

RESOLUTION NO. 73-20
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Belinda Kenley ON
THE 19th DAY OF October, 2020.

**RESOLUTION AUTHORIZING THE CITY MANAGER TO
ENTER INTO AN AGREEMENT FOR ARCHITECTURAL AND
SPECIFICATION SERVICES WITH CT CONSULTANTS, INC.**

WHEREAS, the City of Centerville previous contracted with CT Consultants, Inc. pursuant to a Master Agreement for Professional Services dated January 28, 2020 to advise the City and render necessary engineering, architectural and planning services in connection with projects undertaken by the City; and

WHEREAS, the City of Centerville has identified the need for these services with improvements to the Public Works Center; and

WHEREAS, the City is desirous of obtaining professional consulting services to assist the City's Public Works Director with improvements to the Public Works Center; and

WHEREAS, the City desires to seek assistance based upon a scope of services identified by the City; and

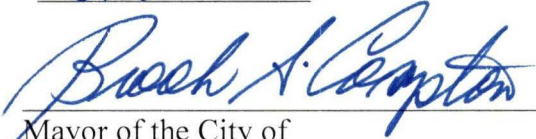
WHEREAS, CT Consultants, Inc. has unique knowledge of municipal governments and a demonstrated ability to assist in accomplishing the objectives of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE CITY OF CENTERVILLE, MONTGOMERY COUNTY, OHIO, AS
FOLLOWS:**

Section 1. The City hereby agrees to enter into an Agreement with CT Consultants, Inc. subject to the Master Agreement and the City Manager is hereby authorized to execute the Agreement with CT Consultants, Inc. in a form substantially similar to the Agreement attached hereto as Exhibit "A" and incorporated herein on behalf of the City of Centerville and subject to the Master Agreement dated January 28, 2020.

Section 2. This Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED THIS 19th day of October, 2020.



Mayor of the City of
Centerville, Ohio

ATTEST:



Clerk of Council
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. 73-20, passed by the Council of the City of Centerville, Ohio on the 19th day of October, 2020.



Clerk of the Council

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Department of Law
Scott A. Liberman
Municipal Attorney



September 15, 2020

Pat Turnbull, Public Works Director
City of Centerville, Public Works Center
7970 S. Suburban Road
Centerville, Ohio 45458

**RE: City of Centerville Public Works Building Improvements
Professional Services Proposal
CT Proposal Number P200XXX**

Dear Pat,

CT Consultants appreciates you thinking of us and this exciting opportunity to assist the City with improvements to the Public Works Center. We are very happy to present you with this proposal for architectural design and specification services, the scope of services is loosely based on your sketch and teleconference conversations with Jim Brinegar last Wednesday. We will use the building's record drawings for known conditions and new design along with field measurements and documentation. Please see our Professional Services Scope, outlined below, which describes the services and fees necessary to complete the project design and assist you with bidding the project.

GENERAL DESCRIPTION, ASSUMPTIONS, AND OUR APPROACH:

- The City of Centerville Public Works Facility is located at 7970 S. Suburban Road Centerville, Ohio 45458. Major existing building spaces included under roof consist of the Conditioned Office Space, Conditioned Vehicle Storage, Conditioned Vehicle Maintenance and Storage, Unconditioned Garage Space.
- Our Professional Services Scope is to provide architectural design, structural engineering, MEP Design and contract specifications for the building improvements in four key interior areas. We will start with a field investigation to validate the dimensions and conditions of the interior spaces. The four new design areas we will investigate and plan include the following (See Exhibit "A"):
 - Adding New Engineer Office in Existing Plan Review Space. Remaining plan review space will be used for transient drop-in spaces, accommodated by Contract Furniture designed and provided by others. We anticipate this will require modifications to the MEP systems and involve hard wall and ceiling changes, new interior finishes only with no structural engineering. Existing plan review storage, equipment and filing will be moved to New Elevated Mezzanine Room located within the existing Conditioned Vehicle Maintenance Garage.
 - Expanding and enlarging Group Leader's Office into Training Room, space should be sufficient for five separate group leader work areas. Creating New Supervisor's Office Adjacent to Mud Room. We anticipate this will require



modifications to the MEP systems and involve hard wall and ceiling changes, new interior finishes and casework with no structural engineering.

