

FIRST READING: 3-27-23
SECOND READING: 4-5-23
THIRD READING: 4-10-23

ORDINANCE NO: 24-23

BY: JOHN B. SHEPHERD

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH MAKOVICH & PUSTI ARCHITECTS, INC., FOR THE ROCKY RIVER SENIOR CENTER BUILDOUT AND UPDATE PROJECT FOR ARCHITECTURAL AND ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$222,160.00, AS FURTHER DESCRIBED IN EXHIBIT "A"

WHEREAS: Article VII, Section 4 of the Charter of the City of Rocky River provides for the acquisition of personal services such as unique engineering services; and

WHEREAS: the City of Rocky River issued a Request for Qualifications for the Rocky River Senior Center Buildout and Update Project for architectural and engineering services, and five (5) responses were received on January 20, 2023, copies of which are available at the Safety Service office; and

WHEREAS: the proposals were reviewed and evaluated by the City Facilities and Maintenance Manager and the Senior Center Director, and it was determined to be in the best interest of the City of Rocky River to accept the proposal from Makovich & Pusti Architects, Inc., in an amount not to exceed Two Hundred and Twenty Two Thousand One Hundred Sixty Dollars and 00/100 (\$222,160.00) as further described in Exhibit "A".

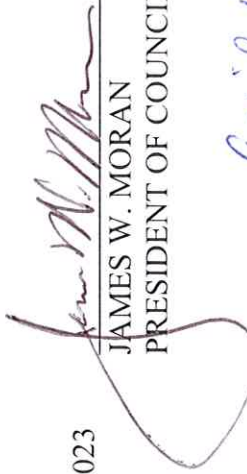
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROCKY RIVER, COUNTY CUYAHOGA, STATE OF OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into an agreement with Makovich & Pusti Architects, Inc., for the Senior Center Buildout and Update project for architectural and engineering services in an amount not to exceed Two Hundred and Twenty Two Thousand One Hundred Sixty Dollars and 00/100 (\$222,160.00) as further explained in Exhibit "A".

SECTION 2. That funds for said professional engineering services shall be paid from the Capital Improvement Fund.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of public peace, health and safety, and for the further reason that the professional services are necessary to plan for the improvement of critical building operations at the Senior Center and provided it receives the affirmative vote of two-thirds (2/3) of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: April 10, 2023


JAMES W. MORAN
PRESIDENT OF COUNCIL

PRESENTED
TO MAYOR: April 10, 2023 APPROVED: April 10, 2023

ATTEST:


Mary Ellen Umerley
Clerk of Council (Acting)


PAMELA E. BOBST
Mayor

I, the undersigned clerk of council of the City of Rocky River, State of Ohio, do hereby certify that publication of the foregoing ordinance was duly made by posting a true copy thereof in the lobby of the Rocky River City Hall, in accordance with the charter of Rocky River, commencing on the 10 day of April, 2023.


Mary Ellen Umerley
Clerk of Council (Acting)

It is hereby certified that the amount required for the execution of this Ordinance has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the fund described herein free from any obligation or certification now outstanding.


MICHAEL THOMAS, CPA, Director of Finance

City of Rocky River } ss
County of Cuyahoga }

THE UNDERSIGNED CLERK OF THE COUNCIL OF THE CITY OF
ROCKY RIVER, OHIO DOES HEREBY CERTIFY THAT THE
FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE
NO. 24-23 ADOPTED BY THE COUNCIL OF SAID CITY
ON THE 16 DAY OF April 2023 THAT THE
PUBLICATION OF SUCH ORDINANCE HAS BEEN MADE AND
CERTIFIED OF RECORD ACCORDING TO LAW THAT NO
PROCEEDINGS LOOKING TO A REFERENDUM UPON SUCH
ORDINANCE HAVE BEEN TAKEN THAT SUCH ORDINANCE AND
THE CERTIFICATE OF PUBLICATION THEREOF ARE OF RECORD
IN ORDINANCE RECORD NO. 24-23

