

A RESOLUTION AUTHORIZING THE MAYOR AND FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH MYERS ASSOCIATES ARCHITECTS FOR A SCOPE OF SERVICES AGREEMENT FOR THE MASTER PLANNING OF THE VILLAGE OF RICHFIELD SENIOR CENTER AND DECLARING AN EMERGENCY

BE IT RESOLVED by the Council of the Village of Richfield, State of Ohio:

SECTION 1. That the Mayor and Finance Director be, and they hereby are, authorized and directed to enter into an Agreement with Myers Associates Architects for a Scope of Services Agreement for the Master Planning for the Village of Richfield Senior Center, a copy of which Agreement is attached hereto as Exhibit "A" and incorporated herein fully as if by reference.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare and for the further reason that it is immediately necessary in order to allow payment as soon as possible; wherefore, provided this Resolution receives the affirmative vote of two-thirds of the members of Council elected or appointed, it shall take effect immediately upon its passage and execution by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed: September 15, 1998

Michael Lyons
President of Council

Donald A. Larsen
Mayor

Dated: 9/18/98

ATTEST:

Carol Gibson
Clerk of Council

Myers Associates Architects

236 South Court Street, Medina, Ohio 44256

(330) 725-4111 Fax (330) 722-5943

August 28, 1998

Mayor Don Larson
Richfield Village
4410 W Streetsboro Rd
Richfield, Ohio 44286

Dear Mayor Larson,

I am forwarding revised copies of the Scope of Services proposal for the Master Planning of the Village of Richfield Civic Center. You will note that all revisions made to clarify the project scope and the planning approach are shown in italic type. Note, also, that a recommendation is made to set aside an "Additional Services Allowance" of \$10,000. This allowance could be utilized to cover additional services for specific owner requests for changes in direction which may arise during the Master Planning process.

I have talked with Bridget Susel, the Support Services Administrator for the Summit County Department of Development, regarding the funding and bidding requirements for a Richfield Senior Center. Bridget has been very helpful by forwarding project guidelines and bidding requirements.

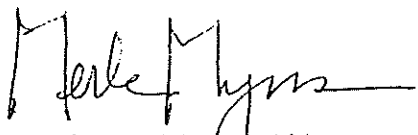
Dennis Mersky and I have met and reviewed the proposed Senior Center location at the existing Recreation Building. In discussing this proposed location for use by senior citizens, we saw no negative impact on the Land Use or Master Plan that could not be easily resolved. Pedestrian and vehicular circulation patterns can be established or adjusted to respond to senior citizen activities occurring in this location. We believe the Village of Richfield should proceed with the utilization of Block Grant funds for the realization of this project.

As you know, a contract for construction must be in place by the end of this year. To meet that time frame, bidding documents should be developed as soon as possible. Myers Associates Architects will prepare working drawings and specifications (which will include structural, mechanical and electrical drawings) for a fee of \$14,850. This fee could be added to the recommended Additional Services Allowance recommended in the revised Scope of Services

Contract Administration services during construction would be performed on an hourly rate basis with a not-to-exceed fee established when the bidding process establishes the successful contractors.

We are prepared to start both Master Planning and construction drawings upon receipt of written approval from the Village of Richfield.

Sincerely,

A handwritten signature in black ink, appearing to read "Merle M. Myers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Merle M. Myers, AIA
President

MMM/mlw

enclosures

MYERS ASSOCIATES ARCHITECTS

Letter of Transmittal

To: Mayor Larson
Village of Richfield

Date: August 28, 1998
From: Merle Myers

We are sending you the following:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Herewith | <input type="checkbox"/> As per your Request | <input type="checkbox"/> For your information & record |
| <input type="checkbox"/> Under Separate Cover | <input type="checkbox"/> For your approval | <input type="checkbox"/> Approved |
| <input type="checkbox"/> Other | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Resubmit |

Please call to discuss the Request for Davis-Bacon Wage Determination. Bridget Susel indicates that it may take 45 days to receive this information which must be included in the bidding specification.

Sincerely,


Merle

SCOPE OF SERVICES

Task 1 - Background Data Collection Phase

The Myers Associates Architects planning team will evaluate available information, collect existing information, establish deadlines and identify liaison personnel as a start-up effort.

