

CITY OF MIDDLEBURG HEIGHTS, OHIO

Resolution No. 2025¹³

Introduced By: Mayor Matthew Castelli

**A RESOLUTION
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH
OHM ADVISORS FOR THE CENTRAL PARK PROJECT – PHASE 1A**

WHEREAS, as part of the Middleburg Heights Community Master Plan the City desires to create a Central Park to preserve and utilize green space in our community; and

WHEREAS, by Resolution #2023-5, the City entered into an agreement with OHM Advisors for Master Planning Services for the Central Park Master Planning Project; and

WHEREAS, OHM Advisors has submitted a design proposal for Phase 1A improvements consisting of a reading garden, nature play area, script plaza, pedestrian plaza/gathering space, outdoor classroom/amphitheater, water feature, and story book trail for Central Park.

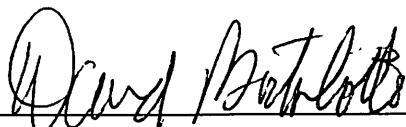
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MIDDLEBURG HEIGHTS, STATE OF OHIO, AS FOLLOWS:

Section 1: That the Mayor is hereby authorized to enter into an agreement with OHM Advisors for additional design services for Phase 1A improvements for the Central Park Project, consistent with the proposal which is attached hereto and marked "Exhibit A".

Section 2: That there is hereby appropriated a lump-sum base total of \$122,000 for the outlined professional services from the General Fund to implement this Resolution.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 Middleburg Heights Code and Section 121.22 of the Ohio Revised Code.

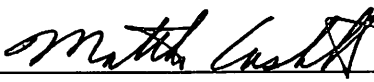
Passed: 3/11/25


President of Council

Attest: M Meola
Clerk of Council

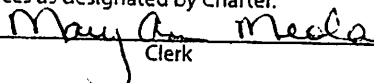
Approved On: 3-12-25

Presented to Mayor: 3/12/25


Mayor

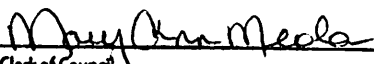
	Yea	Nay
Bortolotto	<u>X</u>	_____
Ali	<u>ABSTAIN</u>	_____
Sage	<u>X</u>	_____
Meany	<u>X</u>	_____
McGregor	<u>X</u>	_____
Ference	<u>X</u>	_____
Zakel	<u>X</u>	_____

I, Mary Ann Meola Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Res. 2025-13 adopted by the Council of the City of Middleburg Hts., on 3/11/25 was posted for a period of fifteen days, beginning 3/13/25 and remained so posted for fifteen days at the two posting places as designated by Charter.


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 Res. 2025-13 passed on the 11th day of March 2025 by said Council.


Clerk of Council



February 20, 2025

Mayor Matthew Castelli
City of Middleburg Heights
15700 Bagley Road
Middleburg Heights

RE: Civic Center District Master Plan – Additional Services for Phase 1 Design
Proposal #23000-A

Dear Mayor Castelli:

Thank you for this opportunity to continue working with you to make the City of Middleburg Heights (City, Client) a great place to live, work, and play! OHM Advisors (OHM, Consultant) is excited to help the City design the phase 1A improvements for the reimagined Central Park. Based on our discussion of the proposed scope, this proposal represents our project understanding, with work plan, schedule, and cost of additional services.

Project Understanding

Based on recommendations identified in the 2024 Middleburg Heights Civic Center Master Plan, OHM will design and develop construction and bidding documents for the Phase 1 Improvements consisting of a reading garden, nature play area, script plaza, pedestrian plaza/gathering space, outdoor classroom/amphitheater, water feature, and story book trail. The final project scope for bidding and construction shall be determined by the final funding allocations. The anticipated limit of work is shown in Exhibit 'A': Project Area.

Work Plan

Task #8: Topographic Survey (Month #1)

- Limits of Survey: Cuyahoga County Parcel Number 37325040, 37325006, 37325007 and 37325008, as shown in Exhibit 'B': Survey Limits.
 - Approximately 17 acres.
- Aerial LiDAR & Photogrammetry
 - Classified point cloud, 8-10 ppsm
 - DTM with 1' interval contour elevations @ 1"=50'
- Field Survey
 - Supplement additional ground points as necessary to verify LiDAR accuracy
 - Curb, walk, and pavement locations and material.
 - Planimetric site features, including but not limited to outline of equipment, fences, large boulders, retaining walls, mailboxes, and soil borings.
 - Vegetation: brush lines, wood lines, and landscaped areas.
- Site Utility Survey
 - Field Observation: Lines marked by OUPS (OHM will contact OUPS), utility poles, overhead wires, valves, hydrants, manholes, pull boxes, cleanouts, drainage structures, and sewer inverts.
 - Record Plan Information
 - Obtained from provided construction or as—built drawings.
 - Obtained from design OUPS ticket.
 - Scaled and “best-fit” into the survey base map.
- Existing Conditions Survey Sheet

OHM Advisors

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- Planimetric, Topographic, Utility, and Boundary depicted on an existing conditions sheet
- Control table
- General Survey Notes
- Meetings: None.
- Deliverables: Existing Conditions survey provided in an AutoCAD Civil 3D 2018 and PDF format for use in design.