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED
MY NAME AND AFFIXED MY OFFICIAL SEAL THIS 18 DAY OF
April 2023

Mary Ellen Marley
CLERK OF COUNCIL OF THE CITY OF ROCKY RIVER, OHIO

MEMORANDUM

DATE: March 20, 2023

TO: Councilman John Shepard

CC: Councilman Moran
Mayor Bobst
Sue Pease
Deborah Huff

FROM: Mike Balla, Director of Public Facilities and Maintenance

RE: Senior Center addition architecture firm

After the completion of the Request for Qualifications and Proposals process, the best bidder was selected through a rubric and in-person interviews with Deb Huff, Senior Center Director, Mike Balla, Director of Public Facilities, and Mayor Pam Bobst.

The winning proposal was Makovich & Pusti Architects with a cost of \$222,160.00.

Makovich & Pusti has worked on multiple senior and municipal facilities and understands the processes and budgeting that goes along with these projects.

The city received a total of five (5) Request for Qualifications, they are listed below:

- Makovich & Pusti Architects
- CBLH Design
- Brandstetter Carroll Inc.
- DS Architecture
- ThenDesign Architecture (TDA)



111 Front Street • Berea, Ohio 44017
(440) 891-8910 • www.mparc.com

March 14, 2023

Mike Balla
Director of Public Facilities and Maintenance
City of Rocky River
21012 Hilliard Blvd.
Rocky River, Ohio 44116
e-mail: mballa@rrcity.com

RE: Proposal for Architectural & Engineering Services
Senior Center Buildout & Update
The City of Rocky River

Dear Mike:

Makovich & Pusti Architects, Inc. has prepared this proposal to provide architectural and engineering services for the project referenced above. To facilitate your review of our proposal, it has been organized as follows:

- # Scope of Work
- # Scope of Services
- # Proposed Design Team
- # Fee Proposal
- # Qualifications and Assumptions
- # Additional Services
- # Owner Provided Documentation
- # Authorization/Agreement

SCOPE OF WORK

The City of Rocky River Senior Center is a 20,000 square foot one floor building open weekdays for their Senior Residents. The intent of the Senior Center is to expand and update the facility including:

- A new 100 seat lecture hall/ flexible use space including technology and furniture storage
- Yoga and fitness studio area high ceiling/gym area
- Additional ADA compliant restrooms
- Refresh and update the current restrooms to be ADA compliant
- Rework the current office spaces for better workflow and potentially add a new unisex restroom
- Refresh windows and exterior of the facility
- Explore options for an addition on the south side of the facility to provide an updated look to the Senior Center

The maximum construction budget for the project is \$2mm.

The schedule goal is to have the Phase I building addition construction far enough into the process for 2023 to continue construction through the winter of 2024 without interruptions.

SCOPE OF SERVICES

Schematic Design

- Organize a kick-off meeting with the Stakeholders and consultants to discuss the goals and objectives of the project
 - Organize a site visit to review and document the project and surrounding areas
 - Provide a programming workshop with the project stakeholders to review, understand, and validate the project program
 - Provide a community programming session to understand the needs of the users
 - Provide a Matterport scan of the areas effected by the new construction
 - Explore exterior finishes for the building
 - Create a 3D model of the building modifications/addition for the design process
 - Begin to develop conceptual plans and designs utilizing electronic 3D imagery
 - Understand the phasing of the project
 - Develop a code survey for the project including Ohio Building Code (OBC) and ICC A117.1-2017
 - Develop basis of engineering design concepts for SMEP/FP infrastructure
 - Prepare preliminary project schedule
 - Create an Order of Magnitude Probable Construction Cost for the project
 - Review the design package with the Stakeholders and obtain a formal sign-off of approved design concept
 - Submit to the City of Rocky River Planning Commission and the Design and Construction Board of Review and attend one meeting for each
- Deliverables
- Validated Program
 - Schematic Design Package
 - Cover Sheet/Code Survey
 - Site Plan
 - Floor Plan
 - Phasing Plan
 - Building Sections (two)
 - Roof Plan
 - Exterior Elevations of the Buildout & Updates
 - MEP Infrastructure Criteria/Narratives
 - 3D Model Images
 - Preliminary Project Schedule
 - Order of Magnitude Probable Construction Cost

