

**REGULAR COUNCIL MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, DECEMBER 5, 2023
7:30 P.M.**

- A. ROLL CALL OF MEMBERS**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF MINUTES OF PRECEDING MEETINGS:**
- D. REPORTS OF STANDING COMMITTEES:**
 - Aviation & Environmental Committee – Chairman, Poindexter
 - Finance Committee - Chairman, Scott
 - Legislative Committee - Chairwoman, Coyne
 - Parks & Recreation Committee - Chairman, Mencini
 - Planning Committee - Chairman, Troyer
 - Safety Committee - Chairman, Roberts
 - Service Committee - Chairman, Poindexter
 - Board of Zoning Appeals - Chairman, Salvatore
- E. REPORTS OF SPECIAL COMMITTEES:**
 - Southwest General Health Center Trustee, Mencini
 - Berea Board of Education Representative, Coyne
 - Technology & Innovation Council Representative, Poindexter
- F. REPORTS OF BOARDS AND COMMISSIONS:**
- G. INTRODUCTION OF RESOLUTIONS OF COMMENDATION:**
- H. REPORTS AND COMMUNICATIONS FROM THE MAYOR:**
- I. REPORTS AND COMMUNICATIONS FROM DEPARTMENTS, COMMISSIONS, AND OTHER PUBLIC OFFICIALS:**
- J. OTHER COMMUNICATIONS AND PETITIONS, AND VERBAL APPROVAL: (INTRODUCTION OF NEW LEGISLATION):**

K. MISCELLANEOUS BUSINESS, APPOINTMENTS, CONFIRMATIONS:

L. REMARKS FROM THE AUDIENCE ON ANY SUBJECT MATTER:

M. ORDINANCES AND RESOLUTIONS FIRST READING

N. SECOND READING OF ORDINANCES AND RESOLUTIONS:

O. THIRD READING OF ORDINANCES AND RESOLUTIONS:

1. ORD. NO. 11367-2023

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH, AND MAKOVICH & PUSTI, ARCHITECTS, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

P. ADJOURNMENT:

PIC 10-17-23 Planning
CA 10-30-23
1st 11-08-23
2nd 11-21-23
3rd 12-3-23
B/C

CITY OF BROOK PARK, OHIO

ORDINANCE NO: 11367-2023

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE

AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MAKOVICH & PUSTI, ARCHITECTS, AND DECLARING AN EMERGENCY

WHEREAS, the firm Makovich and Pusti have provided a proposal for Architectural & Planning Services for City Visioning Planning for the City of Brook Park; and

WHEREAS, Makovich and Pusti's scope of work is in four parts: A Community Gateway, Reimagined Buildings, Municipal Campus Visioning and Airport Parking.

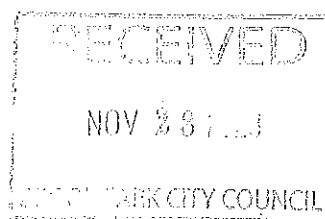
NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: Authorization is given to the Mayor enter into an agreement Makovich & Pusti, Architects, the proposal is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: The money needed for the aforesaid transaction shall be paid from fund #243, Capital Improvement, in an amount not to exceed \$31,500.00.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to enter into an agreement with Makovich & Pusti, therefore this Ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor.



PASSED: _____

PRESIDENT OF COUNCIL

ATTEST: _____
Clerk of Council

APPROVED: _____
MAYOR

DATE

I HEREBY APPROVE THE WITHIN
INSTRUMENT AS TO LEGAL FORM
AND CORRECTNESS.

November 6, 2023 (Revised)
September 20, 2023

Edward A. Orcutt - Mayor
City of Brook Park
6161 Engle Road
Brook Park, Ohio 44142

e-mail: eorcutt@cityofbrookpark.com



RE: Proposal for Architectural & Planning Services
City Visioning Planning
City of Brook Park

Dear Mayor Orcutt:

Makovich & Pusti Architects, Inc. has prepared this proposal to provide architectural and planning services for the project referenced above. To facilitate your review of our proposal, it has been organized as follows:

- ✦ Scope of Work
- ✦ Scope of Services
- ✦ Proposed Design Team
- ✦ Fee Proposal
- ✦ Qualifications and Assumptions
- ✦ Additional Services
- ✦ Owner Provided Documentation
- ✦ Authorization/Agreement

SCOPE OF WORK

The City of Brook Park is a gateway into the Cleveland region and should celebrate this concept. MPA is to explore how to best position the City to welcome visitors and showcase the vibrancy and progression of the City.

