ORDINANCE NO. 158-26

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH RICHARD L. BOWEN & ASSOCIATES INC. TO CONDUCT A CITY HALL, POLICE DEPARTMENT AND MUNICIPAL COURT FACILITIES FEASIBILITY STUDY.

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

SEC. 1: That the Mayor is hereby authorized and directed to enter into an agreement with Richard L. Bowen & Associates Inc. to conduct a City Hall, Police Department and Municipal Court facilities Feasibility Study.

SEC. 2: That a copy of the Proposal for Architectural & Engineering Services is marked Exhibit A, attached hereto and incorporated herein.

SEC. 3: That the estimated cost of the contract, in the amount of $151,500.00, is available in Account No. 301-0707-52224.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: October 13, 2026

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: October 13, 2026

SIGNED: James A. Shields
Mayor

Effective date: November 12, 2026

Bowen+

PROPOSAL FOR ARCHITECTURAL
& ENGINEERING SERVICES
CITY OF MEDINA
CITY HALL AND POLICE FEASIBILITY STUDY
JOB# 14109.00
CONTACT: Robyn Wolf, Bowen

Mayor Jim Shields
City of Medina
132 N Elmwood Ave,
Medina, OH 44256
(330) 725-8861

Ord. 158-26
Exh. A

September 18, 2026

Dear Mayor Shields:

The firm of Richard L. Bowen + Associates Inc. (the "Architect") is pleased to submit this Proposal for your consideration on the above-captioned project (the "Project").

SCOPE OF THE PROJECT AND BASIC SERVICES

City of Medina (the "Owner" or "City") intends to initiate planning services to include:

1. Needs assessments covering programming, building systems and operations to determine scope and construction budget for the renovation and/or expansion of the City Hall and Police Department.
2. Feasibility study exploring options to determine the scope and construction budget for the renovation and/or expansion of the City Hall and Police Department building.

This program and concept study will provide information that the city may use to develop a request for qualifications to procure detailed design and engineering services.

The Bowen Team includes the following consultants:

- Mission Critical Partners (Operations and Technology)
- HEAPY Engineering (Mechanical, Electrical, Plumbing)
- Kabil & Associates (Civil and Structural)
- NV5 (Cost estimating)

This Proposal is to provide Architectural and Engineering services as described below:

SCOPE OF SERVICES

A. Needs Assessment, Programming & Feasibility Study:

1. Needs Assessment:

a. Complete one (1) visit each to the existing City Hall, Police Station, and former Municipal Court buildings and sites to verify existing spaces and perform a general overview assessment of existing conditions (interior and exterior). Review of the former Municipal Court building will be limited to verification of spaces and area. These site visit investigations are not intended to be an exhaustive check or detailed

inspection of the existing conditions but rather to allow the Architect and Engineers, as an experienced professional, to become generally familiar with the facility in order to render its services. If a more extensive verification of existing conditions and information provided by it, the Owner shall request that such services be provided by the Architect as Additional Services in accordance with the terms of this Agreement.

b. Evaluate the current age of existing MEPT systems, expected service life, overall physical condition, operational issues, serviceability, and current code violations, and assess utility needs including electricity, water, sewer, gas, fiber, and copper, in the existing City Hall and Police Station. Evaluation of building systems in the former Municipal Court building is excluded.
c. Review existing drawings and documents related to the condition of the existing facilities.
d. Create electronic measured floor plans of existing space layout based on field investigation.
e. Facilitate a maximum of six (6) in-person meetings with the City and Police to complete a needs survey for the project areas.
f. Facilitate virtual meetings as required to finalize program.
g. Develop a written Program of Requirements for the project areas.
h. Investigate applicable building codes to the extent necessary to determine modifications required for the new program. Recommendations will be provided in narrative format.
i. Complete initial evaluations of the existing City Hall, Police, and former Municipal Court building sites, to identify zoning considerations, appropriate size for program, and location within community. These evaluations will not include site surveys, environmental studies (wetlands, cultural, etc.), geotechnical investigations, lien searches, or other regulatory investigations unless indicated. Evaluation of additional sites will be additional services.
j. Attend and present at a maximum of two (2) public meetings to collect feedback from the community.
k. Complete a Law Enforcement Operational Assessment as delineated in Attachment A – Mission Critical Partners Scope of Work, dated August 17, 2026.
l. Complete a Public Safety Technology Assessment as delineated in Attachment A – Mission Critical Partners Scope of Work, dated August 17, 2026.

