

DELIVERED APR 0 8 2021

City of Middleburg Heights, Ohio
Ordinance No. 2021-23

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

AN ORDINANCE
AUTHORIZING THE MAYOR AND FINANCE DIRECTOR
TO ENTER INTO A CONTRACT WITH
OSBORN ENGINEERING
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, Osborn Engineering 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 Engineering Services – Community Center Roof Assessment.

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 Osborn Engineering to provide certain products and/or services to the City, a copy of which is attached hereto and marked "Exhibit A".

Section 2. That there is hereby appropriated an additional \$11,600 from the General Fund to implement this Ordinance.

Section 3. 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 4. 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 4/13/21

David Bortolotto
PRESIDENT OF COUNCIL

ATTEST:
M. Meda
CLERK OF COUNCIL

PRESENTED TO MAYOR 4/14/21

APPROVED ON: 4-20-2021

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

Matthew J. Casella
MAYOR

I, Mary Ann Meola Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord. 2021-23 adopted by the Council of the City of Middleburg Hts., on 4/13/21 was posted for a period of fifteen days, beginning 4/20/21 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. 2021-23 passed on the 13th day of April 2021 by said Council.

Mary Ann Meola
Clerk of Council



March 18, 2021

Mr. Marty Kramer
Facility Maintenance Manager
City of Middleburg Heights
Department of Public Service
15700 Bagley Road
Middleburg Heights, OH 44130

sent via email: mkramer@middleburgheights.com

Re: Fee Proposal for Roof Assessment Services for the Middleburg Heights Community Center, Middleburg Heights, Ohio.

Mr. Kramer:

As requested, Osborn Engineering (OE) is pleased to submit this proposal to provide Assessment Services for the Middleburg Heights Community Center, owned by the city of Middleburg Heights (the City). The Community Center roof, specifically over the indoor pool area (the Natatorium), has developed moisture damage to the structural insulated panels (the roof decking). This damage was visually apparent to OE and the City after removal of the exterior asphalt shingles and underlayment within select areas of the roof. This limited destructive observation was organized by the City, performed by city selected roofing contractor, and observed by OE. The roof assembly, consisting of the asphalt shingles, underlayment, and the structural insulated panels, including all steel supporting members, are original to the building. Roof warranty has expired, and the City is looking for recommendations relative to the cause of the moisture damaged panels and solutions toward repairs.

Based on the visual observation of the roof described, OE has observed first-hand the as-built condition of the roof assembly and is familiar with the situation. Under this proposal, OE will prepare a written report to include a description toward possible causes of the moisture damage and make recommendations toward solutions and repairs.

The following defines our detailed scope of services related to the above referenced project description.

SCOPE OF SERVICES

1. ROOF ASSESSMENT

- 1.01 Review existing documents as available, i.e., design drawings, specifications, shop drawings, previous condition survey reports, etc., in order to become more familiar with the design intent, and the structure.
- 1.02 Conduct materials/product research of the structural insulated panels (SIPs) and other roof system components installed over the Natatorium. Focus of the research will be the use



of SIPs in high humidity environments. Sources for research will include, though not limited to, product manufacturer representatives and product related associations. Research will be used to evaluate design intent and as-built condition.

1.03 Conduct additional on-site observation survey of the building roof system, as needed. Specific emphasis will be on the installed, as-built condition, of the SIP product. The objective is to quantify and gain further information on the configuration and details. This visual observation will be conducted from the ground, within the Natatorium, and on the specific roof areas.

2. POOL ENVIRONMENTAL CONTROL/ENERGY RECOVERY SYSTEM REVIEW

2.01 Review existing documents as available, i.e., design drawings, specifications, shop drawings, former condition survey reports, etc., in order to become more familiar with the design intent and the mechanical system.

2.02 Review BAS temperature & humidity trends specific to Natatorium area. Review against recommended environmental parameters of installed system.

3. INSPECTION REPORTS

3.01 Review and evaluate the data recorded during the "General Inspection" condition survey. OE will then prepare formal documents per the following:

- Prepare a report with observations identifying conditions and details not in compliance with industry standards. The report will be generated for the roof assembly and the pool environmental control/energy recovery system.
- Report will include recommendations toward solutions and repairs for conditions and details not in compliance with industry standards.

OE's project deliverables to the city will include two (2) copies of Inspection Report or Drawings.

4. FOLLOW-UP MEETING

4.01 Schedule a meeting with the city to discuss the findings of the "General Inspection" Condition Survey Report and discuss any necessary next steps of recommendation for repairs to the assessed and reviewed areas.



CLARIFICATIONS

1. Our proposal does not include the following:
 - Inspection is limited to inspection of visible components; no additional destructive measures will be taken.
 - Cost estimating services. We understand that the roofing contractor can provide cost information.
 - Preparation of Bid & Construction Repair Documents
 - Bidding and Contract Services
 - Construction Observations and Contract Administration Services
 - Observation, assessment, reporting and any responsibility regarding the discovery, presence, handling, removal and disposal of, or exposure of persons to, hazardous materials in any form at the site, including but not limited to, asbestos, asbestos products, lead, polychlorinated biphenyl (PCB) or other toxic substance.
 - Service for an overall building code review, underwriters review or other local, state or federal agency reviews.

ADDITIONAL SERVICES

Osborn Engineering shall provide additional services for the Project applicable to the project only when authorized in writing. Such services shall consist of providing any services not otherwise included in this Proposal or not customarily furnished in accordance with generally accepted engineering practice.

FEES

Our fee for Lump Sum Engineering Services based on the above Scope is \$11,560.00 plus normal reimbursable expenses. OE will invoice upon completion of the work defined above.

We look forward to the opportunity to work with you on this project and are prepared to start immediately upon authorization. If you have any questions or require any additional information, please do not hesitate to contact me.

Respectfully Submitted,

OSBORN ENGINEERING
Douglas S. Lancashire, P.E.
President

By: Jack Krebs, PE
Director of Sports Engineering