Design Development

- Incorporate the comments from the Planning Commission and the Design and Construction Board of Review
- Continue to develop detailed programmatic and functional requirements
- Refine and add detail to the architectural design
- Begin interior product selection process, development of color schemes and design of application
- Assemble and present preliminary interior schemes and drawings
- Obtain detailed input from the Stakeholders regarding the function of architectural, mechanical, and electrical elements

- Provide a community workshop to solicit comments from the users
- Develop Construction Phasing Plan
- Complete MEPT lighting, power, heating and cooling load, and ventilation calculations
- Update Project Schedule
- Update Statement of Probable Construction Cost
- Review the design package with Owner and obtain a formal sign-off of approved design concept

Deliverables

- Schematic Design Package
 - Cover Sheet/Code Survey
 - Site Plan
 - Floor Plan
 - Phasing Plan
 - Reflected Ceiling Plan
 - Enlarged Restroom Plans
 - Wall Sections
 - Building Section
 - Roof Plan & Details
 - Key Exterior Elevations
 - Key Interior Elevations
 - Mechanical Plans
 - Plumbing Plans
 - Electrical Power Plans
 - Electrical Lighting Plans
 - Interior Material/Color Selections
- 3D Model Images
- Updated Project Schedule
- Updated Order of Magnitude Probable Construction Cost

Construction Documents

- Prepare drawings and specifications setting forth the requirements of the project in detail
- Meet with the Stakeholders at 50% and 90% completion for review and approval of construction documents
- Assist the Stakeholders with the bidding procurement information
- Conduct a final review with Stakeholders and obtain sign-off of completed construction documents

Deliverables

- Construction Drawings and Specifications
- Updated Project Schedule
- Updated Order of Magnitude Probable Construction Cost

Bidding and Negotiation Phase Services

- Issue completed stamped and signed PDF construction documents for plan review
- Forward electronic files of the bidding documents to ARC/eblueprint for distribution to bidders
- Respond to questions (RFI's) during the bidding period
- Issue addenda as required during the bidding period

- Attend and conduct a pre-bid meeting and walk-thru of project area
- Attend bid opening and tabulation meeting with the Stakeholders
- Bid tabulation review and written response to the findings
- Make contract award recommendations to the Stakeholders
- Assist the Stakeholders in preparing construction contracts for the Contractor

Deliverables

- RFI Responses
- Addenda (if required)
- Updated Order of Contractor bid tabulations and recommendations

Contract Administration

- Schedule and conduct a pre-construction meeting
- Attend a week construction meeting (via Teams and in person)
- Attend an average of bi-weekly site visits over the construction process
 - Additional visits may be required during specific construction periods
 - There will be two phases of construction for a total of approximately 14 months
- Review Contractor's shop drawings and submittals for products specified
 - Maximum of 2 reviews for each item
- Respond to Contractor's Requests for Information (RFI's)
- Issue Field Orders, Bulletins and Change Orders as required
- Review and process monthly Applications for Payment
- Perform a final site visit to observe the work and prepare punch-list(s)
- Conduct a final tour and obtain Owner sign-off of the completed project

Deliverables

- Approximately 28 to 32 Site Visits
- Contractor submittal reviews
- Responses to RFI's
- Issue Field Orders, Bulletins and Change Orders (as required)
- Punchlist – One Punchlist Site Visit at the end of each phase (2 total)

Post-Construction Services

- Complete project closeout procedures as outlined in the project manual

PROPOSED DESIGN TEAM

Architectural, Interior Design

Makovich & Pusti Architects, Inc. (MPA)

