



May 6, 2025

TO: Council Members  
Mayor Molnar  
Directors  
Staff  
Media

From: Clerk of Council

RE: **AGENDA – Work Session & Regular Meeting: Thursday, May 8, 2025**  
**“Council Office Hour” with Councilor Ferraro: 6:30pm**  
**Work Session: 7:00pm**  
**Northfield-Macedonia Cemetery Annual Board Meeting: 7:15pm**  
**Council Meeting: 7:30pm**

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**I. ROLL CALL**

**II. INVOCATION**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF MINUTES [J. GARVAS, V. VENTURA]**

Thursday, April 24, 2025 – Regular Council Meeting

**V. PUBLIC COMMENTS**

**VI. CORRESPONDENCE**

**VII. PENDING AND/OR NEW LEGISLATION**

**RES.NO. 32 - 2025 [J. BRANDT, D. FINLEY]**

A RESOLUTION AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND SPECIFICATIONS, AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS, TO RESURFACE A PORTION OF LEDGE ROAD

1<sup>st</sup> Read  
2<sup>nd</sup> Read  
3<sup>rd</sup> Read

**ORD.NO. 33 - 2025 [V. VENTURA, M. FERRARO]**

AN EMERGENCY ORDINANCE REAUTHORIZING THE MAYOR, BUILDING COMMISSIONER, SERVICE DIRECTOR, AND FINANCE DIRECTOR TO ESTABLISH PROCEDURES FOR AND ENGAGE IN THE PROCESS OF LETTING ONE OR MORE CONTRACTS WITH ONE OR MORE QUALIFIED ENTITIES FOR DESIGN AND CONSTRUCTION OF A SERVICE BUILDING AS SET FORTH WITHIN THE OHIO REVISED CODE RELATED TO DESIGN-BUILD CONTRACTING FOR THE PURPOSES OF THE CONSTRUCTION OF A NEW SERVICE BUILDING AND SALT DOME, AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GPD GROUP TO ASSIST THE CITY AS ITS CRITERIA ARCHITECT/ENGINEER TO ACCOMPLISH THE SAME

1<sup>st</sup> Read

2<sup>nd</sup> Read

3<sup>rd</sup> Read

**VIII. MOTIONS/OTHER LEGISLATIVE ACTION**

**IX. MAYOR'S REPORT**

**X. COMMITTEE REPORTS**

**XI. DEPARTMENT REPORTS**

Service Department:	Director Daniel Wilson
Engineer Department:	Director Joe Gigliotti
Parks & Recreation Department:	Interim Director Sam Edgar
Finance Department:	Director John Veres
IT Department:	Director Kyle Collins
Building Department:	Commissioner Nino Monaco
Human Resources Department:	Director Annette Smith
Fire Department:	Chief Brian Ripley
Police Department:	Chief Vince Yakopovich
Law Department:	Director Mark Guidetti

**XII. UNFINISHED BUSINESS**

**XIII. NEW BUSINESS**

**XIV. ADJOURNMENT [D. FINLEY, M. FERRARO]**

## May

### Public Notice of City Meetings / Calendar of Events / Dates of Interest

**\*Public Comment for those not able to attend in-person at the May 8th Council Meeting should be sent to Clerk of Council Jon Hoover at [jhoover@macedonia.oh.us](mailto:jhoover@macedonia.oh.us) . Public comment must be received no later than the close of business on May 7th, 2025 and will be subsequently made available to the public.**

**\*Note \***

- This City Council meeting will take place in Council Chambers at the Macedonia City Center, 9691 Valley View Rd., Macedonia, OH 44056
- Council's meeting will also be livestreamed through YouTube. The link to access will be available on the City of Macedonia's website [www.macedonia.oh.us](http://www.macedonia.oh.us)

# May

# 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1 Mayor's Court	2	3
4	5	6	7	8 Northfield- Macedonia Cemetery Annual Board Meeting City Council Work Session + Meeting	9	10
11	12	13	14	15 Mayor's Court	16	17
18	19 Planning Commission	20	21 BZA	22 Mayor's Court CANCELLED - City Council Work Session + Meeting	23	24
25	26 Memorial Day	27	28	29 Mayor's Court	30	31

**Northfield-Macedonia Cemetery  
P.O. Box 670177  
9804 Olde Eight Rd.  
Northfield Center, OH 44067**

May 1, 2025

Sagamore Hills Township  
11551 Valley View Rd.  
Sagamore Hills, OH 44067

City of Macedonia  
9691 Valley View Road  
Macedonia, OH 44056

Northfield Center Township  
8484 Olde Eight Rd.  
Northfield Ctr., OH 44067

Village of Northfield  
10455 Northfield Rd.  
Northfield, OH 44067

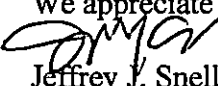
**NORTHFIELD-MACEDONIA CEMETERY  
ANNUAL MEETING MACEDONIA CITY HALL  
THURSDAY MAY 8, 2025 at 7:15 P.M.**

Dear Communities:

I am writing you on behalf of the Board of Trustees of the Northfield-Macedonia Cemetery. Enclosed please find a copy of the proposed Budget of the Northfield-Macedonia Cemetery. The Annual Meeting of Communities will be held on May 8, 2025 at 7:15 p.m. at Macedonia City Hall. The Board of Trustees is asking for no additional increase in community support. Based upon the valuation on the assessment is Macedonia (\$71,614.95); Sagamore Hills (\$52,016.79); Northfield Center (\$26,683.42) and Northfield Village (\$10,684.84). A proposed Budget for 2025 is enclosed, as well as the proposed assessment for each of the communities, and a summary of the historic budgets and real estate property valuations by subdivision. I also included the current price list and board members contact list. During the meeting, we can share project we are working on including a new columbarium to create additional space for ashes.

We appreciate the communities support as the Cemetery has had since its founding in 1847. Should anyone have any questions or concerns, feel free to reach out to the Fiscal Officer at (216)288-5690 or via email at: [Jeff@northfieldmacedoniacemetery.com](mailto:Jeff@northfieldmacedoniacemetery.com). I look forward to seeing you soon.

We appreciate your continued support.

