas.
- Document general court and city administrative needs.
- Document site evaluation for 3 potential sites.
Describe evaluation criteria including community needs, functional requirements, and flexibility for this and other potential uses as have been identified.
Provide concept drawings for each site demonstrating opportunities and constraints.
Provide priorities and recommend site.

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- Develop total project costs evaluation including hard costs, contingency fund, and soft costs.
Hard costs will reflect any differences in site development costs because of each site's characteristics.
- Provide suggested course-of-action and preliminary schedule for remainder of project development.
- Prepare rough draft of study report incorporating these items and any others that may be identified.
- * Meeting 3
Meet with Building Committee.
Discuss work accomplished and results.
Roundtable discussion of rough draft for input, refinements, revisions.

Phase 3. Approximately one half month in time.

- Provide final report.
Incorporate any refinements or revisions.
- Prepare Comprehensive Action Plan.
- * Meeting 4
Meet with Building Committee.
Discuss final report.
Discuss executive summary and City Council and Township Trustees presentation.
- Provide and present Comprehensive Action Plan to City Council.
- Provide and present Comprehensive Action Plan to Board of Trustees. Perhaps planned as a joint session

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Our reports are prepared with computers utilizing the following software. Diskettes will be provided if requested.

Text: WordPerfect Version 6.0a
Graphics: AutoCAD Release 12
Tables: Lotus 1-2-3, Version 4.0

This proposal may be considered as a Letter of Agreement if it meets with the intent of the needs that have been expressed to us and with your approval. Please sign both originals and return one to us. We can review this letter over the telephone or in person at your earliest convenience. We are prepared to begin the process upon your authorization. We appreciate the confidence expressed in our firm and we remain excited to begin our work together.

Respectfully submitted,

David H. King
Partner

signature date

Robert N. Farquhar
Municipal Attorney
City of Centerville

signature date

Gregory B. Horn
City Manager
City of Centerville

Centerville Police Department
Washington Township Fire Department
Needs Assessment & Facilities Study

Planning assumption notes:

1. The Township Fire Department will continue to serve both communities.
2. The City Police Department potentially may serve both communities either due to merger or service agreement.
 - a. In any scenario, site review will consider that police services for both communities may be provided from the site.
3. Both communities potentially may merge into a single municipality.
 - a. If a merger would occur, combined administrative offices on the site would be unlikely due to large anticipated area requirement.
 - b. If a merger would not occur, a Centerville City Hall may be added to the site.
4. The Court use is likely only if considering the needs of both communities.
5. All four uses on the site would be unlikely due to large area requirement.

Potential site use combinations to be evaluated in the study:

1. Fire & Police
See notes 1 and 2.
2. Police & Centerville City Hall
See notes 2 and 3.
3. Fire, Police, & Centerville City Hall
See notes 1, 2, 3, and 5.
4. Fire, Police, & Court
See notes 1, 2, 4, and 5.