Ordinance 155 - **2022**

Authorizing The Mayor, Finance Director, and City Parks and Recreation Commissioner To Enter Into An Agreement With Buehrer Group Architecture & Engineering, Inc., 314 Conant Street, Maumee, Ohio 43537 To Provide Professional Engineering Services For The Design Of New Recreation Buildings – Phase 1 Within The William P. Coontz Baseball Complex In An Amount Not To Exceed Forty-Six Thousand, Eight Hundred and 00/100 Dollars ($46,800.00); And Declaring An Emergency

Summary And Background

The City Parks and Recreation Commissioner advertised and requested qualification statements from qualified professional architectural and engineering firms to provide Professional Engineering Services for the City of Oregon Recreation Buildings to design a combined concession/restroom/shelter facility and a press box/storage building to serve the existing William P. Coontz Baseball Complex.

Letters of Interest were received from Buehrer Group Architecture & Engineering, Inc.; Munger Munger + Associates Architects Inc.; Sixmo, Inc.; and The JDI Group, Inc.

Buehrer Group Architecture & Engineering Inc. has been determined by the City Administration to be most qualified for the request for professional architectural and engineering services for the design of New Recreation Buildings – Phase 1.

The attached "Exhibit A" has been reviewed by the Parks and Recreation Department and is determined to be fair and reasonable for the work required.

The Parks and Recreation Department is recommending to proceed with Phase 1 in the amount of $46,800.00 of the project.

Oregon City Council has provided funding in the approved 2022 C.I.P. Municipal Budget in Account 260.1500.52540 for the said professional services. **Now, Therefore,**

Be It Ordained By The Council Of The City Of Oregon, Ohio, That:

Section 1. The Mayor, Finance Director and City Parks and Recreation Commissioner are hereby authorized to enter into an agreement with Buehrer Group Architecture & Engineering, Inc., 314 Conant Street, Maumee, Ohio 43537 to provide Professional Engineering Services for the design of New Recreation Buildings – Phase 1 within the William P. Coontz Baseball Complex in an amount not to exceed Forty-Six Thousand, Eight Hundred and 00/100 Dollars ($46,800.00) in accordance with "Exhibit A", attached hereto and made a part hereof.

Section 2. 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 Section 121.22 of the Revised Code of Ohio and that the reading and adoption of this Ordinance complies with the provisions of Article III, Section 9 of the city Charter as amended.

Section 3. This Ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and signature by the Mayor. The reason for the emergency lies in the fact that this Ordinance is necessary in order to hire the consultant and proceed with the project in a timely manner.

Vote on passage as an emergency: Yeas 7 Nays 0 Abs 0

Passed as an emergency measure on September 26, 2022.

President of Council

Approved:

Mayor

Attest:

Clerk of Council

"Exhibit A"

BUEHRERGROUP
architecture & engineering, inc.

314 Conant Street,
Maumee, Ohio 43537

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September 20, 2022

Tim Borton, Recreation Director
City of Oregon
5002 Seaman Road
Oregon, Ohio 43616

RE: Fee Proposal for City of Oregon, Recreation Buildings

Dear Mr. Borton,

Buehrer Group Architecture & Engineering, Inc. is pleased to submit the requested Fee Proposal for the new City of Oregon, Recreation Buildings. Please find below the basic services for the new Recreation Buildings that shall include the following deliverables:

PROJECT SCOPE

Based on the RFQ and discussion with Rodney Shultz on September 16, 2022, we understand the requested professional services for the design of new Recreation Buildings. The site for the proposed new Recreation Buildings will be on public property located within the existing baseball complex.

PRE-DESIGN PHASE - (1 Meeting included)

Buehrer Group will lead the Pre-design efforts and work collaboratively with The City of Oregon, beginning with the Programming / Program Verification phase of the project development. To accomplish these tasks the following services will be provided:

PROJECT UNDERSTANDING

1. Kick off Meeting and review of the previously completed concept plans with the Buehrer Group and the City of Oregon.
2. Existing Facility Assessment
   - Tour of existing concession facility and equipment.
   - Photographic documentation.
   - Interviews with key Recreation personnel.
   - Review with Recreation / City Administration.
3. Documentation of future Goals.

PROGRAMMING

1. Determination of spaces required for Facility operations based on information gathered during Project Understanding phase (Operations based Design).
2. "Conceptual Space Needs Outline" of spaces to be included for the new facility.
3. Space diagrams including operational requirements and space attributes.
4. Building diagrams including the required spaces corresponding to the proposed site.