  
Jeffrey J. Snell  
Fiscal Officer  
Northfield-Macedonia Cemetery  
(216)288-5690

CC: Board of Trustees

	<u>Income</u>	<u>Portion in Endowment</u>	<u>TOTAL EXPENSES</u>	<u>Wages</u>	<u>Repairs</u>	<u>Supplies</u>	<u>Contracts</u>	<u>Insurance</u>	<u>Equipment</u>	<u>Utilities</u>	<u>ANNUAL ASSESSMENT</u>
2025	\$ 60,000.00	\$ 6,500.00	\$ 222,000.00	\$ 120,000.00	\$ 22,000.00	\$ 8,000.00	\$ 55,000.00	\$ 10,000.00		\$ 7,000.00	\$ 156,000.00
2024	\$ 53,466.79	\$ 5,016.56	\$ 171,598.34	\$ 98,799.59	\$ 5,377.22	\$ 5,654.24	\$ 45,826.34	\$ 10,514.00		\$ 6,180.11	\$ 156,000.00
2023	\$ 71,909.51	\$ 4,837.17	\$ 178,585.95	\$ 92,725.32	\$ 19,928.28	\$ 7,301.02	\$ 45,979.04	\$ 6,022.00		\$ 6,630.29	\$ 156,000.00
2022	\$ 47,260.54	\$ 2,050.80	\$ 226,434.74	\$ 100,854.19	\$ 60,498.44	\$ 6,968.46	\$ 60,498.44	\$ 9,296.00		\$ 5,861.51	\$ 156,000.00
2021	\$ 67,947.00	\$ 4,428.00	\$ 225,480.00	\$ 115,745.00	\$ 23,475.00	\$ 18,279.00	\$ 44,256.00	\$ 7,828.00	\$ 6,225.00	\$ 6,225.00	\$ 150,000.00
2020	\$ 61,734.70	\$ 3,919.10	\$ 239,084.06	\$ 109,565.94	\$ 9,925.75	\$ 44,694.87	\$ 26,319.05	\$ 6,443.00	\$ 27,768.63	\$ 6,592.05	\$ 150,000.00
2019	\$ 36,767.00	\$ 1,798.00	\$ 162,373.00	\$ 89,035.00	\$ 3,016.00	\$ 3,562.00	\$ 53,066.00	\$ 7,169.00		\$ 6,060.00	\$ 150,371.00
2018	\$ 57,384.00	\$ 3,147.00	\$ 190,091.00	\$ 133,487.00	\$ 4,131.00	\$ 3,652.00	\$ 33,649.00	\$ 6,911.00		\$ 6,124.00	\$ 143,818.00
2017	\$ 39,522.00	\$ 1,169.00	\$ 162,983.00	\$ 118,456.00	\$ 3,847.00	\$ 5,853.00	\$ 19,264.00	\$ 6,877.00		\$ 5,846.00	\$ 155,182.00
2016	\$ 58,233.00	\$ 1,456.00	\$ 182,386.00	\$ 129,512.00	\$ 5,098.00	\$ 4,730.00	\$ 25,463.00	\$ 7,882.00	\$ 218.00	\$ 5,967.00	\$ 157,187.00
2015	\$ 37,330.00	\$ -	\$ 177,089.00	\$ 125,334.00	\$ 2,831.00	\$ 4,987.00	\$ 25,066.00	\$ 6,930.00	\$ 2,550.00	\$ 5,877.00	\$ 152,927.00

**Proposed 2024 Paid in 2025**

**\$ 161,000.00**

<u>2024 Real Estate Property Vauations</u>	<u>Totals</u>	<u>Percentage</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>Historical Assessments</u>				
								<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	
City of Macedonia	\$ 650,557,850.00	0.444813331	\$ 71,614.95	\$ 71,268.52	\$ 71,446.58	\$ 70,657.25	\$ 67,779.55	\$ 67,783.60	\$ 64,920.16	\$ 68,432.69	\$ 69,664.95	\$ 67,289.97
Township of Sagamore Hills	\$ 472,526,080.00	0.323085641	\$ 52,016.79	\$ 52,319.18	\$ 49,818.70	\$ 50,095.81	\$ 48,148.38	\$ 47,701.64	\$ 45,247.86	\$ 50,851.32	\$ 49,478.38	\$ 48,302.50
Township of Northfield Center	\$ 242,395,070.00	0.165735543	\$ 26,683.42	\$ 26,711.08	\$ 24,367.33	\$ 24,719.32	\$ 23,962.67	\$ 24,595.75	\$ 23,711.71	\$ 25,229.76	\$ 26,757.19	\$ 26,268.63
Village of Northfield	\$ 97,062,260.00	0.066365485	\$ 10,684.84	\$ 10,701.23	\$ 10,367.62	\$ 10,527.62	\$ 10,109.40	\$ 10,289.96	\$ 9,938.27	\$ 10,668.03	\$ 11,286.60	\$ 11,066.51
Total Real Estate Valuation	\$1,462,541,260.00	1	\$ 161,000.00	\$ 161,000.01	\$ 156,000.23	\$ 156,000.00	\$ 150,000.00	\$ 150,370.95	\$ 143,818.00	\$ 155,181.80	\$ 157,187.12	\$ 152,927.61

## 2025 NORTHFIELD MACEDONIA CEMETERY BOARD MEMBERS

P.O. Box 670177  
9808 Olde Eight Road  
Northfield, OH 44067  
330-468-1608

Term Ending  
12/31/2025

**Matthew Ferraro (Trustee)**  
9340 Apache Run  
Macedonia, OH 44056  
mferraro@macedonia.oh.us  
C 440-465-7389

**Renell Noack (Trustee)** 12/31/2026  
Council-at-Large  
307 Ledge Road  
Northfield, OH 44067  
216-780-8912  
wardc@northfieldvillage-oh.gov

**Richard Reville (Trustee)** 12/31/2027  
8120 Olde Eight Road  
Northfield Center, OH 44067  
C 216-538-6305  
O 330-467-7646

**Paul Schweikert (Former Trustee)** Off 2025  
978 Canyon View Road  
Sagamore Hills, OH 44067  
330-888-2767  
pschw@mysagamorehills.com

**Daniel Sakal (Cemetery Superintendent)**  
285 N. Oakmont Drive  
Northfield, OH 44067  
Dan@NorthfieldMacedoniaCemetery.com  
C 330-465-9374