- Expanding Reception Area into Waiting Room, and segregating Vestibule into a Secure Space for limited Visitor Entry. Enlarged Receptionist Space is anticipated to be reconfigured to increase occupant work areas to three Administrative spaces. We anticipate this will require modifications to the MEP systems and involve hard wall and ceiling changes, new interior finishes and casework with no structural engineering.
 - New Elevated Mezzanine Room conditioned space will be created inside the existing Conditioned Vehicle Maintenance Garage. New Mezzanine will require demolition of the existing floor slab in four areas to create footings for new structural columns. This new space is anticipated to be an elevated structural concrete floor area enclosed by painted insulated metal studs and white metal liner panel exterior to the underside of the existing roof deck. The space will be accessed by open galvanized metal grating interior stairs and garage floor below to remain accessible for service vehicle clearance. New Mezzanine space will be temperature controlled with dropped ceiling and LED panels lighting inside the space and below the new floor deck.
- There will be no LEED or sustainable design requirements.
 - We anticipate this project will be designed, bid and built in one phase without separation into multiple phases or bid packages for construction or financing purposes.
 - This project will be designed and constructed according to the 2017 Ohio Building Code, currently in effect, and will include compliance with 2017 Ohio Mechanical Code and IECC energy code.
 - This project will be publically bid, and prevailing wage rates will be applicable.
 - We will administer the bidding of the project, including printing and distribution of the Bidding Documents, and maintaining the plan-holder list. Advertising costs are to be covered by the City.
 - We will complete the application and submit for general building permit. The City shall be responsible for all fees associated with the general building permit. All other permits and approvals, including associated fees, will be the responsibility of the Contractor.
 - Based on interior areas, details, specifications and hardware we design, we will include an *Architect's Opinion of Probable Cost* of the project for your use in appropriating fy 2021 funds for construction.



- We understand all scope areas of the project are limited to interior work and we are not anticipating any exterior building work including masonry patching, new roofing or roof patching.

Our Scope of Work, broken down by phase, is as follows:

DESIGN SERVICES

1. We will engage your team with two (2) design meetings. First meeting will be to “kick-off” the project design with your team and discuss overall goals, desired materials, project approach, schedule, timing of deliverables and budget. The second meeting will be to review the project design progress at the 60% progress stage to discuss the design elements, address any questions you may have and ensure alignment with your expectations.
2. We will engage your building official to ensure he is comfortable with our design.
3. Perform field verification of existing site conditions to create base plans for design.
4. Produce a Project Manual, including Bidding Documents, instructions to bidders, general conditions, bid proposal forms, and technical specifications for project.
5. Construction Document deliverables include:
 - a. Project cover sheet with Building Code Notes
 - b. Life Safety Plans
 - c. Structural and Architectural demolition plans with notes and instruction
 - d. Structural and Architectural new work plans with notes and instruction
 - e. Mechanical, Electrical, Plumbing Plans and Sheet Specifications
 - f. Sections and Details as required
6. We will provide documents, stamped and signed by registered professionals. Answer all questions from these officials in order to secure the required permits for the project. Payment of all permit fees will be the responsibility of the City.
7. We will provide you with an *Architect’s Opinion of Probable Cost* document.

BIDDING AND NEGOTIATING SERVICES

1. Actively participate in generating interest for reputable Contractors to bid project.
2. Attend a pre-bid meeting at the building.
3. Answer any legitimate questions from Contractors during bidding.
4. Issue addenda, if required, to clarify bidding requirements and answer questions.
5. Attend the bid opening meeting.
6. Review the bids for completeness. Verify references for the lowest and best bidder and issue a letter summarizing results.



CONSTRUCTION ADMINISTRATION SERVICES

The following Construction Administration services will be hourly, estimated provided on a **time and expense basis**. The services listed below are typical duties performed as part of our Construction Administration Services:

1. Attend a pre-construction meeting with the City and Contractors.
2. Review Contractor submittals and shop drawings.
3. Answer legitimate requests for information from Contractor and field personnel.
4. Perform site visits to observe construction and/or attend progress meetings. These visits will be performed as required for the construction activities underway at the time.
5. Perform a walk-through review with the City and Contractor at substantial completion and document any discrepancies and/or items to be completed. Based on observations, a punch list will be developed and issued.
6. Provide Revit or AutoCAD Record Drawings produced from as-built drawings noted in the field.

Project Schedule:

This proposal assumes the project work will proceed within the next four weeks. Completion of the Contract Documents will take approximately eight (8) weeks after authorization to proceed; the bidding period is assumed to be four (4) weeks; and construction is anticipated to take approximately three (3) months to complete.

Professional Services Fees:

Our fees, including reimbursable expenses, for the Professional Services described above are as follows:

Design/Bidding Services:	Lump Sum Fee	\$ 38,000.00
Construction Administration Services:	T&E (Estimated) - As Requested	\$8,500.00

If you wish us to provide additional services over and above the basic services specified, we will provide those additional services either on a time and expense basis, or for a pre-determined lump sum fee.

If you have any questions please contact me at 513-792-8405. If authorized to proceed, please sign below and return one original signed copy to our office (a color signed scan that is emailed will meet our requirements). We are prepared to initiate work upon authorization to proceed, and complete the design and documents to meet your schedule. We welcome the opportunity to discuss this proposal with you to clarify any issues or answer any questions you may have.



Sincerely,

CT CONSULTANTS, INC.

Michael A. Anderson, RA, AIA
Senior Architect

Proposal Approval & Authorization to Proceed

If you approve this proposed scope of services, please sign below indicating your approval and authorization to proceed. We will perform these services under the terms and conditions of our Master Agreement with the City of Centerville.

_____/_____
Signature *Date*

Printed Name & Title

cc: John deGraaf, AIA, NCARB, Principal/Manager, Architecture Services



Exhibit "A"