2. Feasibility Study

a. Create conceptual architectural floor plans for the project areas based on the program, including any building additions and site/parking revisions that may be required, for one (1) renovation and/or expansion concept utilizing the existing buildings and sites. Concept will be developed through an iterative process with input from and in collaboration with the city team.
b. Complete one (1) site concept plan for each for the renovation and/or expansion concept.
c. Plans for reuse of the existing buildings for departments or entities other than City Hall and Police programs are an additional service.
d. Facilitate virtual meetings as required to finalize conceptual plans and recommendations.
e. Facilitate a maximum of two (2) in-person meetings to present conceptual plans and recommendations.
f. Complete a conceptual level cost estimate based on the program, narratives, and conceptual plans for one (1) renovation and/or expansion concept.
g. Facilitate a maximum of two (2) in-person meetings to present conceptual plans and recommendations. This includes one (1) public meeting and presentation.

B. Deliverables (electronic PDF-format):

1. Feasibility report, including:

a. Program of Requirements.
b. Existing conditions narratives.
c. Conceptual site layout.
d. Conceptual architectural floor plans.
e. Conceptual cost estimate.

C. Owner Provided Information:

1. Existing buildings and site drawings.
2. If available, other existing property information including environmental and hazardous materials, survey, and geotechnical reports.
3. Operations and maintenance data for existing MEPT systems including utility bills.
4. Operational and staff data, organizational charts, programs, etc.

PROJECT SCHEDULE

The Architect's staff is prepared to perform the professional services for the Project on a mutually agreed upon schedule that meets the Owner's requirements once a signed copy of this Proposal has been received by the Architect. Anticipated Notice to Proceed and activity durations as follows:

Activity	**Duration**	
Kick-Off / Contract / NTP	October 20, 2026	Dependent upon Council approval
Needs Assessment	6 – 8 weeks	
Feasibility Study	10 – 12 weeks	
Final Report	2 – 4 weeks	

PROFESSIONAL SERVICES FEE

Basic Services:
A lump sum of **One Hundred Forty-Nine Thousand Dollars and Zero Cents ($149,000.00).**

Architecture	$	55,294.00	
Engineering	$	32,760.00	
Operations	$	53,596.00	
Cost Estimating	$	7,350.00	
Total	$	**149,000.00**	**Lump sum**
Reimbursables (not to exceed)	$	2,500.00	Not to Exceed

Normal reimbursable expenses such as travel, drawing reproduction, color printing or shipping are in addition to Professional Fees and will be invoiced at 1.0 times direct cost.

Additional Services
The following items are **not included** in the Project Scope at this time but could be provided for an additional fee:

- Evaluation of additional sites beyond those included above.
- Reuse plan for existing building and sites for entities or departments other than the City Hall and Police programs.
- Detailed assessment of the existing building engineering systems and utilities.
- Detailed assessment of the existing sites and utilities.
- Site assessment of new sites.
- Environmental and hazardous materials investigations and reports.
- Architectural design and detailing.
- Interior design.
- Furniture, fixtures, and equipment design and selection.
- Structural engineering.
- Mechanical, Electrical, and Plumbing engineering.
- Design or analysis of mechanical or electrical infrastructure to serve any additional floors or square footage.
- Civil engineering and Landscape design.

- Construction documents.
- Bid administration.
- Construction administration.
- Surveys, soil borings or geotechnical reports.
- As-built drawings.
- Specialty lighting design.
- Site electrical design.
- Design of security, energy management and data systems.
- Physical models or renderings unless noted otherwise.
- Signage and graphics.
- Regulatory agency approvals.

This proposal shall remain in effect for ninety (90) days, unless the Architect agrees to another time period in writing.

If this Proposal meets with your approval, this document will be incorporated into the Agreement between the Architect and the Owner for this Project, unless otherwise amended in writing and signed by both parties.

Very truly yours,

RICHARD L. BOWEN + ASSOCIATES INC.

Allan L. Renzi, AIA
President

Accepted by Owner: _____ 10/13/2026
Name/Title Date

Print Name and
Title Here: JAMES A. SHIELDS, MAYOR

cc: Accounting
Contract File
Mayor
Police Chief
Service Director
R. Wolf, Project Manager