**Jeffrey J. Snell (Fiscal Officer)**  
253 West Aurora Road  
Northfield, OH 44067  
Jeff@NorthfieldMacedoniaCemetery.com  
O 330-467-9600  
C 216-288-5690

# Northfield Macedonia Cemetery

PO Box 670177

Northfield, OH 44067

Phone: (330) 468-1608

Email: northfieldmacedoniacemetery@gmail.com

## PRICE LIST

1-Apr-25

All Pricing Subject to Change Without Notice-Call for Current Pricing

SERVICE	PRICE	PRICE w/ 20% Endowment*
BURIAL	\$ 1,000.00	
BURIAL, URN/ASHES	\$ 600.00	
BURIAL, URN/ASHES SATURDAY	\$ 800.00	
BURIAL, CHILD UNDER 5 YEARS OLD-MONDAY THROUGH SATURDAY	\$ 400.00	
BURIAL, SATURDAY (\$100.00/HR After Noon)	\$ 1,350.00	
EXHUMATION (+\$100.00/HR OVER 8 HOURS, Funeral Director Costs, State Fees)	\$ 3,750.00	
EXHUMATION AND REBURIAL (+\$100.00/HR OVER 8 HOURS, Funeral Director Costs, State Fees)	\$ 4,550.00	
EXHUMATION, URN	\$ 600.00	
GRAVE	\$ 850.00	\$ 1,020.00
GRAVE, CHILD UNDER 5 YEARS	\$ 720.00	\$ 864.00
GRAVE, CREMATION	\$ 600.00	\$ 720.00
BOUNCED CHECK CHARGE	\$ 50.00	
DOCUMENT FEE FOR MISC TRANSACTION, LOST DEED, RIGHT OF BURIAL AND ETC.	\$ 150.00	
Labor (per hour)	\$ 125.00	

FOUNDATION FEES	
The largest stone on One Grave - 2'-6" x 1'-4"	
The largest stone on Two Graves - 4'-0" x 1'-4"	
Less than 2.00 feet in length	\$ 400.00
2.00 to 2.99 feet in length	\$ 450.00
3.00 to 3.99 feet in length	\$ 565.00
4.00 feet in length	\$ 675.00
U.S. VETERAN - A FOUNDATION FEE FOR A GOVERNMENT SUPPLIED, FLAT GRANITE OR BRONZE MARKER IS EXEMPT FROM FEES. ALL OTHER RULES APPLY.	
	\$ -

**CHECKS ONLY – Made payable to Northfield Macedonia Cemetery**

**\* Endowment Fees are Non-Refundable**

Income from the endowment care fund is used to provide regular care and maintenance at the cemetery. Regular care and maintenance activities can include: cutting grass, re-grading of graves, planting and caring for trees, maintenance of water supply systems, roads, drainage, building repair, etc.

Record of Proceedings  
Regular Council Meeting  
April 24th, 2025

Presiding Officer, Mayor Nicholas Molnar called the April 24th, 2025 regular Council meeting to order at 7:30p.m.

**Present:** Council members Jessica Brandt, Matt Ferraro, Dave Finley, Jeff Garvas, and Vini J. Ventura.

Also present: Law Director Mark Guidetti and Clerk of Council Jon Hoover.

**PLEDGE OF ALLEGIANCE**

**PROCLAMATION:** The Mayor read a proclamation recognizing Arbor Day and Macedonia's designation as a Tree City in 2024.

**APPROVAL OF MINUTES:**

Mr. Garvas moved, second by Mr. Ventura, to **approve the minutes of the regular meeting of April 10, 2025 as received from the Clerk of Council.** Motion carried by a unanimous voice vote.

**PUBLIC COMMENTS:**

~ **Deborah Mikulski, 142 May Ave., Northfield,** President of the Longwood Manor Historical Society provided the 2024 Annual Report (attached)

**CORRESPONDENCE:** The Clerk of Council read a note to the Fire Department from the family of former Macedonia Councilmember Nicholas Molnar, thanking them not only for what they have done for their father, but the residents of the City.

**INTRODUCTION, READINGS & ADOPTION OF LEGISLATION**

**ORDINANCE NO. 23-2025**

AN ORDINANCE APPROPRIATING FUNDS FOR THE PRESERVATION OF CITY OF MACEDONIA HISTORICAL ITEMS BY THE HISTORICAL SOCIETY OF OLD NORTHFIELD was offered by Ms. Brandt for its **second and third readings by title only.** Seconded by Mr. Ventura. The motion carried unanimously by a voice vote.

Ms. Brandt shared this is an appropriation that has been done for a couple of years now to the Historical Society, who maintain certain historical records for Macedonia.

Ms. Brandt moved, second by Mr. Ventura, to **adopt ORD.NO. 23-2025 and post the same according to law.** Motion carried by a unanimous voice vote. **ORD.NO. 23-2025 declared and adopted.**

**ORDINANCE NO. 28-2025**

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO PARTICIPATE IN THE ODOT ROAD SALT CONTRACT AWARDED IN 2025 was offered by Mr. Ferraro for its **first, second and third readings by title only.** Seconded by Mr. Finley. The motion carried unanimously by a voice vote.

Dir. Wilson stated this legislation allows the City to participate in the ODOT road salt contract and purchase up to 4,000 tons of salt for the 2025-26 winter season.

Mr. Ferraro moved, second by Mr. Finley, to **adopt ORD.NO. 28-2025 and post the same according to law.** Motion carried by a unanimous voice vote. **ORD.NO. 28-2025 declared and adopted.**



Record of Proceedings  
Regular Council Meeting  
April 24th, 2025

**ORDINANCE NO. 29-2025**

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BEST EQUIPMENT COMPANY, INC. FOR THE PURCHASE OF A “VAC-CON JETTER” FOR THE CITY OF MACEDONIA DEPARTMENT OF PUBLIC SERVICE was offered by Ms. Brandt for its **first, second and third readings by title only**. Seconded by Mr. Ferraro. The motion carried unanimously by a voice vote.

Dir. Wilson shared this is equipment that would allow for the cleaning of pipes up to 24 inches.

Ms. Brandt clarified that this equipment is for storm sewers and not sanitary sewer lines.