111 Front Street

Berea, Ohio 44017

Don Rerko, AIA, NCARB – Principal

Michael Stirling, AIA, NCARB, LEED Green Associate – Project Manager

phone: (440) 891-8910

email: drerko@mparc.com

Structural, Mechanical, Electrical, Plumbing, Technology, Fire Protection & Civil

Osborn Engineering

1111 Superior Avenue Suite 2100

Cleveland, Ohio 44114

Brian Kane, PE, LEED AP

Director of Mechanical Engineering

phone: (216) 861-2020 x13033

email: bkane@osborn-eng.com

MAKOVICH & PUSTI ARCHITECTS, INC. • 1111 Front Street • Berea, Ohio 44017 • 440.891.8910

Cost Estimating

McGuinness Unlimited
15724 Sillwood Ave
Cleveland, OH 44111
Erin McGuinness, PE
President

phone: (216) 941-8411
email: erinm@mcguinnessunlimited.com

FEE PROPOSAL

Makovich & Pusti Architects, Inc. proposes to provide the above-listed services for a lump-sum fee of \$194,810 (One Hundred Ninety-Four Thousand, Eight Hundred and Ten Dollars), plus reimbursable expenses.

Company	Discipline	Fee
MPA	Architecture & Interior Design	\$99,000
Osborn	HVAC	\$15,390
Osborn	Plumbing	\$10,530
Osborn	Structural	\$12,150
Osborn	Civil	\$12,150
Osborn	Electrical	\$15,390
Osborn	Fire Protection	\$4,860
Osborn	Technology	\$9,830
McGuinness	Cost Estimating	\$15,510
Total Fee		\$194,810

Alternate Fees

- Furniture selection and layout
 - Provide the furniture layouts for the new spaces
 - Work with the Stakeholders to determine the appropriate furniture f
- Landscape Architecture
 - Landscape architecture services for the building expansion area and new patio
 - Hard lined landscape plan, plant schedule, typical notes, details, and specifications
 - Construction Administration
 - RFI responses, review of approved substitutions, submittal reviews, and final punchlist
- MEP Commissioning
 - Fundamental MEP commissioning for the 2 additions
 - This does not include commissioning of any of the existing building
 - It does not include any LEED submissions or requirements

Alternate Costs Company	Discipline	Fee
Boulevard Studios	Landscape Architecture	\$3,800
Osborn	Commissioning	\$16,150
MPA	Furniture Selection & Specs	\$5,400
Total Alternates		\$25,350

Makovich & Pusti Architects, Inc. proposes to provide the above-listed alternate services for a lump-sum fee of \$25,350 (Twenty-Five Thousand, Three Hundred and Fifty Dollars).

Reimbursable expenses shall be billed at 1.10 times direct cost, and shall include:

- Plotting and Printing
- Postage of Packages and Delivery Services
- Government Review Fees
- All mileage associated with project billed at current IRS rates

Reimbursable expenses are estimated to cost \$2,000.

Invoices will be issued on a monthly basis for time expended toward the fee, plus reimbursable expenses, incurred during the preceding month. Invoices are considered due upon receipt. Invoices outstanding beyond 35 days may be subject to a late charge of 1.5% per month on the unpaid balance. Unpaid invoices beyond 45 days will result in suspension of work on the project.

