

ORDINANCE NO.: 2024-74

FIRST READING August 12, 2024

INTRODUCED BY: CHRIS BELL

SECOND READING WAIVED

THIRD READING WAIVED

ORDINANCE APPROVING THE PROJECT AND FEE PROPOSAL AGREEMENT BETWEEN CT CONSULTANTS AND THE VILLAGE OF SOUTH RUSSELL IN AN AMOUNT NOT TO EXCEED A TOTAL OF \$19,000 FOR CRITERIA ARCHITECT SERVICES FOR A DESIGN BUILD PROJECT DELIVERY FOR NEW CONSTRUCTION OF A SALT STORAGE BUILDING, AUTHORIZING THE MAYOR, THE STREET COMMISSIONER, AND/OR FISCAL OFFICER TO EXECUTE THE AGREEMENT ON BEHALF OF THE VILLAGE, AND DECLARING AN EMERGENCY.

WHEREAS, on May 13, 2024, Council voted to authorize CT Consultants to prepare the bid specifications for the new construction of a salt storage building (the “Project”) for the Village of South Russell;

WHEREAS, CT Consultants submitted to Village Council the project and fee proposal agreement for CT Consultants to perform such criteria architect services for the Project (the “Agreement”); and

WHEREAS, Council desires to enter into such Agreement with CT Consultants.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Russell, Geauga County, Ohio that:

SECTION 1. The Agreement between the Village of South Russell and CT Consultants, attached hereto and incorporated herein by reference as Attachment A, engaging CT Consultants to provide to the Village such criteria architect services for the Project in an amount not to exceed a total of \$19,000, is hereby approved.

SECTION 2. The Mayor, the Street Commissioner, and/or Fiscal Officer are hereby authorized to execute the Agreement on behalf of the Village and are authorized to take all necessary and other action in accordance with Agreement.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, Ohio Revised Code.

SECTION 4. That this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health and safety of the inhabitants of the Village and for the further reason to engage such services for the Project at once; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to

Council, this Ordinance shall be in full force and effect from and immediately upon its passage by this Council and approval by the Mayor.

William G. Roms
Mayor - President of Council

ATTEST:

Danielle Romanowski
Fiscal Officer

I certify that Ordinance No. 2024-74 was duly enacted on the 12TH day of AUGUST, 2024, by the Council of the Village of South Russell, and published in accordance with the Codified Ordinances of the Village.

Danielle Romanowski
Fiscal Officer



PROJECT AND FEE PROPOSAL

VILLAGE OF SOUTH RUSSELL CRITERIA ARCHITECT RE: SALT STORAGE BUILDING 5205 CHILLICOTHE RD., SOUTH RUSSELL, OHIO 44022

PREPARED FOR:
Timothy F. Alder, Street Commissioner
Village of South Russell
5205 Chillicothe Rd,
South Russell, OH 44022

07/17/2024
CT Consultants
8150 Sterling Court
Mentor, OH 44060
www.ctconsultants.com

Timothy F. Alder, Street Commissioner
Village of South Russell
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July 17th, 2024

Project and Fee Proposals for Criterial Architect Services for a New Construction Salt Storage Structure in the Village of South Russell

Dear Mr. Alder,

We are pleased to have the opportunity to submit our Professional “Criteria Architect” Services for a Design-Build project delivery for a New Construction Salt Storage Structure in the Village of South Russell.

In response to your request for Criteria Architect services and following our previous discussions regarding the reference design and drawings for the Salt Storage structure, we have assembled a team of experienced professionals to address your project needs. Following, you’ll find our Professional Scope of Services, which outlines our project understanding, approach, and deliverables in detail.

We look forward to the opportunity to further discuss your project with you and to work with you and your team. We believe that our approach will enable us to effectively deliver a facility that aligns with your needs and vision.

Sincerely,
CT Consultants, Inc.



Nora Hoxha, LEED AP, Assoc. AIA, NOMA
Architecture Projects and Business Growth Strategist

PROJECT UNDERSTANDING

This proposal is based on previous discussions and meetings with the Village of South Russell Street Commissioner (Owner) and the Village Engineering Consultant.

According to the needs of the Owner and the Village Engineering Consultant, our professional services as Criteria Architect will be limited in scope to the Architectural Design portion of the project. The Owner will be responsible for engaging other consultants, including engineering, if necessary. CT will provide necessary Request for Proposals (RFP) Document that includes the language to solicit bids from Design-Build teams. The Owner will be responsible for overseeing the design phase and the construction phase of the project.

The primary objective of the new salt storage structure is to provide an efficient and secure facility for storing and managing the community's salt supply for the winter. The existing structure has been deemed structurally unsafe, necessitating a new build salt storage structure.

The new salt storage will be a pre-engineered structure featuring an overhanging roof design, with one side dedicated to covered parking for pickup trucks and smaller vehicles, and the other side for shielding essential materials and equipment such as stone, gravel, topsoil, mulch, and grave backfill materials. The new structure is expected to accommodate 1,500 tons of salt, with a proposal alternate for 2,000 tons of salt. The overall project budget is \$750,000, which includes construction costs and soft costs including fees for Design and Engineering Professionals, Permitting, Materials Testing.

