

City of Middleburg Heights, Ohio

DELIVERED JAN 08 2026

Ordinance No. 2026-___6

Introduced by: Mayor Castelli

**AN ORDINANCE
AUTHORIZING THE MAYOR AND FINANCE DIRECTOR
TO ENTER INTO A CONTRACT WITH
OHM ADVISORS**

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, OHM Advisors 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 Observation Services for the Central Park Phase 1 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 OHM Advisors 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 \$81,500 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.

PASSED 1-13-26

David Bortolotto
PRESIDENT OF COUNCIL

ATTEST:
M Meala
CLERK OF COUNCIL

PRESENTED TO MAYOR 1-14-26

APPROVED ON: 1-14-26

	YEAS	NAYS
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>	_____

Matthew Cash
MAYOR

CERTIFICATE

I, M 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 2026-6 passed on the 13th day of January 2026 by said Council.

M Meala
Clerk of Council

I, M Meala Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that ORD 2026-6 adopted by the Council of the City of Middleburg Hts., on 1-13-26 was posted for a period of fifteen days, beginning 1-16-26 and remained so posted for fifteen days at the two posting places as designated by Charter.

M Meala
Clerk



December 30, 2025

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

RE: Civic Center District Master Plan – Additional Services for Phase 1 Construction Observation
Proposal #23000-B

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 implement the design of Phase 1 through assisting the City in construction administration. 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 the Phase 1 bidding documents, OHM will provide construction observation services for implementation of the Phase 1 improvements.

Work Plan

Task #13: Pre-Construction Services

- Attend and facilitate pre-construction meeting.
- Coordinate with the Contractor, Utilities, Safety Forces, Residents, and Businesses ahead of construction.
- Schedule and assign construction services staff.
- Review materials, supplier submittals, and shop drawings; communicate “no exceptions taken” when documents are in accordance with the Contract requirements.
- Review contractual items and specifications.
- Distribute relevant documentation (e.g., meeting minutes, contact lists).
- Meetings: (1) pre-construction meeting.
- Deliverables: Meeting minutes.

Task #14: Construction Administration

- The following services are included:
 - Coordination with Contractor, Utilities, Safety Forces, Residents, and Businesses.
 - Prepare inspection reports.
 - Regular progress meetings with Contractor.
 - Inspection and coordination of testing services (testing performed by Contractor).
 - Response to RFI’s (request for information) from Contractor.
 - Review of pay requests and recommendations for payment.
 - Negotiation of Change Orders.
 - Prevailing Wage Verification.
 - Staffing will include the following:
 - Construction Manager: On-Site weekly reviews with construction inspector, and off-site coordination with Inspector, Contractors, Owner, and Construction Manager.

OHM Advisors

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- Design Manager: Involved on an as-needed basis to facilitate field designs and design-related issues.
- Construction Administrative Assistant: Coordination of all documentation from pre-construction, contracts, pay requests, and close-out documents.
- Typical average part time weekly staffing for a 40-hour/week construction project is approximately:
 - Construction Manager: 1 hours
 - Design Manager: 3 hours
 - Construction Admin: 1 hours
- Price proposal for this task assumes a construction contract schedule of 1.1.2026 through 9.30.2026 or 39 weeks.

Task #15: Construction Observation

- Construction observation staffing will include dedicated construction inspector to be on-site to observe construction activities for compliance with the contract documents. Based on the construction schedule, we anticipate the following on-site schedule:
 - January 2026 0 Hours
 - February 2026 0 Hours
 - March 2026 0 Hours
 - April 2026 4 Hours / Week (5 weeks = 20 hours)
 - May 2026 8 Hours / Week (4 weeks = 32 hours)
 - June 2026 8 Hours / Week (4 weeks = 32 hours)
 - July 2026 16 Hours / Week (5 weeks = 80 hours)
 - August 2026 16 Hours / Week (4 weeks = 80 hours)
 - September 2026 16 Hours / Week (5 weeks = 80 hours)
- Total: 324 Hours

Task #16: Post-Construction Services

- Conduct final project walkthroughs with the Contractor and Owner.
- Prepare and distribute the final punch list; follow up on completion of items.
- Review and coordinate acceptance of Record Drawings.
- Coordinate Maintenance Bond requirements with the Owner and Contractor.
- Assist with lien releases, final payments, and final project acceptance.
- Meetings: (1) punch list review meeting
- Deliverables: Meeting minutes, and contract closeout documents.

Schedule

OHM Advisors is prepared to continue professional services throughout the anticipated project schedule of 1.1.2026 through 9.30.2026.



Compensation

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

Task	Cost	Billing
Task #13 – Pre Construction Services	\$ 6,500	Hourly
Task #14 – Construction Administration	\$ 30,000	Hourly
Task #15 – Construction Observation	\$ 40,000	Hourly
Task #16 – Post Construction Services	\$ 5,000	Hourly
Lump-Sum Total:		\$ 81,500

The price proposal will be billed on an hourly, not to exceed basis based on the attached Exhibit 'C' – OHM Hourly Rate Table pursuant to the anticipated construction duration of 1.1.2026 through 9.30.2026.

Clarifications and Assumptions

- All other work not listed above is excluded from this proposal but can be added as an additional service, if requested.
- If additional labor effort is required, due to additional meetings not described in the Work Plan, change in schedule, Client-directed changes to the design that are departures from the design direction or scope of work and require rework of information completed in previous submissions, OHM Advisors will negotiate an amendment with the Client for additional services. OHM will not proceed with additional services, without written authorization to proceed from the Client.

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. Upon execution, this additional services proposal, and attachments will amend our agreement.

Sincerely,

OHM Advisors

Jeremy Hinte, PLA, ASLA, Senior Project
Manager

Jeremy.hinte@ohm-advisors.com

D: 216.865.1337 C: 216.339.7412

Authorization to Proceed:

Signature

Date

Printed Name

Title

Attachments: Exhibit 'C' – OHM Hourly Rate Schedule

OHM Advisors®

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OHM ADVISORS 2026 HOURLY RATE SCHEDULE



Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$167	\$179	\$194	\$214	\$224
Graduate Engineer	\$145	\$156	\$161	\$169	\$182
Architect/Interior Designer	\$115	\$150	\$175	\$210	\$230
Landscape Architect	\$132	\$142	\$156	\$172	\$188
Planner	\$120	\$141	\$167	\$182	\$193
Project Coordinator/Urban Designer	\$93	\$125	\$142	\$162	\$182
Design Technician	\$115	\$134	\$151	\$170	\$188
Technician	\$109	\$128	\$146	\$163	\$172
Project Specialist	\$138	\$175	\$205	\$229	\$250
Professional Surveyor	\$156	\$173	\$189	\$203	\$215
Surveyor	\$112	\$132	\$144	\$158	\$170

Classification	I	II	III
Administrative Support	\$89	\$110	\$135
Technical Aide	\$85	\$89	\$94
Subject Matter Expert	\$250	\$300	\$375

Classification	
Principal	\$247

Rates as reflected subject to review and adjustment on an annual basis.
2026 Public Rates 25-1028 (MI OH Public)