QUALIFICATIONS AND ASSUMPTIONS

The following qualifications and assumptions are being made:

- The terms and conditions of AIA document B101 are included in this proposal by reference.
- It is anticipated the project proceed in two phases, however all work will be included in one bid package.
- Our team shall have no responsibility for the identification, presence, handling, removal, or disposal of Hazardous Containing Materials (HCM) in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. The Owner shall inform our team of all known or suspected hazardous substances, materials or constituents that may be present at the site.
- Site environmental services or ecological services and associated permits including wetlands or streams is not included in this proposal and will be provided by the Owner.
- Any required Health Department review submissions and communications are the responsibility of the Owner. Owner shall provide Architect any, and all specific agency requirements, if any.
- Boundary or topographic surveying of the property
- This scope does not include any deconstructive testing or investigation. As such, MPA cannot confirm any systems or elements not clearly visible.
- It is assumed that all major utilities and central systems are adequate to support the project.
- Complete, hydraulically calculated fire protection system documents are not included in this proposal as they will be provided by the Fire Protection Contractor.
- Any outside plant; voice, data, or video electronics, including phone systems, telephones, or LAN electronics; other electronic systems not specifically included such as intercom, public address, CATV, CCTV, security, access control and audio/video are not included in this proposal.
- Any other specialty cabling systems such as presentation and projection systems, control wiring, or any other system wiring are not included in this proposal. Empty conduits will be provided to the appropriate locations.
- All drawings will be transmitted to the Owner or printing company in electronic PDF format. Paper copies of the drawings, if required, will be obtained from a printer, and paid by the Owner.

ADDITIONAL SERVICES

Additional services will only be provided upon written authorization of the Owner. The following services are not included in our design fee, but could be provided at an additional cost:

- Food service design of any kind
- Our fee assumes that other existing utilities including sanitary, water, storm, natural gas that serve the existing building have sufficient capacity for the new additions and no extensions or service upgrades are required. Also, that the existing electrical utility service and associated distribution system has the capacity to accommodate the proposed renovations and does not require upgrades.
- Additional design work required for the preparation of alternates, evaluation of contractor proposed substitutions, design time associated with Stakeholder initiated construction phase bulletins, or Services associated with any construction cost reduction proposals.
- Material testing of any kind (including geotechnical soil testing), and environmental investigations, or remediation are not included in our Scope of Work.
- Regular attendance of Engineering consultants at construction job meetings
- Re-design time associated with Stakeholder initiated changes after design is 50% complete
- Commissioning of any system including but not limited to the Mechanical, Plumbing or Electrical Systems
- Energy modeling of any systems
- Any USGBC LEED® certification, documentation, or LEED® requirements for the project
- Local utility company applications
- Record drawing revisions based on contractor "as-built" drawings are not included in the fee. Drawings will be revised to incorporate any addenda or bulletins to the project on an on-going basis.
- Physical building models
- Selection, specification, and bidding of furniture, furnishings, window treatments, artwork, signage, and plants.

OWNER PROVIDED DOCUMENTATION

For the purposes of this project, the following information must be supplied by the Owner:

- A site boundary, topographic, and utility survey prepared by a licensed surveyor including property lines, topography and existing utilities and easements.
- Site environmental services or ecological services and associated permits including wetlands or streams is not included in this proposal.
- Load information on heat producing equipment, and other information required for load calculations
- Air balance data for existing air handling units
- Owner's standard construction project manual and contract format
- A list of preferred contractors, vendors, materials, and/or equipment standards, if any

Thank you for the opportunity to submit this proposal. Please contact me if you have any questions.

Sincerely,



Donald Rerko, AIA, NCARB

cc: Accounting

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MAKOVICH & PUSTI ARCHITECTS, INC.

makovich & pusti architects, inc. • 4754 - 145th Ave. • Grand Rapids, MI 49508

AUTHORIZATION/AGREEMENT

I, _____, hereby state that I am authorized
by _____ to authorize Makovich & Pusti Architects, Inc. to

proceed with the scope of work as stated in the attached proposal and agree to remit payments within 35 days of invoice dates. By signing this authorization, I (we) take full responsibility for any and all charges made in this matter on my (our) behalf.

SIGNATURE/ TITLE _____ DATE _____

** Authorization must be completed by a person representing the entity responsible for payment.

Please Provide the Following Contact Information

Contact Person _____
Phone Number _____
Fax Number _____
e-mail Address _____
Billing Address _____
PO Number _____