The following section outlines our Project Approach and Scope of Work:

1. PROJECT APPROACH AND SCOPE OF WORK

1. CT will conduct a kick-off meeting with the project Owner to confirm project programming and align on project details and deliverables.
2. We will conduct a site visit for visual observation to document existing conditions and elements such as access, safety, topography, paved areas, utilities, circulation (vehicular and pedestrian) adjacent buildings, streetscape, environmental, landscape elements and vegetation, and any additional contextual factors.
3. We will conduct a preliminary zoning and building code analysis.
4. We will develop conceptual floor plan and primary building elevations.
5. We will conduct a meeting with the Owner to review and align on the design layout.
6. We will revise our documents based on Owner's feedback and will develop full Design Criteria Package ready for bid and submit to the Owner for final review.
7. We will revise the Design Criteria Package to reflect Owner's feedback and submit our final documents for the Owner to use in soliciting bids for the project.

CT EXCLUSIONS AND OWNER RESPONSIBILITIES:

1. CT will not be involved in engaging Site Civil, Geotechnical, Structural, MEP Engineering, Utility Location Service, and other Engineering consultants necessary for developing building systems and coordinating drawings during the design phase of the project.
2. CT will engage with Civil, Geotechnical, Structural, MEP Engineering, Land Surveying, Utility

Location Services, and other Engineering consultants to assist with the Design Criteria Documents.

3. CT will not participate with assisting in the advertisement or issuance of the RFP documents nor the review or selection process for the Design-Build companies.
4. CT will not be responsible for assuring the final design criteria is met including new building location, building materials, building details, and overall project quality.
5. CT will not develop a Risk Management Plan for potential risks and mitigation strategies.
6. The Owner will be responsible for selecting and engaging necessary engineering consultants.
7. The Owner will manage the Request for Proposals (RFP) process for Design-Build companies.

CT's DELIVERABLES:

- RFP Document including information for soliciting bids from Design-Build Teams and Project Information outlining the project description and general requirements of the project.
- Conceptual architectural drawings including a site plan, floor plan, roof plan, and building elevations.
- Preliminary information pertaining to building materials will be indicated on the conceptual drawings.

2. ANTICIPATE PROJECT SCHEDULE

Below is the anticipated Project Schedule and will be contingent upon the client project decisions and approval response from the Building Department.

SCOPE OF SERVICES	ANTICIPATED DURATION
General Limited Scope of Criteria Architect	4-6 Weeks

3. PROJECT FEE

CT Consultants will accomplish the work outlined in the Scope of Services for the Criteria Architect Package on a Lump Sum basis. Our Lump Sum Fee for the services described above will be broken down into the following Project Phases:

FEE	LUMP SUM FEE
General Limited Scope of Criteria Architect	\$19,000

Progress billing will occur monthly in proportion to the total services actually completed during the billing period to the Lump Sum.

The Lump Sum fee will include the services rendered in Section 2 and include the following categories of expenses: transportation (including mileage) for the meetings and site visits required to complete the tasks, lodging, and meals.

The Lump Sum fee does not include:

1. Additional Professional Services – refer to Section 5.
2. Additional Reimbursable Expenses – refer to Section 5.
3. Requested changes by the Owner to the description of the Scope of Services stated above.

Any Additional Professional Services requested by the client will be mutually agreed upon, and CT will provide a separate Project Scope and Project Fee Proposal pertaining to the Professional Service.

Any Additional Reimbursable Expenses incurred during the Scope of Services per Owner's request shall be billed at cost, and the milage shall be billed at the federal standard of .65 per mile. The Additional Reimbursable Expenses shall not exceed \$1,000.

Any requested changes to the description of the Scope of Services stated above shall constitute additional editing and time for completion of CT's services and may incur additional charges or fees as deemed necessary by CT Consultants. Any change in the scope from the proposed services will be mutually agreed upon and a written authorization by the Owner will be required for additional services being rendered.

Invoices shall be due and payable within thirty (30) days of the invoice. Amounts paid late from the date of the invoice will bear late fee interest at the rate of 1.5% per month (18% APR.).

4. ADDITIONAL SERVICES AND REIMBURSABLE EXPENSES

5.1. ADDITIONAL SERVICES

1. Land Surveying
2. Utility Location Services
3. Civil Engineering/Site Improvements
4. Geotechnical Investigation and Engineering
5. Structural Engineering
6. Mechanical, Electrical, and Plumbing Engineering
7. Additional Drawings
8. Assistance with Bidding, Design, or Construction Phases
9. Redesigning and Value Engineering

5.2. REIMBURSABLE EXPENSES

1. Additional meetings requested by the Owner.
2. Milage, lodging, meals, requested for additional meetings by the Owner.
3. 3D Photorealistic Renderings.
4. Plan approval, Permitting and other fees required by authorities having jurisdiction over the project.
5. Advertisement fees, such as for project bidding.
6. Expenses such as reproduction of documents, digital plotting, overnight delivery, etc.
7. Postage, handling and overnight delivery

4. ACCEPTANCE OF THE AGREEMENT

This proposal is valid for 60 days after which time CT Consultants reserves the right to re-evaluate and revise. Should this proposal be accepted under the stated terms and conditions, we will use our Professional Services Master Contract and consider this proposal to be executed under the contract.

Again, we thank you for your time and for the opportunity to submit our Professional Criteria Architect Services for the new Salt Storage Structure. If you have any questions or need clarifications, please feel free to reach out. We look forward to working with you on this exciting and rewarding project.

Respectfully,
CT Consultants, Inc.

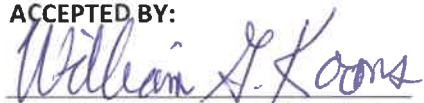
Nora Hoxha, LEED AP, Assoc. AIA, NOMA
Architecture Projects and Business Growth Strategist



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Cleveland, OH 44114
T: 216-466-4782

ACCEPTED BY:



~~Timothy Alder, Street Commissioner~~

The Village of South Russell

MAYOR, WILLIAM G. KOONS

8-12-24

DATE: