

ORDINANCE NO. 213-22

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL WITH FANNING AND HOWEY FOR PROFESSIONAL DESIGN SERVICES FOR THE EXPANSION OF THE FITNESS ROOM AT THE MEDINA COMMUNITY RECREATION CENTER, AND REPEALING ORDINANCE NO. 47-19, PASSED MARCH 25, 2019.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized to execute a Proposal with Fanning and Howey for Professional Design Services for the expansion of the Fitness Room at the Medina Community Recreation Center.
- SEC. 2:** That a copy of the Proposal is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That Ordinance 47-19, passed March 25, 2019 is hereby repealed.
- SEC. 4:** That it is 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 any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: November 28, 2022

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: November 29, 2022

SIGNED: Dennis Hanwell
Mayor

October 31, 2022

Christy Moats
Recreation Center Superintendent
Medina Community Recreation Center
855 Weymouth Road
Medina, Ohio

Re: Recreation Center Expansion
Medina Community Recreation Center
Medina High School
Medina, OH

Dear Ms. Moats:

Fanning Howey is pleased to submit a Proposal for Professional Services for Design for the expansion of the existing Medina Community Recreation Center located within the Medina High School Facility. The Project consists of a building addition of approximately 1,800 SF with a construction budget of \$700,000 and an additional Owner's reserve contingency of \$70,000. The work is expected to be bid as a single prime contract and will require the use of prevailing wages as a provision of the grant funding program.

The Project Schedule will be developed, but is assumed to begin construction in the Spring of 2023 with all work completed by the Fall of 2023.

The Scope of Basic Services would include preparing Design and Construction Documents in a single phase, submitting Construction Documents for plan approval, Refer to the attached Responsibility Matrix (Non-CM) Exhibit for further breakdown and description of services.

Design services will be based upon use of existing building documents to determine existing layout and site conditions. Foundation conditions will be based upon assumed geotechnical soil conditions and bearing pressures (unless the Owner provides a Geotechnical Subsurface Investigation report).

Excluded from the proposed Architect/Engineer (A/E) services are topographical or boundary surveys, geotechnical or environmental design and testing services, third party Bid Document printing, or Project bidding website setup costs (assumed electronic bidding process), special construction inspections and testing requirements as required by the Ohio Building Code (OBC), permit costs, Loose Furnishings and Equipment Design as well as Technology Design services, and Construction Administration services. A detailed Construction Cost Estimate may be provided as an additional service and reimbursable cost.

Fanning Howey understands the City will provide a copy of the previously performed Land Survey and Geotechnical Investigation Report for reference and use in designing the proposed addition.

Proposal for Professional Services
Medina Community Recreation Center
Medina High School
Medina, OH
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Fanning Howey also understands the City will perform all necessary services to advertise for bidding, release documents for bidding, and receive, review and award bids.

Fanning Howey proposes to provide the above design services for a lump sum fee of Forty Eight Thousand Dollars and no cents (\$48,000.00). Invoices would be submitted monthly as services are provided.

If the provisions of this proposal are agreeable, please sign the acceptance form below and return by email to our office. A formal AIA Services Agreement would be prepared for execution between the City of Medina and Fanning Howey for the services outlined herein.

Sincerely,
FANNING HOWEY

Michael Myers, CPTED
Project Manager

msm/maa

attachment: Design & Bidding/Award Responsibility Matrix (Non-CM)

CITY OF MEDINA ACCEPTANCE

Accepted by:

Signature

Name and Title

Dennis Hanwell, Mayor

Date:

11-29-2022

RESPONSIBILITY MATRIX
Non-CM Version

This Matrix highlights and summarizes some of the responsibilities of the Owner and the Architect as denoted in the Owner Architect Agreement. This Matrix is not comprehensive, and not intended to supersede the Owner-Architect Agreement. If there is a discrepancy between this Exhibit and the Owner-Architect Agreement, the Agreement shall prevail.

DESIGN AND DOCUMENT PHASES

Activity	Owner	Architect
Design Schedule	Review and Approve	Develop and Present
Building Program	Develop and Approve	Consult and Assist
Project Budget	Develop and Update	Review and Comment (<i>Additional Service</i>)
Construction Estimates	Review and Approve	Develop and Present (<i>Additional Service</i>)
Value Engineering	Review and Approve	Develop and Present
Environmental Design Alternatives	Review and Approve	Develop and Present
Design Phase Approvals	Review and Approve	Develop and Present
Land Surveys	Furnish and pay for	Excluded
Geotechnical Services	Furnish and pay for	Excluded
Environmental Testing (if necessary)	Furnish and pay for	Excluded
Design Review Meetings	Attend	Present and prepare minutes
Technical Specifications	Review and Approve	Develop and Present
Bidding Alternates	Review and Approve	Develop and Present
Authorization to Bid	Approve	None

BIDDING AND AWARD PHASE

Activity	Owner	Architect
Builders Risk Insurance	Obtain and pay for	None
Insurance required of the Contractor	Identify requirements	None
Temporary Utilities	Review and Approve	Develop and Present
General Conditions for Construction	Review and Approve	Develop and Present
Instructions to Bidders	Assist, Review, and Approve	Prepare
Bidding Forms	Review and Approve	Develop and Present
Form of the Contract for Construction	Prepare	Consult and Assist
Bond Forms	Prepare	Consult and Assist
Affidavits	Prepare	Consult and Assist
Advertisement for Bids	Arrange for publication and pay for	None
Document Printing and Distribution	Pay for	None
Pre-Bid Meeting	Attend	Schedule and Conduct, if necessary
Addenda	Review and Approve	Prepare and Distribute
Receive Bids	Receive and time stamp	None
Bid Opening(s)	Conduct, open, and read	None
Post Bid Interviews	Attend	Consult and Assist
Recommendation to Award	Review and Approve	None
Owner-Contractor Agreement	Authorize and execute	None
Notice to Proceed	Authorize and execute	Develop and Present
State Approvals	Authorize, execute, and pay for	Develop and Present
Other Permits (if necessary)	Authorize, execute, and pay for	Determine need and Advise
Building Permits	Paid by the Owner	Assist if requested