SITE ANALYSIS

1. Work with City of Oregon Engineering to conduct Site Analysis for proposed sites including studying the new facilities with respect to:

Kent D. Buehrer, AIA, PE, F. NSPE, RCDD, LEED AP, president
Brent A. Buehrer, AIA, LEED AP, vice president
Sam Muhsen, PE, MSCE, SECB, LEED AP, treasurer
Christopher J. Gaffney, PE, LEED AP, partner
James Price, AIA, NCARB, LEED AP, partner
Michael Rowe, AIA, NCARB, LEED AP, partner

- Topography
- Zoning
- Utilities and Drainage
- Environmental / Historical
- Soil Composition
- Security

2. Discussions with City Administration regarding site conditions.

SCHEMATIC DESIGN PHASE - (1 Meeting included)

Buehrer Group will lead this phase to assist in development of the following:

1. Preliminary Code review and analysis.
2. Assist City of Oregon Engineering to prepare Preliminary Site Plan drawing showing proposed locations on the site.
3. Floor Plan(s) showing layout and circulation.
4. Exterior Elevation development.

DESIGN DEVELOPMENT PHASE – (1 Meeting included)

Buehrer Group will lead this phase and deliverables to include RFQ Phase 1 Services.

CONSTRUCTION DOCUMENT PHASE – (1 Meetings included)

Buehrer Group will lead this phase deliverables to include RFQ Phase 2 Services.

CONSTRUCTION INSPECTION AND ADMINISTRATION PHASE

Buehrer Group will lead this phase and deliverables to include RFQ Phase 3 Services.

COST OF SERVICES

The fee listed below is an estimated amount based on the Project Scope and assuming typical design circumstances. We understand the anticipated construction costs to be $750,000.00. We suggest the overall A/E Fee to be 8% of the Construction Cost or $60,000.00 with the following percentage break down of fees based on these different phases:

Phase 1	Fee %	Phase Fee
Programming / Pre-design	5%	$3,000.00
Schematic Design Phase	18%	$10,800.00
Design Development Phase	22%	$13,200.00
Construction Document Phase	30%	$18,000.00
Bidding & Negotiation	3%	$1,800.00
Total Basic Services	100%	$46,800.00

Phase 2	Fee %	Phase Fee
Construction Administration	20%	$12,000.00
Closeout	2%	$1,200.00
Total Basic Services	100%	$13,200.00

SERVICES NOT PROVIDED

- Phase I Environmental Assessment
- Asbestos Survey
- Geotechnical Investigation (Soils Report); it is recommended that his is done once the Schematic Design has been completed
- Site Boundary, Topographic, and Utility Survey (including flood plain investigation); to be provided by the City of Oregon
- Special Inspections and Tests (OBC Requirement-Independent Testing Agency obtained by Owner to avoid conflict of interest)

We appreciate the opportunity to submit this fee proposal and look forward to working with the City of Oregon on this upcoming project. If you have any questions, please feel free to contact me.

Respectfully submitted,

Michael Rowe, AIA, NCARB, LEED AP ID+C
partner / architect

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Scope of Services

The Firm shall perform professional services including all required architectural design, interior design, detailed structural / mechanical / electrical engineering, utility coordination and all other services as required by the project. Documents produced will serve as the basis for both bidding and construction by a general contractor. The Firm shall represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided shall be within its authority and capacity as a professional. The Firm shall comply with the regulations, laws, ordinance and requirements of all levels of government applicable to this project.

Services to be provided will be broken down into three (3) phases:

Phase 1 – Preliminary Design / Detailed Construction Plans & Specifications

Phase 2 – Final Construction Plans & Specifications / Bidding Services

Phase 3 – Construction Inspection and Administration

Phase 1 – Preliminary Design / Detailed Construction Plans & Specifications

The Firm shall work closely with the City and its representatives on the overall design. The Firm shall also assist the City in finalizing the scope of the project, particularly in regard to the site development and assist with research, site civil surveys and geotechnical work, as determined to be necessary by the Firm's design. Site development surveys and geotechnical work will be contracted and paid direct by the City if deemed necessary.

When requested, the Firm shall provide recommendations on solutions to solve a defined need and provide refinements as required. The Firm shall maintain project budget; and furnish all design documents; obtain approvals of all governmental agencies and authorities having jurisdiction over the scope of the project, including meeting presentations and attendance.

The basic services of the consultant during this phase shall consist of:

- Consultation with Recreation Department and Department of Public Service, etc. to understand the City's needs and requirements
- Prepare schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the considerations involved and those alternate solutions available to the City to accommodate its needs.
- Prepare documents consisting of written project description, final design criteria, construction plans and project specifications.
- Preparation of estimate of Total Project Cost for the Project to include separately itemized probable construction cost and allowance for contingencies.

