



SHAKER HEIGHTS

City Council Agenda Via Zoom Due to COVID-19 Public Health Emergency Tuesday, May 18, 2021 at 12:00 pm

For the safety of staff and residents, in-person attendance is not permitted. Join the Zoom meeting as a viewer or listener and to provide public comment during the meeting from a PC, Mac, iPad, iPhone or Android device at <https://zoom.us/j/94053788265?pwd=MVVqbisyY1ZqL3ZlQXF2M0wyVzhldz09>, Password: 33553400; Description: Council Meeting; or join by phone at 833-548-0282 (toll free); Webinar ID: **940 5378 8265**; Password: 33553400. **International numbers available at <https://zoom.us/u/adgwiXW3sq>**. Residents may also submit comments/questions regarding items on the agenda 6 hours in advance of the meeting by emailing Jeri E. Chaikin at jeri.chaikin@shakeronline.com or by calling (216) 491-1424. Comments or questions submitted prior to the meeting will be read into the record at the meeting. The audio of the meeting will be available the following day on the City's [website](#).

SPECIAL MEETING

Public Comment on Agenda Items

Comments and questions submitted prior to the meeting will be read into the record.*

1. Authorizing an Inter-Agency Agreement with the Shaker Heights City School District and Shaker Heights Public Library for the hiring of a Project Manager and Consultant Team to prepare a Joint Facilities Master Plan, at a total cost to the City of up to \$124,200, and declaring an emergency.

Documents:

[AGREEMENT.PDF](#)

2. Amending Ordinance No. 20-110, an Ordinance appropriating funds from the General Capital Fund 0401 for the City's share of the cost of a joint City, Shaker Heights School District, and Shaker Heights Public Library Inter-Agency Agreement for a Joint Facilities Master Plan for the Forward Together Project, for the Planning Department, by appropriating an additional \$74,200 from the General Capital Fund 0401 for said Forward Together Project, and declaring an emergency.

Documents:

[APPROPRIATION.PDF](#)

***Comments and questions submitted may be edited if excessively lengthy.**

EXECUTIVE SESSION

To discuss the purchase, sale or the development of real property where premature disclosure of information would give an unfair competitive or bargaining advantage to a person, or otherwise adversely affect the general public interest; and personnel matters, including the appointment, employment, dismissal, discipline, promotion, demotion or compensation of one or more public employees or officials.

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



Memorandum

To: City Council Members

CC: David E. Weiss, Mayor
Jeri Chaikin, Chief Administrative Officer

From: Joyce G. Braverman, Director of Planning, Planning
Cameron Roberts, Planner, Planning

Subject: Joint Facilities Master Plan – Approval of Interagency Agreement & Additional Appropriation for Consultant Team

Date: May 14, 2021

This is a request to approve an interagency agreement and appropriate additional funds in the Capital Budget for the City's contribution toward hiring a Consultant Team to create a Joint Facilities Master Plan for the Shaker Heights City School District, City of Shaker Heights, and Shaker Heights Public Library.

The Schools, City, and Library (Client Group) simultaneously issued a Request for Proposals (RFP) for a Project Manager and a Request for Qualifications (RFQ) for a Consultant Team on February 24, 2021. The Client Group received 3 proposals for the Project Manager role and interviewed all three firms. The Client Group chose to contract with Steve Zannoni from Project Management Consultants (PMC) due to his extensive experience, knowledge of Shaker Heights, and competitive price at \$60,000 for a year of project management services.

Eight responses to the RFQ for the master plan Consultant Team were received on March 22, 2021:

- Van Auken Akins Architects
- StudioTECHNE/ Holabird & Root
- Bialosky Architects
- Architectural Vision Group
- GPD Group
- Perkins & Will/Moody Nolan
- Turner Architects & Associates
- Stantec Architecture Inc.