Ms. Brandt moved, second by Mr. Ferraro, to **adopt ORD.NO. 29-2025 and post the same according to law**. Motion carried by a unanimous voice vote. **ORD.NO. 29-2025 declared and adopted.**

**ORDINANCE NO. 30-2025**

AN ORDINANCE AMENDING SECTION 153.01 OF THE CODIFIED ORDINANCES OF THE CITY OF MACEDONIA RELATIVE TO FIRE DEPARTMENT LIEUTENANTS was offered by Mr. Garvas for its **first, second and third readings by title only**. Seconded by Mr. Ventura. The motion carried unanimously by a voice vote.

Chief Ripley shared this legislation allows for the required number of lieutenants to be maintained in the event a lieutenant is assigned to the Fire Prevention Bureau on a non-temporary basis.

Mr. Garvas moved, second by Mr. Ventura, to **adopt ORD.NO. 30-2025 and post the same according to law**. Motion carried by a unanimous voice vote. **ORD.NO. 30-2025 declared and adopted.**

**RESOLUTION NO. 31-2025**

A RESOLUTION AUTHORIZING THE DISPOSITION OF CERTAIN MUNICIPAL PROPERTY BY THE CITY OF MACEDONIA IN ACCORDANCE WITH CITY OF MACEDONIA CODIFIED ORDINANCE § 121.05 & OHIO REVISED CODE § 721.15 was offered by Mr. Finley for its **first, second and third readings by title only**. Seconded by Ms. Brandt. The motion carried unanimously by a voice vote.

Chief Ripley stated this legislation is to dispose of a 2000 Ford Excursion and 2014 F-350 that the Fire Department no longer uses. Replacement vehicles are en route.

Mr. Finley moved, second by Ms. Brandt, to **adopt RES.NO. 31-2025 and post the same according to law**. Motion carried by a unanimous voice vote. **RES.NO. 31-2025 declared and adopted.**

**MOTIONS / OTHER LEGISLATIVE ACTION:** None

**MAYOR’S REPORT**

~Public Safety Telecommunications Week paid honor to our dispatchers.

~International Firefighters Day is May 4

~Please don’t drive distracted—put down the phone and drive!

**COMMITTEE REPORTS**

**Cemetery Board:** Mr. Ferraro reported the Northfield-Macedonia Cemetery Board will hold their annual board meeting prior to the May 8 Council meeting.

**DEPARTMENT REPORTS**

Record of Proceedings  
Regular Council Meeting  
April 24th, 2025

**Service Department:** Director Wilson – Thanks for passage of ORDs 28&29 and supporting the Service Department. Mulch and dumping take place the next two Saturdays as well as during the week.

**Engineer:** Director Gigliotti – Repaving of a portion of Ledge Road between North Bedford and Shepard Roads to start the week of May 12. The smaller section between North Bedford and the old railroad bridge will be repaved later this year.

Ms. Brandt asked about ODOT repaving taking place soon, to which Dir. Gigliotti acknowledged Route 82 west of SR8 will be repaved starting the week of May 19, but most of the roadwork falls in Northfield Center or Sagamore.

**Parks and Recreation Department:** Interim Director Edgar – Tonight was first Food Truck Thursday of the season, which runs through August. Springfest is this Saturday from 10am to 4pm, with park cleanup taking place beforehand from 9am to noon. Hiring summer staff.

Ms. Brandt inquired as to whether residents needed to register for park cleanup, to which Ms. Edgar replied they can either sign up online at the Mac Rec website or simply show up at one of the parks.

**Finance Department:** Director Veres – Resident refunds are due on July 15, unless RITA has granted an extension.

**IT Department:** Director Collins – 38 help desk tickets closed since last meeting. Major projects include updating hardware maintenance contracts.

**Building Department:** Commissioner Monaco – Second letter regarding sidewalk program started going out yesterday, which includes the new, lower fee than was initially expected.

**HR Department:** Director Smith – In process of hiring replacement employee for a recent retirement notice submitted.

**Fire Department:** Chief Ripley – “Light the Night” for fallen firefighters is April 27-May 4. Macedonia City Center will be lit up red for the week. Hydrant flushing in Macedonia is complete.

**Police Department:** Chief Yakopovich – The Civil Service Commission met last night and approved putting on an examination for dispatchers.

**Law Department:** Director Guidetti – No report.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

There being no further business, Mr. Ferraro moved, second by Mr. Finley, to **adjourn the meeting**. The motion passed **unanimously** pursuant to a voice vote and the meeting was adjourned at approximately 7:57p.m.

**Date:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
Jon Hoover, Clerk of Council

Record of Proceedings  
Regular Council Meeting  
April 24th, 2025

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161

162

**Mayor:** \_\_\_\_\_  
Nicholas Molnar

ORIGINATOR: ADMINISTRATION/CITY ENGINEER

SPONSOR: Brandt

**CITY OF MACEDONIA  
RESOLUTION NO. 32 - 2025**

**A RESOLUTION  
AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS, BIDS AND  
SPECIFICATIONS, AND FURTHER AUTHORIZING THE MAYOR TO ADVERTISE  
FOR BIDS, TO RESURFACE A PORTION OF LEDGE ROAD**

**WHEREAS**, based upon recommendation, it has been deemed in the best interest of the health, safety and welfare of all City residents and inhabitants to resurface the portion of Ledge Road from North Bedford Road to the railroad bridge; and

**WHEREAS**, Council therefore wishes to authorize the City Engineer to prepare plans, bids and specifications, and thereafter authorize the Mayor to advertise for bids, for this Ledge Road Resurfacing Project.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Macedonia, County of Summit and State of Ohio:

**Section 1.** That the City Engineer is authorized and directed to prepare plans, bids and specifications, and thereafter that the Mayor is authorized and directed to advertise for bids, for the Ledge Road Resurfacing Project, from North Bedford Road to the railroad bridge.

**Section 2.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of 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.

**Section 3.** This Resolution shall take effect upon adoption by Council and signature of the Mayor or after the earliest period allowed by law.