Phase 2 – Final Construction Plans & Specifications / Bidding Services

- Prepare for incorporation in the Contract Documents Final Drawings showing the scope, extent and character of the work to be performed and furnished by Contractor and Specifications.
- Provide technical criteria, written descriptions and design data for City's use in filing applications for permits with or obtaining approvals of such government authorities as

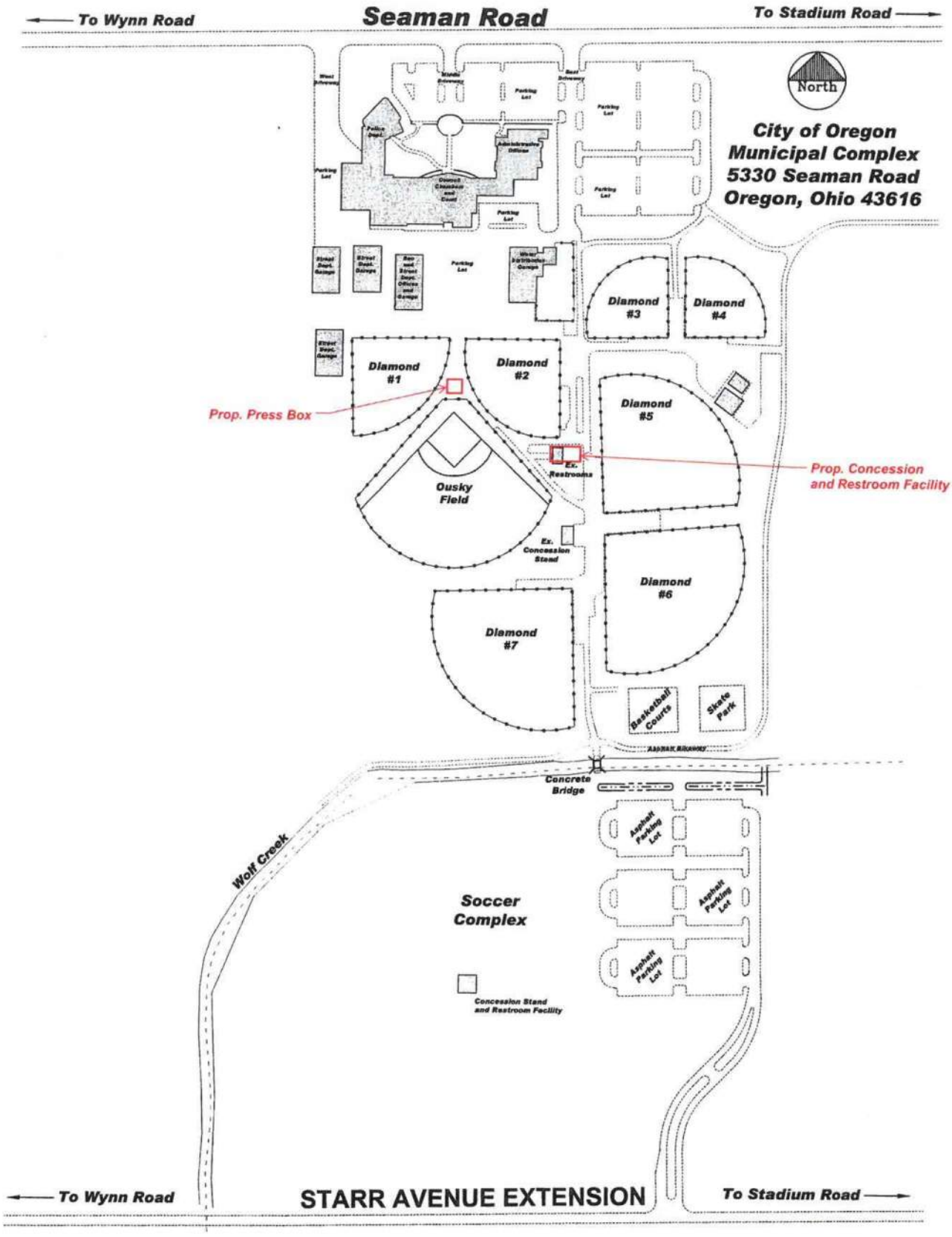
have jurisdiction to review or approve the final design of the Project and assist the City in consultations with appropriate authorities.

- Advise the City of any adjustments to the estimated construction cost and any adjustments to Total Project Costs known to consultant as a result of change in scope, extent or character or design requirements of the Project.
- Attend pre-bid conference(s), as necessary.
- Issue addenda as appropriate to clarify, correct or change Bidding Documents.
- Assist the City in evaluating bids and in assembling and awarding contracts for construction, materials, equipment and services.

Phase 3 – Construction Inspection and Administration

- Attend pre-construction meeting
- Review and approve shop drawings, samples, and other data which contractor is required to submit.
- Provide necessary clarifications and interpretations of the Contract Document as appropriate to the orderly completion of the work.
- Make site visits and construction observations with reports to gauge process and quality of the various aspects of the contractor's work. To be limited to spot-checking, selective sampling and similar methods of general observation of the work to determine in general if such work is proceeding in accordance with the contract Documents.
- Issue field orders authorizing minor variations from the requirements of the Contract Documents.
- Prepare and recommend Change Orders as appropriate.
- Perform final completion field review and prepare project punch list.
- Provide "as built" drawings including all AutoCAD files.

PROJECT SITE LOCATION MAP



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