After reviewing the responses, the Client Group shortlisted and interviewed the following three firms on April 9, 2021:

- Bialosky Architects
- Perkins & Will/Moody Nolan
- Van Auken Akins (VAA)

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All three responses and interviews were evaluated based on project understanding and approach, experience, past work, and the combined strengths of their proposed team. While all three teams provided exceptional responses, the Van Auken Akins team rose to the top during the interview process for the following reasons:

- Familiarity with the City of Shaker Heights, including their past work on plans for and assessments of School District facilities
- Previous Master Planning and Vision Planning experience
- Inclusion of Frank Locker Educational Planning, an internationally renowned educational planning and visioning firm
- Significant experience working with the Ohio Facilities Construction Commission (OFCC)

At the request of the Client Group, VAA also added Planning NEXT and Third Space Action Lab to their team to strengthen the community engagement work, which will be a significant component of the facilities planning process. The complete Consultant Team includes the following:

- Van Auken Akins Architects, Project Manager (Master Planning & Architectural Services) with sub consultants:
- Frank Locker (Educational Planning)
- Planning NEXT (Community Engagement)
- Third Space Action Lab (Community Engagement)
- FutureThink (Enrollment Projections & Demographics)
- Scheeser Buckley Mayfield (MEP Engineering)
- Thorson Baker + Associates (Structural & Civil Engineering)
- Gilbane Building Company (Cost Estimating)

The combined fee for the Consultant Team’s services is \$280,000. An additional \$20,000 will be allotted for any reimbursable and/or other expenses that may be necessary. The contract for both the Project Manager and Consultant Team will be held by the School District. The City and Library will pay the Schools for their contributions as illustrated below and in the attached Interagency Agreement:

	School District	City	Library	Totals
Project Manager	\$27,500	\$27,500	\$5,000	\$60,000
Consultant Team	\$180,000	\$90,000	\$10,000	\$280,000
Reimbursable/Other Expenses (if needed)	\$13,300	\$6,700	\$0	\$20,000
Totals	\$220,800	\$124,200	\$15,000	\$340,000

The City has already appropriated \$50,000 in the 2021 Capital Budget for Forward Together. Based on the contributions above, an additional appropriation of **\$74,200** in the Capital Budget is required.

Both of these items were presented to and approved by the Board of Education at their May 12, 2021 meeting. The Library Board does not need to take action but has committed \$15,000 in funding toward the master plan project.

Recommendation

This is a request to approve the Interagency Agreement, which formalizes the intent to jointly participate in the creation of a Joint Facilities Master Plan and specifies the agreed upon split of costs from each entity for the Project Manager and Consultant Team.

This is also a request to appropriate an additional **\$74,200** in the Capital Budget for the City's contribution toward the Forward Together Joint Facilities Master Plan. Per the Interagency Agreement, the City will periodically be invoiced and pay the Schools for work completed as invoices are received.

We request that these actions be approved on first reading and as an emergency as the Consultant Team will begin the process in the coming weeks.

ORDINANCE NO.

BY:

Authorizing an Inter-Agency Agreement with the Shaker Heights City School District and Shaker Heights Public Library for the hiring of a Project Manager and Consultant Team to prepare a Joint Facilities Master Plan, at a total cost to the City of up to \$124,200, and declaring an emergency.

WHEREAS, in furtherance of the Forward Together Project, the City, the Shaker Heights City School District ("District"), and the Shaker Heights Public Library ("Library") jointly issued a Request for Proposals (RFP) for a Project Manager and a Request for Qualifications (RFQ) for a Consultant Team on February 24, 2021; and

WHEREAS, the City, District and Library received three responses to the RFP for a Project Manager and selected Steve Zannoni from Project Management Consultants (PCM) at the total cost of \$60,000 for a year of project management services; and

WHEREAS, the City, District and Library received eight responses to the RFQ for the Consultant Team on March 22, 2021, and selected Van Auken Akins Architects (VAA), and sub-consultants Frank Locker, FutureThink, Scheeser Buckley Mayfield, Thorson Baker + Associates, Gilbane Building Company, and Planning NEXT and Third Space Action Lab for Community Engagement, at the combined total cost of \$280,000; and