MPA is to develop ideas for the enhanced identity of the City, refresh various elements throughout the City, and explore master planning ideas in the Municipal Campus. The scope will be explored in the following four priorities:

Priority 1 – Community Gateway

Create civic gateway elements at Snow Road and I-71 ramps. Prepare a visualization package to delineate various suggested options to be presented to the Planning Commission

- It is desired to have this complete by October 2023 to be ready for funding
- Explore ideas with the brick in the median and colors options (one option is to match the existing red brick)
- Potentially add American flags along the median and other locations along Snow Road in the middle of the grass in the southeast and northwest areas
- Run conduit under the pavers to add lighting
- Add light poles with flower baskets and banner poles in the median
- Include electrical outlets in the light poles to add holiday lighting
- Design landscaping along ramps to and from I-71
- Study strategically located welcome signs
- Prepare color options and signage to give the existing Pump Station building a new enhanced civic identity, including an awning over the door and signage lighting
- Review the Gateway Community design criteria from ODOT to understand what the State of Ohio will allow us to do

Priority 2 – Reimage Buildings

Update colors, materials, and create imagery on the Recreation Center and Building Department

- Explore colors for the exterior renovation of the Recreation Center, City Hall, and Building Department
 - Look at painting the buildings with neutral grays and accent colors
- Look at ways to update the Building Department
 - Remove the old overhead doors and provide a new exterior wall system or storefront – daylighting is important for the building

Priority 3 – Municipal Campus Visioning

Update the master plan for the Municipal Campus

- Add an inground pool in the southwest corner of the splashpad area within the fence adjacent to the parking lot.
- Remove from the plan the decommissioned elementary school building on the Municipal Campus and provide options for the temporary reuse of the property
- Add a retention pond to the south of the elementary building, potentially with a fountain
- Explore concepts for a plan of the new Safety Center to replace the current elementary school, which is to be demolished – this will only be to locate other elements without affecting a future Safety Center and the layout of this will be kept confidential on a separate drawing
 - This Center will consolidate the police, detention center, fire station, and dispatch center
- Update the location of fitness equipment by the concession stand and the outfield of the softball field
- Add 4 pickleball courts as an overlay on the two tennis courts to the north – these will also be tennis courts when required for multi-function courts
- Update the tennis courts surface and fence with new colors
 - Blue surface with green around the courts
 - Black for the fence
- Build a walkway from the main municipal parking lot to the new school for the use of the parents of students
 - Provide stripping on Holland Road to connect the walkway from the main municipal parking lot to the walk along the main drive to the school
 - Locate the crosswalk solar signs
- Explore options for a location of a billboard along I-71 between Holland Road and Sylvia Drive visible from I - 71

Priority 4 – Airport Parking

Explore ideas for airport parking

- Create up to 3 schemes for airport parking along 5 Points Road
- The schemes will include the decommissioning of 5 Points Road

SCOPE OF SERVICES

Priority 1 – Gateway Elements

- Site visit to understand the parameters of the site and photograph existing conditions
- Review the Gateway Community design criteria from ODOT to determine what is acceptable to ODOT
- Develop conceptual plans and design concepts

- Create up to 3 concepts for the identity design
- Explore City branding elements on the Pump Station
 - This information will be provided to the City trades to paint the Pump House
- Prepare up to 6 digital renderings of the proposed concepts
- Meet with the project Stakeholders to determine the preferred concept
- Provide modifications to the preferred concept to address Stakeholder comments
- Prepare a digital package to be presented to Planning Commission for approval
- This information will then be used to produce Construction Documents as Phase II
 - A separate proposal will be provided for Phase II Construction Documents

Priority 2 – Reimage Buildings

- Site visit to understand the parameters of the site and photograph existing conditions
- Delineate the various elements to be painted or modified on the Recreation Building and Building Department
- Prepare a color board of the various proposed finishes
- Prepare 2 to 3 digital rendering of both buildings indicating the proposed colors, materials, and branding elements
- Meet with the project Stakeholders to review the color selections and branding
- Provide modifications to the concept to address Stakeholder comments
- Prepare a digital package to be presented to Planning Commission for approval
- The color information will be provided to the contractor on the Recreation Center to paint that facility
- This information for the new exterior shell and colors for the Building Department will be used to produce Construction Documents as Phase II
 - A separate proposal will be provided for Phase II Construction Documents

Priority 3 – Municipal Campus Visioning

- Site visit to understand the parameters of the site and photograph existing conditions
- Explore ideas for the Municipal Campus master plan to show a landscaped retainage pond and the inground swimming pool
 - Provide a confidential layout of a safety center
 - This is to allow the future planning of the Municipal Campus without creating a conflict for the location of a future safety center
- 2-6 Renderings of the proposed design
- Rendered Site Plan including the crosswalk to Brook Park Elementary School and inground swimming pool
- Prepare a digital package to be presented to Planning Commission for approval
- Provide revisions to the package incorporating Planning Commission feedback