- A. Collect property information from Richfield Village: topography (1" = 50' with 1-foot contours), wetlands delineation (if available), geotechnical report (if available), utilities, soils, property lines, site history, previous planning efforts, easements, architectural drawings, condition and character of existing facilities and vegetation.

Myers Associates Architects has received the following material from the Village of Richfield:

A Topographic Map 1" = 200'

Building & Parking Location Drawing 1" = 50"

A Richfield, Ohio 2007 Land Use & Thoroughfare Plan November 1997

Village of Richfield Zoning Code 1998 Replacement

Zoning Districts Map Municipal Building Needs Analysis March 1995

A copy of A Resolution Creating an Historic District in the Village of Richfield and Including Certain Properties Therein.

Richfield by the Richfield Chamber of Commerce.

From other sources the planning team has obtained the following material:

An Aerial Survey

A Topographical Survey Tracing

- B. Set due date for the various submissions to the Village.
- C. Identify lines of communication between Myers Associates Architects and the Village.
- D. *The Village will establish a study committee that will be the primary author of the plan.*
- E. Collect from the Village all available information.
From gathered information, a "Base Map" drawing will be developed
- F. *Define the study area boundaries from previously supplied information.*

Task 2 - Program Development Phase

A well-designed Civic Center is much more than an aggregation of buildings. It defines the essence of a community. It is a friendly place that welcomes residents and offers

civic, recreational, cultural and social experiences. It is a gathering place than helps knit a community's families together. It relates well to neighborhoods businesses and a community's byways.

The programming phase will carefully consider which public uses help foster the sense of place and the relationships they form internally to the buildings and externally as a campus.

The planning team will review previously compiled information and meet with the Richfield Village Administration and designated entities and representatives. We will discuss potentials so that the final program is sensitive to needs, site limitations and opportunities, building operations and maintenance responsibilities.

- A. Meet with the Administration and designated participants to discuss potential program items. Program items could include:
- Police Department Facility
 - Fire Station
 - Village Administration Facility Needs
 - Service Facility
 - Library
 - Community Center
 - Recreational Facilities
 - Housing Potential
 - Greenways/Natural Features, Buffers and Trails
 - "Connections"/Visual-Pedestrian-Vehicular
 - Commercial and Business Core
 - Community "Sense of Place"
 - Community Garden/Community Center
 - Special Events Accommodation
 - Historic Element Identification
 - Informal Social Gathering
 - Other
- B. It is important that the Master Plan and proposed facilities reflect the heritage of Richfield while setting a high standard for future development.

Task 3 - Inventory Phase

To take best advantage of the site's special qualities, an understanding of its natural and cultural components is needed. The inventory will identify areas sensitive to development, special site qualities that should be incorporated into the campus character and the extent to which existing facilities can be used to achieve the program goals.

- A. Natural Physical Features
- Each of the following represents factors or site characteristics which will be considered in the inventory. This documentation will, in general, be gathered from existing data and reference sources; however, some on-site

field investigation will be undertaken to document some features and verify others. Detailed calculations are not required.

1. Slope/Topography Analysis - Inventory the various areas based on available topographic information to reflect suitability for the various uses. Determine areas sensitive to develop.
2. Surface Hydrology - Inventory existing surface drainage directions. This will be used in generally locating facilities, either to optimize or mitigate the effects of drainage on the facilities. Determine the general potential of drainage features on-site include the existing drainage features. Evaluate possible wetlands and its impact.
3. Soils - Inventory soil type and characteristics from available soils information and geotechnical reports of the site.
4. Vegetation - Inventory existing vegetative character and determine its suitability for the various uses.
5. Views and Orientation - Identify major views to remain and/or be accented from the site outward and the views to be subordinated. Views to the site will be examined as well.
6. Climate - Inventory micro-climate as it pertains to proposed use areas. Identify potentials and limitations.

