

City of Middleburg Heights, Ohio

Ordinance No. 2025- 47

Introduced by: Mayor Matthew J. Castelli

**AN ORDINANCE
TO MAKE SUPPLEMENTAL APPROPRIATIONS
FOR CURRENT EXPENDITURES AND EXPENSES
FOR THE CITY OF MIDDLEBURG
HEIGHTS FOR THE CALENDAR YEAR 2025**

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

Section 1. That in order to provide for current expenditures and expenses for the City of Middleburg Heights for the calendar year 2025, the following sums be appropriated from the General Fund:

<u>Description</u>	<u>Increase (Decrease)</u>
Police - Other - Animal Care & Supplies (Bal. of donations through 2nd Qtr 2025)	\$ 9,300.00
Total Increase to the General Fund	\$ 9,300.00

Section 2. That in order to provide for current expenditures and expenses for the City of Middleburg Heights for the calendar year 2025, the following sums be appropriated from the Streets/Infrastructure Imp. Fund:

<u>Description</u>	<u>Increase (Decrease)</u>
Streets - Capital - Southland Streetscape - Osborn Eng. Services	\$ 50,000.00
Streets - Capital - Streets Program (Smith Rd. Resurfacing) - Osborn Eng. Services	\$ 25,000.00
Total Increase to the Streets/Infrastructure Imp. Fund	\$ 75,000.00

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.

PASSED 8/11/25

David Bortolotto

PRESIDENT OF COUNCIL

ATTEST:
M. Meola
CLERK OF COUNCIL

PRESENTED TO MAYOR 8/11/25

APPROVED ON: 8-12-25

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

Matthew Castelli
MAYOR

I, Mary Ann Meola Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord 2025-47 adopted by the Council of the City of Middleburg Hts., on 8/11/25 was posted for a period of fifteen days, beginning 8/12/25 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. 2025-47 passed on the 11th day of August 2025 by said Council.

Mary Ann Meola
Clerk of Council



J20211574.100

July 7, 2025

Mr. James P. Herron
Director of Public Service
City of Middleburg Heights
15700 Bagley Road
Middleburg Heights, OH 44130

sent via email: jherron@middleburgheights.com

Re: **PROPOSAL for ASR-4**
Continuation of Owner's Representative Services for the
Southland Streetscape and TLCI Shared-Use-Path Construction Projects

Dear Mr. Herron:

Osborn Engineering is pleased to submit this Additional Services Request (ASR) proposal to provide continued Owner's Representative Services during the Construction Phases of the Southland Streetscape project and the TLCI Shared-Use-Path project, as well as Owner's Representative services for Development projects within the Southland District.

This proposal and the services offered will assure continuous oversight and assistance by the members of the Master Planning, Preliminary Engineering, and Final Design teams of Osborn Engineering and City Architecture to verify that the original intent of the Master Plan and Project Design is implemented by the contractors.

SCOPE OF SERVICES

1. CONSTRUCTION OBSERVATIONS & CONSTRUCTION PHASE ASSISTANCE
 - 1.01 Review and/or respond to the following documents during construction, as requested by City's Construction Administration (CA) consultant:
 - 1.01.1 Shop Drawing and Product Submittals
 - 1.01.2 Change Orders and Construction Change Directives
 - 1.01.3 Provide clarifications and interpretations of the Design Plans
 - 1.01.4 "As-Built" set of Record Construction Documents prepared by the Contractor and reviewed by Osborn Engineering
 - 1.02 Provide additional drawings issued subsequent to execution of the Construction Contract Documents, as necessary and as requested by the City's CA consultant.
 - 1.03 Participate in monthly on-site observations and/or project meetings.
 - 1.04 Review, provide recommendations or take other appropriate action upon Contractor's submittals such as Shop Drawings or Product Data and Samples; but only for the limited purpose of reviewing for conformance with information given and the design concept expressed in the Contract Documents.
 - 1.05 Observe the construction work and, upon substantial completion, participate in the preparation of a list of items (Punch List) to be completed or corrected by the Contractor before final completion of the construction work for each of the projects.
 - 1.06 Participate in a final site observation visit for each project to determine if the Punch List work was completed.



1.07 Provide final as-built drawings, based on contractor red-lined plans maintained throughout construction and managed by the City's CA consultant.

2. COORDINATION WITH SMITH ROAD DEVELOPMENTS

2.01 Assist the City in any manner necessary to advance the Developments along the Smith Road corridor. This could include but is not limited to attendance at meetings, participation in conference calls, respond to City questions, direct coordination with Development site owners or their consultants, etc.

CLARIFICATIONS

1. Our proposal does not include the following:
 - Daily Construction Observation, assessment, and reporting
 - Material testing services
 - Reproduction for design submissions
 - On site construction administration or management

FEES

Osborn Engineering will invoice monthly based on the Time and Materials/Expenses incurred by Osborn Engineering and City Architecture staff **up to the maximum amount of \$50,000.00.**

SUMMARY

We look forward to the opportunity to continue working with you on this project and assure it is completed according to the City's Master Plan and wishes. We are prepared to start immediately upon authorization. **Please sign and return the attached Additional Services Request form.**

If you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

OSBORN ENGINEERING

A handwritten signature in black ink, appearing to read "Dennis C. Albrecht, Jr.", written over a horizontal line.

Dennis C. Albrecht, Jr., PE
Director of Transportation and Municipal Engineering

cc: Scott Vura



J20221645.000

July 28, 2025

Mr. James P. Herron
Director of Public Service
City of Middleburg Heights
15700 Bagley Road
Middleburg Heights, OH 44130

sent via email: jherron@middleburgheights.com

Re: PROPOSAL
Owner's Representative Services for the
Smith Road Resurfacing Construction Project

Dear Mr. Herron:

Osborn Engineering is pleased to submit this proposal to provide continued Owner's Representative Services during the Construction Phases of the Smith Road Resurfacing Project.

This proposal and the services offered will assure continuous oversight and assistance by the members of the Preliminary Engineering and Final Design teams of Osborn Engineering to verify that the original intent of the Project Design is implemented by the contractors.

SCOPE OF SERVICES

1. CONSTRUCTION OBSERVATIONS & CONSTRUCTION PHASE ASSISTANCE
 - 1.01 Review and/or respond to the following documents during construction, as requested by City's Construction Administration (CA) consultant:
 - 1.01.1 Shop Drawing and Product Submittals
 - 1.01.2 Change Orders and Construction Change Directives
 - 1.01.3 Provide clarifications and interpretations of the Design Plans
 - 1.02 Review, provide recommendations or take other appropriate action upon Contractor's submittals such as Shop Drawings or Product Data and Samples; but only for the limited purpose of reviewing for conformance with information given and the design concept expressed in the Contract Documents.
 - 1.03 Participate in a final site observation visit for this project to determine if the Punch List work was completed.

CLARIFICATIONS

1. Our proposal does not include the following:
 - Daily Construction Observation, assessment, and reporting
 - Material testing services
 - Reproduction for design submissions
 - On site construction administration or management



FEES

Osborn Engineering will invoice monthly based on the Time and Materials/Expenses incurred by Osborn Engineering for the maximum amount of \$25,000.

SUMMARY

We look forward to the opportunity to continue working with you on this project and assure it is completed according to the design plans. We are prepared to start immediately upon authorization. Please sign and return the attached Additional Services Request form.

If you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

OSBORN ENGINEERING

Daniel J Gerson P.E., P.S.
Director of Municipal Engineering

cc: Scott Vura