PASSED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

POSTED: \_\_\_\_\_

MAYOR: \_\_\_\_\_

Nicholas Molnar

ATTEST: \_\_\_\_\_

Jon Hoover, Clerk of Council

ORIGINATOR: ADMINISTRATION

SPONSOR: Ventura

**CITY OF MACEDONIA  
ORDINANCE NO. 33 - 2025**

**AN EMERGENCY ORDINANCE**

**REAUTHORIZING THE MAYOR, BUILDING COMMISSIONER, SERVICE DIRECTOR, AND FINANCE DIRECTOR TO ESTABLISH PROCEDURES FOR AND ENGAGE IN THE PROCESS OF LETTING ONE OR MORE CONTRACTS WITH ONE OR MORE QUALIFIED ENTITIES FOR DESIGN AND CONSTRUCTION OF A SERVICE BUILDING AS SET FORTH WITHIN THE OHIO REVISED CODE RELATED TO DESIGN-BUILD CONTRACTING FOR THE PURPOSES OF THE CONSTRUCTION OF A NEW SERVICE BUILDING AND SALT DOME, AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GPD GROUP TO ASSIST THE CITY AS ITS CRITERIA ARCHITECT/ENGINEER TO ACCOMPLISH THE SAME**

**WHEREAS**, Macedonia has a need for the construction of a new service building and salt dome for the operations of the City of Macedonia Service Department, as it currently operates out of a variety of make-shift and aging structures not centrally located within the City and which are currently in need of significant and costly repair; and

**WHEREAS**, Ohio law allows for municipalities to engage in a variety of methods to accomplish public infrastructure improvements, such as design-build and the process set forth in Chapter 153 of the Ohio Revised Code; and

**WHEREAS**, newer project delivery models may result in efficiencies in the contracting process and substantial cost and/or time savings, and it is in the City's best financial interest to employ the design-build project delivery method for design and construction of a new service building and salt dome; and

**WHEREAS**, the City desires to utilize processes set forth in the Ohio Revised Code, including Chapter 153 thereof, in order to accomplish the construction of a new service building and salt dome through the design build process, and further desires to utilize the services of GPD Group as set forth in the proposal set forth in the document attached as Exhibit "A" and incorporated herein by reference to provide all Criteria Architect/Engineer services necessary to represent the City in the construction of a new service center and salt dome using the design/build method, which proposal was selected through the request for proposal attached hereto as Exhibit "B" and incorporated herein by reference; and

**WHEREAS**, pursuant to the Constitution of the State of Ohio and the Revised Code, municipalities have the power of local self-government.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Macedonia, County of Summit and State of Ohio:

**Section 1.** That the Mayor, Building Commissioner, Service Director, and Finance Director may establish procedures for, and engage in, the process of letting one or more contracts with one or more qualified entities for the design and construction of a new service building and salt dome under the design-build project delivery system without the necessity of traditional competitive building.

**Section 2.** That the Mayor is further authorized to enter into an agreement to utilize GPD Group in a form approved by the Law Director and consistent with the proposal set forth in the document attached as Exhibit "A," as the best proposal received by the City to provide all Criteria Architect/Engineer services necessary to represent the City in the construction of a new service garage and salt dome using the design/build contracting method as set forth in the proposal.

**Section 3.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance was adopted in an open meeting of this Council, and that all deliberations of 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.

**Section 4.** Wherefore, this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, convenience and welfare of the City of Macedonia and the inhabitants thereof, for the reason that it provides for the daily operation of a municipal department, and provided it receives the affirmative vote of three (3) or more of the members elected or appointed to this Council, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

POSTED: \_\_\_\_\_

MAYOR: \_\_\_\_\_  
Nicholas Molnar

ATTEST: \_\_\_\_\_  
Jon Hoover, Clerk of Council



# EXHIBIT "A"

April 22, 2025  
2501464.01

**Mayor Nick Molnar**  
**City of Macedonia**  
**9691 Valley View Rd**  
**Macedonia, OH 44056**

## Proposal for Criteria Architect/Engineer as Owner's Representative – City of Macedonia Service Center and Salt Dome

Dear Mayor Molnar:

GPD Group appreciates the opportunity to provide the City of Macedonia with our fee proposal for the criteria Architect/Engineer design-build project to provide the design, design-build contractor solicitation, and owners representative services during construction for the new service center building and salt dome.

### Project Description:

Based upon the RFP, our meeting last week, and the City provided proposed site layout and building configuration, we understand the project to include a single-story building of 25,000 square feet with a mezzanine for additional storage for the purpose of maintenance and salt vehicle storage and maintenance and offices for the City's Services as outlined below. The building is to be consistent with the Western Reserve style architecture seen throughout Macedonia. The site will include preparation for an additional 25,000 sf for future expansion. The site includes a salt dome, fueling stations, parking, and ingress/egress and resident brush drop off per the preliminary site plan provided by the City.

The site includes a building that was previously demolished. The site is under a post closure plan with Ohio EPA. It is anticipated the layout will not impact any of the installed monitoring wells.

We understand the City requests the project include:

- Bays for 10 large (2.5 ton) salt trucks with plow attached
  - Water, electric, and air at each bay location
- Bays for fleet maintenance (minimum of 4 mechanic's bays, 6 bays ideal)
  - Portable lifts
- Mezzanine for storage. No elevator anticipated.
- Sign shop
- Locker rooms with showers/restrooms
- Training room for 50 to 100 people supported by technology
- Office space (specifics requirements to be discussed during program verification)
- Salt Dome for 4,000-5,000 tons (min.)
- No loading dock anticipated. The City utilizes fork lifts for deliveries.



- Mechanical systems include radiant heat and large fans for cooling for the maintenance garage area. Heated floors will be evaluated as a potential add alternate. . The office/training area to be fully conditioned.
  - An existing oil furnace will be relocated for use on this project.
- Fueling pumps with above ground tanks and canopy structure
- Fully fenced in site
- Security measures throughout the site and building
- Energy efficiency is a priority for the City and will be taken into consideration throughout the design
- Existing storage buildings on other parcels will be kept for future storage means, no demolition of buildings or site improvements at other City owned locations are included in this proposal.

We understand that the initial opinion of probable construction cost provided by the City for the proposed Service Center Department is to be **\$12,000,000** which includes development of the site as understood in the initial site layout shown in 'Exhibit A'.

### Scope of Services:

GPD Group proposes to provide the services outlined below:

#### **Task 100 – Program Verification/Schematic Design Services**

GPD will develop schematic design plans based on the preliminary layout provided.