Task #10: Design and Construction Documentation (Month #2 through #4)

- OHM will create construction and permit document set for the phase 1 improvements. The documents will meet the requirements of necessary permits and will detail the requirements for construction of the improvements, including the scope, systems, relationships, forms, sizes, materials, finishes, quality, quantities, and appearance by means of plans, elevations, sections, and details. The drawings will include:
 - Title Sheet
 - General Notes
 - Site preparation plan(s)
 - Layout and material plan(s)
 - Grading and drainage plan(s)
 - Site electrical Plan(s)
 - Enlargements
 - Structural plan(s) and details
 - Landscaping plan
 - Details
 - Stormwater pollution prevention plan
- Technical specifications will establish, in detail, the requirements for materials and installation.
- OHM will confer with all necessary regulatory agencies, via email and phone, and incorporate their comments into the construction documents.
- Present all documents to the City, for final review and coordination. All review comments will be incorporated into final documents.
- Develop estimated quantities and cost estimate for construction.
- Perform regular QA & QC reviews throughout the duration of the project.
- Meetings:
 - (4) four in-person progress review meetings.
- Deliverables:
 - 30% CD progress drawings in PDF format
 - 60% CD progress drawings, and technical specifications in PDF format.
 - 90% Permit and construction documents in PDF format.
 - 100% Permit and construction documents in PDF format.

Task #11: Bidding (Month 5)

- Develop bidding documents as determined by the project funding available at that time.
- Provide unit price tabulation, for inclusion in project manual.
- Project manual and bid book will be completed by the City.
- Bid document reproduction, distribution, and tracking will be via third party print shop.
- Attend pre-bid meeting, answer bidding requests for information (RFI's), and prepare clarification documents.
- Tabulate, review, and evaluate bids, confirm bid bonds, and make written recommendation to the City.
- Meetings: (1) Pre-Bid meeting
- Deliverables: Bid tabulation and bid recommendation letter in PDF format.



Task #12: Water Feature Design (If Authorized)

- Design and develop construction documents for the proposed water feature noted as the Phase 1B Amenities identified on Exhibit 'A': Project Area. Design and construction documents will be incorporated into the Task #10 documentation package and include earthwork, utilities (water, and drainage), and stormwater pollution prevention.
- Meetings: None
- Deliverables: Bid tabulation and bid recommendation letter in PDF format.

Task #13: Water Feature Geotechnical Engineering (If Authorized)

- Prepare a site-specific safety plan for CTL's field work.
- Stake/mark the boring locations and determine their surface elevations.
- Contact OUPS to locate and mark public utilities.
- Mobilize a drill rig to drill 5 Standard Penetration Test (SPT) borings as follows:
 - 2 (SPT) soil borings at 20 to 25 feet deep for subgrade and earthwork recommendations.
 - 3 (SPT) soil borings at 10 feet deep for subgrade and earthwork recommendations.
- Site drilling, sampling, and laboratory testing shall be performed per industry and all applicable ASTM standards.
- Record groundwater levels in the boring during and immediately after drilling. At completion, the boreholes will be backfilled with auger cuttings.
- Perform laboratory tests including:
 - Visual soil classification.
 - Moisture content and hand penetrometer tests.
- Engineering evaluation and reporting to include:
 - General description of the site.
 - Boring logs and profile to include:
 - Surface elevation at each test boring location.
 - Thickness of topsoil, pavement, base, and subsoil strata.
 - Groundwater encountered during drilling, and at completion.
 - Standard penetration and moisture content as a function of depth.
 - Existing subsurface conditions.
 - Groundwater/drainage management recommendations.
 - Recommendation for site preparation and earthwork requirements.
- Meetings: None.
- Deliverables: PDF of Geotechnical Findings and Recommendations Report.

Schedule

We are prepared to commence work on this project within two weeks of receipt of your written authorization to proceed, and will perform each task in accordance with the estimated timeframe noted for each task, above. The timeframes assume timely responses from review agencies and project team members. OHM will provide the City with monthly reports to monitor progress and maintain project schedule.



Compensation

OHM Advisors will provide the above-outlined professional services in accordance with the following lump-sum fee schedule.