Priority 4 – Airport Parking

- Site visit to understand the parameters of the site and photograph existing conditions
- Explore ideas to remove 5 Points Road and maximize parking spaces
- Prepare layouts for 3 parking concepts
- Meet with the project Stakeholders to determine a preferred concept
- Provide modifications to the preferred concept to address Stakeholder comments
- Prepare up to 2 digital renderings of the proposed concepts
- Prepare a digital package to be presented to Planning Commission for approval
- This information will then be used to produce Construction Documents as Phase II
 - A separate proposal will be provided for Phase II Construction Documents

PROPOSED DESIGN TEAM

Architecture & Planning

- Makovich & Pusti Architects, Inc.
111 Front Street
Berea, Ohio 44017
Don Rerko, AIA, NCARB – Principal
Pam Haberman, Assoc. AIA – Project Designer
- phone: (440) 891-8910
e-mail: drerko@mparc.com
e-mail: phaberman@mparc.com

FEE PROPOSAL

Makovich & Pusti Architects, Inc. proposes to provide the above-listed services for a lump-sum fee of \$31,500 (Thirty-One Thousand, Five Hundred Dollars), plus reimbursable expenses.

Priority	
Priority 1 – Community Gateway	\$8,600
Priority 2 – Reimage Buildings	\$8,300
Priority 3 – Municipal Campus Visioning	\$9,600
Priority 4 – Airport Parking	\$5,000
Total	\$31,500

Reimbursable expenses shall be billed at 1.10 times direct cost, and shall include:

- Plotting and Printing
- Postage of Packages and Delivery Services
- Government Review Fees (ARB, Planning & Zoning)
- All mileage associated with project billed at current IRS rates

Reimbursable expenses are estimated to cost \$1,000.

Invoices will be issued on a monthly basis for time expended toward the fee, plus reimbursable expenses, incurred during the preceding month. Invoices are considered due upon receipt. Invoices outstanding beyond 35 days may be subject to a late charge of 1.5% per month on the unpaid balance. Unpaid invoices beyond 45 days will result in suspension of work on the project.

QUALIFICATIONS AND ASSUMPTIONS

The following qualifications and assumptions are being made:

- These documents will be used for communication with various entities
- MPA will also coordinate with Brian Beyer - Director Of Public Service for the City of Brook Park
- The terms and conditions of AIA document B212-2010 are included in this proposal by reference.
- The project will be prepared using AutoCAD, Sketchup, and Lumion.
- Our team shall have no responsibility for the identification, presence, handling, removal, or disposal of Hazardous Containing Materials (HCM) in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. The Owner shall inform our team of all known or suspected hazardous substances, materials or constituents that may be present at the site.
- This scope does not include any deconstructive testing or investigation. As such, MPA cannot confirm any systems or elements not clearly visible.

ADDITIONAL SERVICES

Additional services will only be provided upon written authorization of the Client. The following services are not included in our design fee, but could be provided at an additional cost:

- Traffic studies or roadway improvements other than drive aprons in the right of way, if required for the new curb cut
- Material testing of any kind (including geotechnical soil testing), and environmental investigations or remediation
- Landscape architectural services
- Cost estimates
- Surveys of the proposed sites
- Local utility company applications or agency coordination
- Any construction documents or engineering required for the design including but not limited to Civil, Structural, Mechanical, Electrical, Plumbing, or Technology
- Additional services will only be provided upon written authorization of the Owner and will be based on hourly rates per the agreement

OWNER PROVIDED DOCUMENTATION

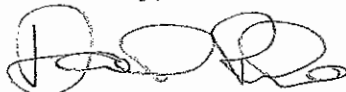
For the purposes of this project, the following information must be supplied by the Owner:

- Access to the site to review the space
- Copies of any previous contract record, or as-built drawings, showing existing walls, services, and utilities in as much detail as is possible
- A location to conduct Stakeholders meetings with Audio/Visual capabilities

Makovich & Pusti Architects, Inc. is prepared to proceed with this project upon receipt of your written authorization to proceed. A contract can be written utilizing AIA Document B212-2010, or by providing a Purchase Order for this proposal. At the option of the Owner, this proposal can be used as a contract by returning one copy with an authorized signature to our office.

Thank you for the opportunity to submit this proposal. Please contact me on my mobile phone at 216.633.3965 at any time if you have any questions.

Sincerely,



Donald Rerko, AIA
cc: Accounting