During this process, the design team will collaborate with the City to develop the spatial program requirements for the maintenance areas and office space and review any additional needs for the Service Center and Salt Dome. The spatial program will outline functional areas and square footage requirements to support operational efficiency. One meeting with key stakeholders is anticipated. Following the meeting, the design team will compile a Program of Requirements (POR) summarizing key project details, including site requirements, building areas, requirements for each space outlined in the program, furniture and equipment needs by space, preliminary code review, and utility requirements.

Following the POR, GPD will prepare floor plan option (up to 2 alternatives) and exterior elevations (up to 2 alternatives) depicting the programmatic functional areas and square footage requirements. Written design narratives and appropriate manufacturer's cuts sheets of equipment and equipment sizing will be provided for mechanical, electrical, fire protection, and structural systems to be used in this project for review and approval. Once approved, GPD will proceed with the Schematic Design of the building and site.

The Schematic Design submission will include floor plans, roof plan, exterior elevations, building sections and wall sections as required to describe the construction methods, mechanical, electrical, plumbing system requirements and specifications, and general structural system (steel frame, CMU, PEMB, etc). An interior design concept including finishes. A site plan will be developed to a schematic design level as well including property lines, setbacks, zoning information building locations and orientation, parking, access drives, landscaping areas and requirements, fencing, preliminary utility connections, and preliminary storm water detention. Any alternates will be described/specified. An updated opinion of probable costs will be provided with this phase submission.

#### **Task 200 – Selection Support Services**

GPD will assist the City in selecting and qualifying a Design/Build team for the project. To assist in the selection process, we will:

- Prepare RFQ and RFP contract documents utilizing C-A/E-prepared project definition and design.

- Incorporate by reference in contract documents the applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required by City.
- Include project overview; project timing; performance program requirements; submittal, testing and inspection, substitution, and warranty requirements; environmental requirements and site information; proposal requirements, proposal evaluation criteria, contract type, etc., into the Design/Build Contract.
- Facilitate and complete the bid process.
- Assist with Best Value selection of Design/Build team, including participating in Interviews by the short-listed teams.
- Assist with Guaranteed Maximum Price (GMP) negotiation.

### **Task 300 – Owner’s Representative Services**

#### **Design Development Phase**

- Address questions related to the design intent from the Design/Build Team.
- Explore construction alternatives that may provide cost savings and share information with the Design/Build Team and Owner.
- Explore material alternatives that will provide cost savings and maintain the Owner’s performance requirements for each project and share information with the Design/Build Team and Owner.
- Provide value engineering and constructability input.
- Follow the status of state, federal, county, and local approvals and permits.
- As needed, attend Project team meetings conducted by Design/Build Team.
- Submit monthly reports including design and budget status, identifying critical issues, and reporting schedule progress to Owner.

#### **Construction Documents Phase**

- Assist with value engineering options, if needed.
- Monitor and update conformance to the master schedule.
- Monitor specifications and drawings to identify issues that will impact the budget and schedule.
- Assist Owner and Design/Build team with the identification of long lead items.
- Develop, in consultation with the Design/Build team, a list of items to pre-purchase to avoid delays in the construction schedule.
- Review system designs and verify that equipment conforms to Owner’s standards.
- As needed, attend Project team meetings conducted by Design/Build team.
- Work with Owner’s legal counsel and the Design/Build team on front end documents to ensure compliance with the Ohio Revised Code, local regulations, and other applicable requirements.

#### **Construction Phase**

- Monitor budgets and submit updates to Owner and Design/Build team.
- Assist Owner, in coordination with Design/Build team, with a construction start-up meeting.

- Assist Owner, in coordination with the Design/Build team, with constructability issues.
- Assist Owner by coordinating with Design/Build team job site superintendent(s) and project manager(s) with the implementation and monitoring of safety plans.
- Monitor and assist, in coordination with Design/Build team, schedules, including all direct and state or joint purchasing program purchases.
- Monitor status of shop drawings and delivery schedules. Provide comments to the Design Professional who is responsible for review and approval of such items.
- Submit monthly reports identifying critical issues to Owner, including design and budget issues, as well as scheduling progress and status of long lead items
- Attend Project team meetings conducted by Design/Build team. Proposal assumes bi-weekly meetings along with progress reports to be provided to the Owner with copy to the Design/Build Team.
- Monitor field clarifications and directives and assist and advise Owner, as related to the Design Criteria..
- Review, analyze, and provide input on change order requests and change orders prepared, in consultation with the Design/Build team.
- Review and confirm that construction testing requirements per specifications are processed and recorded.
- Monitor construction to identify issues that could impact budget and schedule.
- Assist with the coordination of voice and data service with local carriers.
- Assist with the scheduling and coordination of new and re-used furniture, fixture, and equipment delivery.
- Review and comment on Contractor's monthly applications for payment, including all required attachments (e.g. waiver of liens, affidavit of subcontractors, certified payroll reports, etc.) and provide comments to the Owner, and Design/Build team. The Design Professional is responsible for certifying all payment applications prior to Owner issuing payment.
- Visit project site weekly to confirm construction progress and quality or more often if requested based upon the stage of work in progress and any issues with quality and progress of work. The anticipated construction duration is 12 months. If construction exceeds 12 months, additional Owner's Representative Services will be required.

#### **Final Site Observation and Acceptance**

- Analyze and resolve Design/Build team change orders and claims.
- Assist job-site superintendent(s) and project manager(s) and Design Professional(s) in managing as-built drawings and their acceptance and collection of these for the Project records, as well as equipment warranties and information, operation and use manuals, and other close-out documentation required by specifications.
- Assist Design/Build team job-site superintendent(s) and project manager(s) and Design Professional(s) in monitoring and enforcing punch list completion.
- Schedule and manage equipment acceptance utilizing a predetermined methodology for the commissioning of all electronic and mechanical building systems.
- Assist in close-out of the Design/Build team contract after final inspections are performed and all work is accepted and determined complete.

- Manage all regulatory compliance issues that will be necessary to secure the certificate of occupancy and any other permits and licenses needed to move into and operate the completed facility.
- Schedule required training of Owner staff on all electronic, electrical, and mechanical building systems.