Task	Cost
Task #8 – Topographic Survey	\$ 24,000
Task #9 – Design and Construction Documentation	\$ 61,000
Task #10 – Bidding	\$ 4,000
Lump-Sum Base Total:	\$ 89,000
Task #11 – Water Feature Design (If Authorized)	\$ 27,000
Task #12 – Water Feature Geotechnical Engineering (If Authorized)	\$ 6,000

Clarifications and Assumptions

- As noted in the original proposal dated 1/10/2023 with the following addition:
 - Construction administration and inspection is not provided within this scope of services. Once the construction scope of work and schedule has been defined, OHM can provide a scope of service fee for construction administration and inspection, if requested.

Authorization

If you find this additional services proposal to be acceptable, your signature on this letter, with a copy returned to us will serve as our authorization to proceed.

Sincerely,

OHM Advisors

Jeremy Hinte, PLA, ASLA, Project Manager
jeremy.hinte@ohm-advisors.com
D: 216.865.1337 C: 216.339.7412

Matt Hils, PLA, ASLA, Principal
Matt.hils@ohm-advisors.com
C: 216.346.2637

Authorization to Proceed:

3-12-25

Signature Date

Mayor

Printed Name Title

Attachments: Exhibit 'A' – Project Limits
Exhibit 'B' – Survey Limits

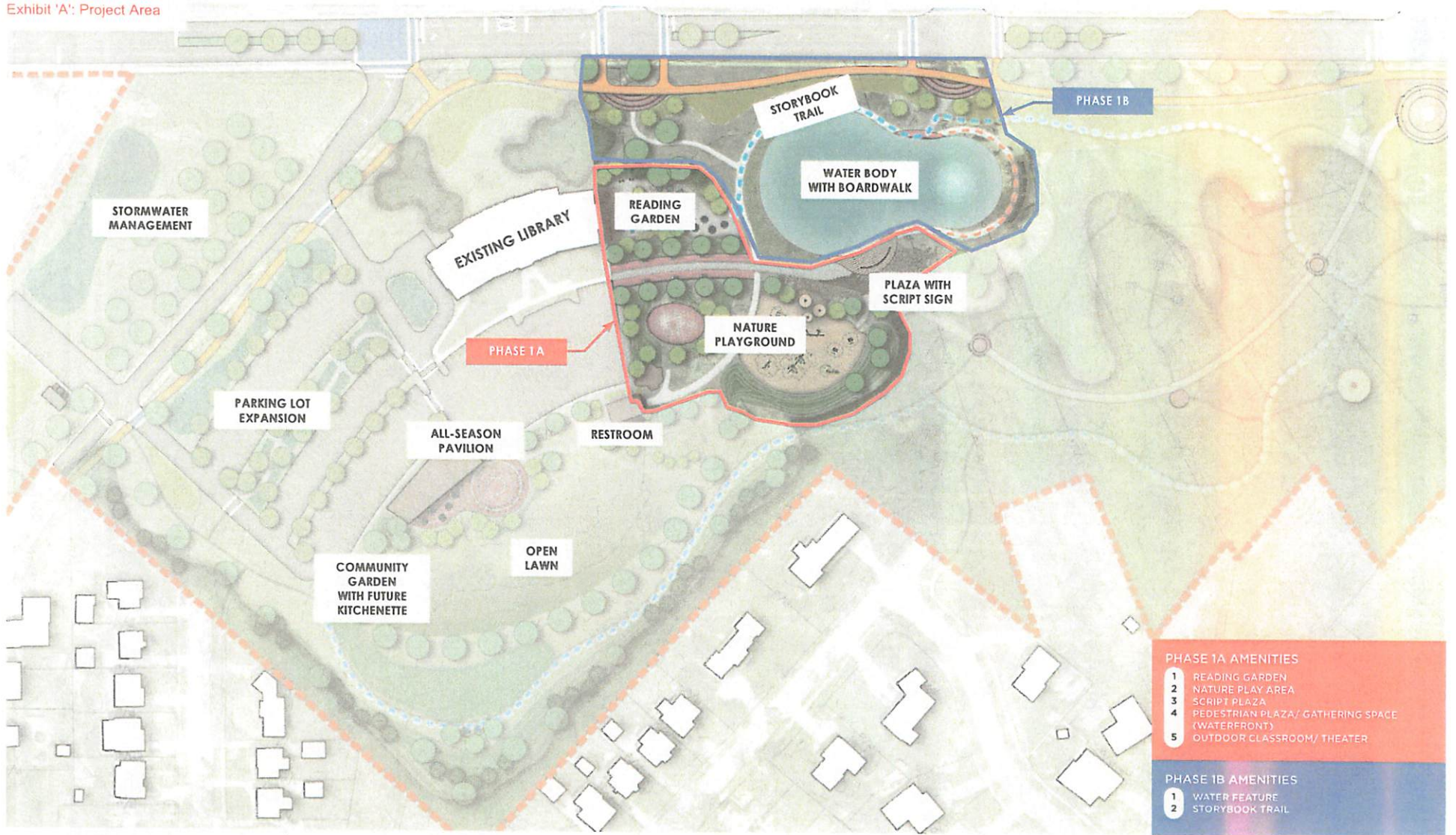
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Exhibit 'A': Project Area