B. Social/Cultural Features

1. Buildings and Structures - Inventory existing buildings and structures on-site determining their relationships and effect on the potential improvements and/or conflicts that might limit development alternatives. Identify strengths or weaknesses in their ability to serve future needs.
2. Streets, Drives and Parking - Car and truck traffic patterns will be inventoried on-site and off-site to determine methods to improve access. An inventory of potential access points for pedestrians and vehicles will be developed. Determine if any of the existing parking and drives should be relocated or expanded further.
3. Pedestrian Connections - *Pedestrian routes will be examined both on-site and existing community connections. Potential greenway and sidewalk connections to neighborhoods and the commercial center will be examined.*
4. Utilities Availability - Identify availability of utilities and determine appropriate methods for servicing the various facilities or from what locations services can logically be extended.

5. Property Boundary - Richfield Village will provide all information available about boundaries.

Task 4 - Site Analysis Phase

The inventory information in Task 3 will be evaluated as to its impact on the proposed development philosophy, goals and objectives as defined by the program phase. Each characteristic will be evaluated as to its suitability and for overall potentials and limitations. All idealized diagram of use relationships will be developed through this analysis. Review with the Village Administration and designated representatives. We strongly encourage that public input and involvement occur during this phase.

Task 5 - Preliminary and Final Master Plan Phase

The Village, as part of its comprehensive planning process, has defined a general land use and thoroughfare plan for the community. Within the confines of this general plan, the planning team will develop a land use plan specific to the study area. This plan is the initial stop in the development of a Master Plan. It will focus on defining use areas specific to the program that are sensitive to site opportunities and constraints. Land use boundaries will follow natural land patterns and prior patterns of habitation. Land use areas will be related back to an idealized diagram of program relationships previously formed.

- A. *Identify the relationship of land uses that best fit the overall philosophy and site characteristics.*
- B. *Consider the relationship of uses to each other and to the Village's general land use and thoroughfare plan.*
- C. *Define changes and additions to current land uses.*
- D. *Define connections both pedestrian and vehicular that are compatible with the Village's general plan.*
- E. *Develop land use concepts for consideration by the study committee. Present these in a work session.*

Task 6 - Master Plan

Once input is received from the study committee and a land use direction is agreed upon, develop a Civic Center Master Plan that incorporates this thinking. The Master Plan is the logical final step in this planning process - a specific plan for the Civic Center tailored to community needs and aspirations. It will define the pattern of future development of the campus, how existing buildings and facilities fit this pattern, and changes and additions that should occur. The Master Plan will be documented in a report to the study committee.

- A. *Define building relationships appropriate to the Civic Center*

- B. *Define changes and additions to existing building patterns.*
- C. *Define the relationship of drives, parking, and pedestrian ways.*
- D. *Show connections to nearby existing and future development areas.*
- E. *Define greenway connections to other community open spaces and to neighborhoods.*
- F. *Define the relationship of the Civic Center to the Village's historic commercial center.*
- G. *Define public spaces integral to the campus for recreation, public events, social functions and building awareness of "community".*
- H. *Define the sense of place in the community appropriate to the Civic Center.*
- I. *Address the building and amenity elements defined in the program.*
- J. *Prepare a draft Master Plan for study committee review.*
- K. *Upon adoption by the committee, prepare a summary document of the planning process that includes reduced scale versions of the plans and supporting text. Provide twenty (20) copies for distribution.*

Task 7 - Additional Services

From time to time during the planning process, the Village may choose to alter or add to the study effort. This might include such things as a public involvement program or schematic design specific to a particular use. These would be considered additional services to be performed when authorized under the allow portion of this agreement.

Richfield Village's Responsibilities

- A. Richfield Village will provide existing information for use in the design effort as outlined in Task 1.
- B. The Village will assign staff liaison with Myers Associates Architects.
- C. The Village will coordinate meeting dates and locations.
- D. The Village will provide input into the program and plan development and cost projections and timely review of presented materials.
- E. The Village will provide access to all pertinent data regarding the project areas.

F. The Village will provide right of access to site for site investigation.

FEE PROPOSAL

Tasks 1 through 6 as outlined above \$34,500.00

ADDITIONAL SERVICES ALLOWANCE

This work will be performed on a time and materials basis at our standard hourly rates and billed against the allowance.

Allow \$10,000.00