



# SHAKER HEIGHTS

## Memorandum

To: Members of City Council

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

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

Date: January 22, 2018

Re: City Hall Space Study and Plan Contract Modification—  
Weber Murphy Fox

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This is a request for approval to modify an existing professional services contract for a not-to-exceed amount of \$3,750. The original contract for Weber Murphy Fox (WMF) was signed in July 2018 after a competitive RFP process for the not-to-exceed amount of \$31,280 for completion of Phase 1: design concepts and related cost estimates.

This project is part of the City Hall Space Study and Plan, which aims to co-locate the Building and Housing Inspection Department by re-organizing department locations and functionality within City Hall. Weber Murphy Fox has completed the requested deliverables for Phase 1, including an inventory of the existing space, three conceptual layouts, and associated cost estimates. None of the proposed options can be fully implemented based on the allocated budget of \$450,000 for the project in 2019, which includes design costs and soft costs.

The project team is now investigating phasing the project over two years. Additional work has been requested from Weber Murphy Fox to revise plans into two options phased over two years and to provide new cost estimates. Several optional items that are applicable to either option, referred to as add alternates, will require individualized cost estimates. Specifically, the following deliverables will be requested:

- Cost estimates for two options, each with two phases
- Cost estimates for three add alternates
- Color-coded layout by City Department for each of two options
- Sketches for add alternates

Weber Murphy Fox has provided a quote of \$3,750 for this additional work. The current contract will be amended for a total cost of \$35,030.

This request was approved by the Safety and Public Works Committee on January 4. The Committee discussed the budget for project construction and emphasized that the work to be done will be necessary utility and structural work to bring locations into habitable conditions. Joyce Braverman, Director of Planning, also gave several citizen committee members a brief tour of the second floor firehouse space.

This request was also approved by the Finance and Administration Committee on January 22. There were several questions regarding department locations and functionality, and discussion of the initial cost estimates that were received.

**Recommendation:**

This is a recommendation to modify an existing contract with WMF for a not-to-exceed amount of \$3,750, which brings the total contract price to \$35,030, in order to complete additional requested work for Phase 1 of the City Hall Space Study and Plan. This change order will be funded by 2019 Capital Budget funds. We request that this be passed as an emergency and on first reading in order to meet the project timeline.

ORDINANCE NO.

BY:

Authorizing an amendment to the contract with Weber Murphy Fox for Phase 1 of the City Hall Space Study and Plan, to modify the cost for services in a not-to-exceed amount of \$3,750, which will bring the total contract amount to \$35,030, and declaring an emergency.

WHEREAS, on July 20, 2018, the City entered into a contract with Weber Murphy Fox for the City Hall Space Study and Plan pursuant to the authority granted by Council in Ordinance No. 18-63, enacted on June 25, 2018; and

WHEREAS, the contract was to be completed in two phases, through December 31, 2019, for a total not-to-exceed amount of \$31,280; and

WHEREAS, Weber Murphy Fox has agreed to modify the current contract with the City of Shaker Heights to provide design services for the City, as follows:

- i. To revise plans into two options, phased over two years; and
- ii. To modify the cost for design services in a not-to-exceed amount of \$3,750, which will bring the total contract amount to \$35,030.

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 a contract amendment with Weber Murphy Fox for Phase 1 of the City Hall Space Study and Plan, to modify the cost for design services in a not-to-exceed amount of \$3,750, which will bring the total contract amount to \$35,030. Said agreement shall be in the form 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, in order to meet the project timeline, and therefore, this ordinance shall take effect immediately upon its enactment and approval by the Mayor.

Enacted \_\_\_\_\_.

Approved this \_\_\_\_ day of \_\_\_\_\_ 2019.

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DAVID E. WEISS, Mayor

Attest:

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JERI E. CHAIKIN  
Clerk of Council