

**City of Middleburg Heights, Ohio**

**Ordinance No. 2021- 14**

Introduced by: Mr. Bortolotto, Mr. Meany, and Mr. Grech

**AN ORDINANCE  
AUTHORIZING THE MAYOR AND FINANCE DIRECTOR  
TO ENTER INTO A CONTRACT WITH  
LARSEN ARCHITECTS  
AND DECLARING AN EMERGENCY**

WHEREAS, the City's purchasing policy requires City Council approval on any single purchase of products or services exceeding \$25,000 or any professional service contract exceeding \$10,000, with the exception of items purchased through or at an amount equal to an approved cooperative purchasing agreement; and

WHEREAS, the City desires to retain the services of a competent and qualified contractor to provide certain products/services to the City; and

WHEREAS, Larsen Architects is competent and qualified to furnish products and/or services to the City and has provided a responsive and responsible proposal, and desires to provide Architectural/Engineering Services – Police Station Project.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDDLEBURG HEIGHTS, CUYAHOGA COUNTY, STATE OF OHIO:**

Section 1. That the Mayor and Finance Director is hereby authorized to enter into a contract with Larsen Architects to provide certain products and/or services to the City, a copy of which is attached hereto and marked "Exhibit A".

Section 2. That 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 any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including chapter 107 of the Codified Ordinances and section 121.22 of Ohio Revised Code.

Section 3. That this ordinance is hereby declared to be an emergency measure, immediately necessary for the preservation of the public peace, health and safety of the citizens of the City of Middleburg Heights, Ohio. Therefore, this ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED 3-9-21

*David Bortolotto*  
PRESIDENT OF COUNCIL

ATTEST:  
*M Meala*  
CLERK OF COUNCIL

PRESENTED TO MAYOR 3-10-21 APPROVED ON: 3-11-2021

	YEAS	NAYS
BORTOLOTTO	<u>X</u>	_____
ALI	<u>X</u>	_____
SAGE	<u>X</u>	_____
MEANY	<u>X</u>	_____
MCGREGOR	<u>X</u>	_____
FERENCE	<u>X</u>	_____
GRECH	<u>X</u>	_____

*Matthew Costello*  
MAYOR

I, *Mary Ann Meala* Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord. 2021-14 adopted by the Council of the City of Middleburg Hts., on 3/9/21 was posted for a period of fifteen days, beginning 3/11/21 and remained so posted for fifteen days at the two posting places as designated by Charter.

*Mary Ann Meala*  
Clerk

**CERTIFICATE**

I, *Mary Ann Meala* Clerk of Council of the City of Middleburg Heights, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ord. 2021-14 passed on the 9<sup>th</sup> day of March 2021 by said Council.

*Mary Ann Meala*  
Clerk of Council



November 24, 2020

Mayor Matt Castelli  
City of Middleburg Heights  
15700 Bagley Road  
Middleburg Heights, Ohio 44130

RE: Police Station renovation of former library  
Architectural/engineering proposal

Dear Mayor Castelli,

The next phase of the Police Station project will be the development of the construction drawings for use by the contractors to bid on and construct the new facility.

The Feasibility Study (authorized by Council) has been presented and accepted as a "basis of design" for the proposed renovations to the old library building on the municipal campus.

The detailed budget estimate for the renovation (the project to include the enclosed garage) of 4.9 million dollars is also a critical component of the "basis of design" moving forward.

The architectural/engineering fees are budgeted at \$398,000 which will include all architectural/engineering required for the completion of the project.

Professional fees include the following team members...

1. Site Engineering/Mackay
2. Structural Engineering/Lewin
3. Mechanical/Plumbing/Electrical & Technology/Epic
4. Police Station Consultant/Ted
5. Interior Design/Mary Burkhart
6. Project Estimating/Bob Judd

Larsen Architects 12506 Edgewater Drive Suite 10 Lakewood, Ohio 44107 216.221.2350  
T 216.221.5670 F  
jlarsen@larsenarchitects.com www.larsenarchitects.com

Development Phases for the project include...

7. Preliminary Design (completed with feasibility study)
8. Schematic Design
9. Design Development
10. Construction Drawings
11. Bidding
12. Construction

Timeline for the project...

13. Preliminary Design (completed)....October, 2020
14. Schematic Design.....December, 2020
15. Design Development.....January, 2021
16. Construction Documents.....March
17. Bidding.....April
18. Construction.....May
19. Completion.....May, 2022

A formal AIA contract for our architectural/engineering services will be submitted for review and approval.

Sincerely,



James E. Larsen/Architect  
Larsen Architects