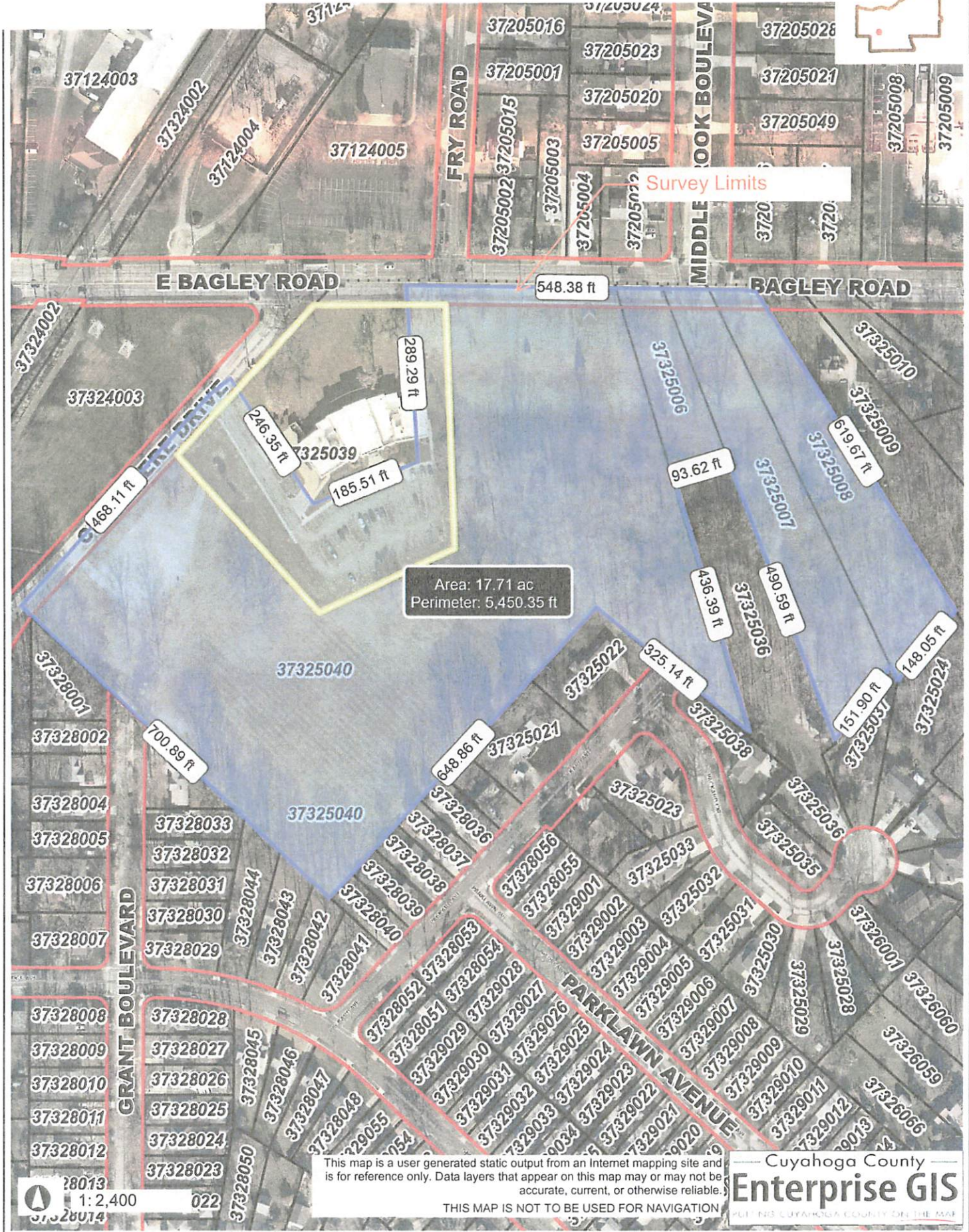


► PHASE ONE PROJECT AREA ENLARGEMENT

CENTRAL PARK - MIDDLEBURG HEIGHTS COMMONS | MIDDLEBURG HEIGHTS, OHIO

01.28.2025





Area: 17.71 ac
Perimeter: 5,450.35 ft

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Cuyahoga County
Enterprise GIS
PLANNING AND DEVELOPMENT DEPARTMENT
1500 EAST COLUMBIAN AVENUE, SUITE 200, CLEVELAND, OH 44115

Scale: 1:2,400
North Arrow