### **Move-in and Occupancy Phase**

- Assist Owner in hiring of a moving company and assist with the move-in; coordinate all move-in activities.
- Assist in the coordination of the delivery, scheduling, and installation of telephone system, fax machines, copy machines, data, fiber, wireless, computers, security system, keyless access systems, audio-visual equipment, and other systems included by Owner in each facility.
- Assist with the inspection and coordination of delivery of new furniture, equipment, and fixtures.
- Review and approve all warranty and operation documents, in coordination with the Design Professional(s).
- Coordinate the labeling and inventorying of all items that will be placed in storage and returned to completed facility after completion of construction.
- Review and approve the close-out report to be submitted to Owner.

### **Additional of Services:**

#### **Site Survey & Utility Investigation**

##### Topographic Survey

GPD will provide a Topographic Survey for the site located at 9150 Valley View Road, Macedonia, Ohio. Summit County Parcel Number 3300010, 3303316, and 3300012 (limits of the topographic survey area, approximately (6.2 acres) in Exhibit A below.

Client will make all provisions for GPD personnel to enter upon private lands as required to perform the above-described services.

Topographic features in the traveled roadways will be located in a method to ensure safety to GPD personnel and the public. GPD will promptly inform the client of any topographic features that are not able to be located in a safe manner.


Unknown site or weather conditions which obscures the ground surface may prevent the locations of some topographic items or utility appurtenances from being located.

Exclusions from this task: ALTA Survey, easement review, boundary survey, creation of any easements or plats, recording of any documents, traffic control, construction staking, As-built drawings, Title Research.

##### Subsurface Utility Investigation

GPD will provide a subsurface utility investigation for the area outlined in yellow on the attached Exhibit A. The utility survey will encompass approximately 6.2 acres and shall be performed in accordance with our Utility Mapping & Location Specifications of Performance attached as Exhibit B.

GPD utility investigation efforts will be limited to: Completing One Call Center ticket(s); using geophysical methods to trace and mark the instrument indicated location of underground facilities;



field survey to locate marks provided by others or indicated by our equipment; preparation of CAD mapping.

As some of the potential underground utilities within the project limits are private in ownership; client information, historic mapping, or construction plans are to be made available for our use during our investigation. Due to the demolition of the building on site, some utility services may not be able to be traced. Utility records provided by the owner are critical to the accuracy of the utility mapping.

The following efforts are specifically excluded from our project scope but may be added with a modification to scope & fee: coordination log, irrigation systems, sanitary and gray water laterals, applying soft-dig techniques to physically expose the target facility at designer identified locations where survey grade accuracy is required for horizontal and vertical locations, pipe inspection camera video, and confined space entry.

Field visit(s) is dependent on scheduled events and access to site. This proposal assumes Client will not require onsite training.

### **Geotechnical Services**

GPD will solicit proposals for geotechnical services. The following scope of work will be utilized to secure proposals from 2-3 qualified geotechnical firms. The fee is an estimate for the geotechnical services.


Purpose of Study: The purpose of these services is to obtain data to provide geotechnical recommendations for foundation design and construction. Also, general earthwork recommendations pertaining to the establishment of finish grades will be provided.

Subsurface Exploration: The scope of work will include drilling a total of four (4) sample borings within the proposed building area and two (2) sample borings within the proposed salt dome and material storage area to a depth of about twenty (20) feet below grade or auger refusal and five (5) sample borings within the proposed pavement area to ten (10) feet below grade. In the event of early refusal, one (1) rock core will be extended an additional 5-ft into the refusal material at one (1) boring location.

Soil sampling would be in accordance with our standard procedures wherein split spoon samples (ASTM D-1586) are obtained at specific depths. Three samples are typically obtained in the top 10 feet, and one sample is generally obtained every 5 feet for the remaining depth of the boring.

Site Access and Boring Locations: Items to be provided by the client include the right of entry to conduct the exploration and an awareness and/or location of any subsurface utilities existing in the area. If there are any other restrictions or special requirements regarding this site or exploration, these should be made available to GPD Group prior to our commencing field work. We will contact local utility companies along with hiring and coordinating with a private utility locating service provider. It normally requires 48 hours to have utilities located.

This proposal assumes all borings will be accessible by four-wheel-drive, truck-mounted drilling equipment. This proposal is also based on the assumption that boring access routes will be cleared of trees prior to field crew mobilization. Our field crew typically lays out the boring locations relative to features identified on the site plan and/or provided coordinates. Distances from available features are generally approximated using a measuring tape or by pacing, and right angles are estimated. Approximate elevations of the ground surface at each boring location will be interpolated from available drawings (if available). If a specific elevation reference is desired, we recommend having the project surveyor locate our borings after drilling operations are completed.



Laboratory Testing: Laboratory testing will be performed on representative soil samples in accordance with appropriate ASTM Standards and the soils will be classified in accordance with the Unified Soil Classification System (USCS).

Engineering Analysis: After completion of the field and laboratory testing programs, the data and conditions will be analyzed, and a report will be prepared by or under the direct supervision of a registered professional geotechnical engineer. This report will contain a description of the project and site conditions, a summary of the drilling, sampling, and testing procedures, logs of the borings, a general description of the geologic setting, laboratory test results, and our geotechnical recommendations and considerations.

## **Renderings**

The base fee includes colored elevations and a simple 3D model to illustrate the design for approval purposes. As an alternative, GPD can provide more elaborate photorealistic renderings. If preferred, GPD will present design intent through two (2) photo-realistic exterior renderings of building and site representing architecture, finishes, materials and lighting. Images will include landscaping and hardscape to represent the site and access to the building. One round of revisions are included.

## **Furniture**

GPD Group's Interior Designer will provide a furniture plan and provide recommendations on furniture specifications as a basis of design for the Design/Build team or Owner's use in securing furniture bids. The proposed Owner's Representation role includes coordination of any existing furniture and equipment the City plans to utilize for this space.

## **Construction Materials Testing**

GPD will solicit proposals from 2-3 consultants for CMT services. The fee provided is an estimate for these services.

## EXHIBIT "A"





### Proposed Fee

GPD proposes to complete the above Scope of Services for the following lump sum fees (unless otherwise noted within this proposal) plus reimbursable expenses. Reimbursable expenses include, but are not limited to expenses such as printing, travel, and mailing. Reimbursable expenses will be passed through at actual cost without mark-up.

