

DELIVERED MAR 04 2021

City of Middleburg Heights, Ohio

Ordinance No. 2021- 16

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

**AN ORDINANCE
AUTHORIZING THE MAYOR AND FINANCE DIRECTOR
TO ENTER INTO A CONTRACT WITH
NALETTE & ASSOCIATES, INC.
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, Nalette & Associates, Inc. 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 Construction Bidding & Administration Services – Ridge Skylight 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 Nalette & Associates, Inc. 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 Butcher

PRESIDENT OF COUNCIL

ATTEST:
M Meola
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 Casella
MAYOR

I, Mary Ann Meola Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord. 2021-16 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 Meola
Clerk

CERTIFICATE

I, Mary Ann Meola, Clerk of Council of the City of Middleburg Heights, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ord. 2021-16 passed on the 9th day of March 20 21 by said Council.

Mary Ann Meola
Clerk of Council

Phone (440) 846-9055

DATE: 2.11.2021

**PROJECT NAME: CITY OF MIDDLEBURG HEIGHTS
COMMUNITY CENTER-RIDGE SKYLIGHT REPLACEMENT
Phase II**

Scope of Services

1: Construction Document Phase

Nalette to prepare Construction Documents as required. The scope of the skylight drawings will be based on "As Built" skylight drawings provided to us by The City of Middleburg Heights.

Nalette will prepare a skylight performance specification. The performance specification will be equal to that of the existing skylight.

Nalette will prepare a description of the requirements to provide a Scaffolding Deck which will have a solid deck on top, guard-rail, toe-board, and stairs for access.

2: Bidding Phase

Nalette will provide the Construction Documents to solicit bids for the Skylight & Scaffolding work listed above.

This will include providing these documents to The Cleveland Builders Exchange & The City of Middleburgh Heights. Review bid requirements with The City of Middleburg Heights.

Review and tabulation of the bids

Provide a recommendation of Award.

3: Construction Administration Phase

Prepare the Contract for Construction with the Owners Purchase Order

Shop Drawings submittal review

Review of the Contractors pay application

Punch List

Review of Contract Close-out Paperwork, including As Built Drawings & Warranties.

4: Additional Services.

Other services or meetings that may arise or be required by the Client will be performed on an hourly basis. This will include but not be limited to Pre-Bid site visits with sub-contractors, kick off meeting with awarded sub-contractors. Field oversight of the removal and replacement of the skylight and documentation of the same.

Reimbursable Expenses, which include printing, blueprinting, Xeroxing, computer plot, deliveries (mail, UPS, FedEx., etc.) will be invoiced at the cost of services plus 15%

2021 Rate Schedule

Paul Nalette	\$95.00/hr.
Project Manager	\$70.00/hr.
Office Staff	\$35.00/hr.

The total amount of P.O. if additional services are maxed out = \$21,000.00

We specifically exclude the following:

- Any fees or permits
- Any contractual agreement with the subcontractors.