WHEREAS, an additional \$20,000 is budgeted for reimbursable and/or other expenses; and

WHEREAS, the District will hire the Project Manager and Consultant Team to conduct the analysis and develop the Plan, and the City, District and Library will share the cost of the Consultants; and

WHEREAS, the Library will pay \$5,000 of the cost of the Project Manager, and \$10,000 of the cost of the Consultant Team; the District will pay \$27,500 of the cost of the Project Manager, \$180,000 of the cost of the Consultant Team, and 67%, or up to \$13,300, of the expenses; and the City shall pay \$27,500 of the cost of the Project Manager, \$90,000 of the cost of the Consultant Team, and 33%, or up to \$6,700, of the expenses; and

WHEREAS, the Director of Planning has recommended that the City enter into an Inter-Agency Agreement with the District and Library for the hiring of a Project Manager and Consultant Team to prepare a Joint Facilities Master Plan; and

WHEREAS, Section 141.03 of the City's Ordinances provides that Council may authorize, in specific cases, expenditures of the funds of the City in amounts exceeding \$25,000 without public bidding for the joint exercise of powers with other political subdivisions.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. The Mayor is hereby authorized to enter into an Inter-Agency Agreement with the Shaker Heights City School District and the Shaker Heights Public Library for the hiring of a Project Manager and Consultant Team to prepare a Joint Facilities Master Plan, at a total cost to the City of up to \$124,200. Said agreement shall be as approved by the Director of Law.

Section 2. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare for the reason that it is necessary in the current operation of the City and, further, so the District can contract with the consultants, the consultants can meet schedule requirements, and the City, District and Library can meet decision timelines and, therefore, this ordinance shall take effect immediately upon its enactment and approval by the Mayor.

Enacted

Approved this ____ day of _____ 2021.

DAVID E. WEISS, Mayor

Attest:

JERI E. CHAIKIN
Clerk of Council

coun21/0517CitySchoolLibraryagreement



Memorandum

To: City Council Members

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Recommendation

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This is also a request to appropriate an additional **\$74,200** in the Capital Budget for the City's contribution toward the Forward Together Joint Facilities Master Plan. Per the Interagency Agreement, the City will periodically be invoiced and pay the Schools for work completed as invoices are received.

We request that these actions be approved on first reading and as an emergency as the Consultant Team will begin the process in the coming weeks.

ORDINANCE NO.

BY:

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BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. That to provide for the capital expenses of the City of Shaker Heights for the fiscal year ending December 31, 2021, the following appropriation is hereby authorized, amending Ordinance No. 20-110, which was enacted on December 17, 2020.

Section 2. That there be and is hereby appropriated from the General Capital Fund No. 0401 the sum of \$124,200 to provide funding for Joint Facilities Plan by the Planning Department.

Project	Current Allocation	Revision	Allocation
<u>The Forward Together Vision Plan</u>			
Joint Facilities Plan	\$50,000	\$74,200	\$124,200
Total	\$50,000	\$74,200	\$124,200

Section 3. That the City Director of Finance be and is hereby authorized and directed to draw warrants against the appropriations hereinabove set forth upon presentation of proper vouchers.

Section 4. That all expenditures shall be made within the total appropriation herein provided. "Appropriation" as used means the total amount appropriated for the listed projects. Notwithstanding the financial detail herein presented, the Mayor or Chief Administrative Officer is authorized to transfer budgeted amounts within each project grouping provided that the total amount appropriated for the project grouping is not exceeded. The appropriation herein approved shall lapse only upon completion of all specified projects; therefore, any appropriation balance unexpended at the end of the fiscal year shall be carried forward to subsequent fiscal years.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare for the reason that it is necessary in the current operation of the City, and this ordinance shall, therefore, take effect immediately upon its enactment and approval by the Mayor.

Enacted

Approved this ___ day of _____ 2021.

DAVID E. WEISS, Mayor

Attest:

JERI E. CHAIKIN
Clerk of Council