Proposed Fee:	
Task 100 – Program Verification/Schematic Design Services	\$240,000
Task 200 – Selection Support Services	\$25,000
Task 300 – Owner’s Representative Services	\$275,000
<b>Total for Criteria Architect/Engineer as Owners Representative:</b>	<b><u>\$540,000</u></b>
Reimbursable Expenses (Estimate)	\$5,000
Additional Services:	
Geotechnical Services (Estimate)	\$11,000
Site Survey & Utility Investigation	\$17,600
Furniture	\$9,000
Renderings	\$4,000
Construction Materials Testing (Estimate)	\$75,000

Work will be billed monthly for the percentage of work completed.

### Exclusions/Clarifications:

The following items are not anticipated to be needed on this particular project work scope and therefore are excluded from our fee proposal:

#### Criteria Architect/Engineer:

- Design and oversight of demolition or modifications at other City properties.
- Planning and Zoning or Architectural Review Board submittals and presentations. It is anticipated that the Design/Build Team will be responsible for all permit and planning approvals.
- Environmental testing and/or design of relocation of any testing wells on the site.
- Opinions of probable costs will be provided by our estimating partner Bundall Associates, Inc. GPD has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction cost are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost. Please note that the pricing, contingencies and opinion(s) provided or referenced herein anticipates a standard economic environment, and does not account for any uncertainty including, but not limited to, new or updated laws, tariffs, epidemic/ pandemic(s) or extreme market conditions. As such, Client and Consultant recognize the current market volatility due to such factors including but not limited to epidemic/ pandemic related restrictions, tariffs, labor, material, and equipment shortages, and rapid price fluctuations. The existence and contents of this document shall not be construed to create responsibility or liability of Client or Consultant for changes related to opinion of probable costs.



- Criteria Design beyond what is outlined in the Schematic Design Services.

Owner's Representative:

- Owner's Representative will advise, track, and monitor, and facilitate the process working as an agent of the owner. The Owner Representative will not approve final plans, schedules, budgets, and estimates provided and recommended by the Design/Build team to the City Administration, will not authorize or approve any Design/Build team proposal, contracts, or amendments, bulletins, or Change Orders that substantially modify a construction contract, the Architect's Agreement for design services, or an amendment to a construction contract. Owner Representative will not undertake any of the responsibilities of the Design/Build team, any contractor, or the City, including the design of the Project and the coordination, scheduling, and oversight of the subcontractors or, unless authorized by the Owner under separate contract.
- Owner's Representative will not advise on, give direction regarding, or assume control over any aspect of the design or the means, methods, techniques, sequences, or procedures of construction.
- Owner's Representative will not assume control over, or charge of safety precautions and programs in connection with the Work during construction.
- Owner's Representatives will not expedite the Work of any contractor or Design/Build team or any subcontractor and/or material suppliers.
- Owner's Representative will not reject Work of a contractor or any subcontractor or require special inspection or testing but will consult with the Owner regarding any such decisions.
- Owner's Representative will not participate in specialized field or laboratory tests or inspections conducted by others during construction, except as specifically authorized in writing by the City.
- Owner's Representative will not order the Design/Build team, or any subcontractor or material suppliers, to stop the Work or terminate a contractor, or any portion thereof.

Upon your review, please advise at your earliest convenience if all is acceptable and we will proceed at once. Please sign below after the Terms & Conditions and return an executed copy for our records. If you have any questions or comments regarding our proposal, please contact me at 330-927-8692 or via email at [inolde@gpdgroup.com](mailto:inolde@gpdgroup.com).

As an architectural and engineering practice, we take great pride in our commitment to serving our clients and the public through our profession. If you need additional information, or have any questions, please feel free to call me.

Sincerely,  
GPD GROUP

Jason Nolde, AIA  
Project Manager

cc: Ryan Oyster, Senior Director, GPD Group  
Becky McAdams, Vice President, GPD Group

***City of Macedonia, Ohio***  
***Request for Proposals for***  
***Criteria Architect/Engineer Services***  
***as***  
***Owner's Representative***  
***for a***  
***Service Center and Salt Dome using***  
***Design/Build Contracting Method***

**Submission Deadline - 4:00 PM on 04/09/25**

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**A. Introduction**

The City of Macedonia ("City") invites architectural firms and professional consultants to submit proposals to provide all Criteria Architect/Engineer ("C-A/E") Services necessary to represent the owner (the City) in the construction of a new Service Center and Salt Dome using the design/build contracting method.

- The selected C-A/E will represent the interests of the City as its owner's representative before and during the Design/Build method construction contract. Scope of work will include:
  - Defining the project scope, cost, and schedule for the Design/Build contract and
  - Ensuring that the facility/site design, quality of building systems, materials, and workmanship are executed through the design/build contract in accordance with recognized industry and sustainability standards.
- The C-A/E is an independent consultant for the City, providing services as defined by the Ohio Facilities Construction Commission.
- The C-A/E will not be the "architect of record" and is precluded from a role on the design/build contract team.

The City anticipates the consultation services of the selected firm will begin in Summer 2025 with project completion in late 2026.

Eight (8) paper copies of the proposal and one (1) electronic copy shall be submitted to the Mayor's Office, c/o Betty Hegedus, 9691 Valley View Road, Macedonia, Ohio, no later than 4:00 pm on **04/09/25**.

## **B. Scope of Project**

The project site is approximately 5.4 acres in size, and is located at 9150 Valley View Road, in the City. The previously existing building at this site is a former industrial manufacturing facility, approximately 80,000 SF in size. This building has been demolished, and the site is currently vacant. The facility and property upon which it is located are subject to certain requirements under the Ohio EPA post-closure care process. The City desires to improve the site to serve as one large singular central facility for all Service Department operations. An analysis of the existing four buildings and structures located throughout the City currently being utilized by the Service Department have been identified as incapable of supporting continued current use by the Service Department, as a result of age and deteriorating conditions. As such, one large singular facility is needed to maintain Service Department services for the community.

The City intends for the City Service Department to continue operation from the current buildings and structures while the replacement facility is constructed.

The project for which C-A/E services are sought includes:

- Environmental assessment in preparation of the following new construction (including review of existing assessment data/cooperation with existing environmental consultant);
- Re-develop the site to become the new Service Center including:
  - A new service building of 25,000-30,000 SF
  - Indoor parking for approximately 10 vehicles,
  - 6 mechanics' bays,
  - Cold storage,
  - Shop area,
  - Sign shop area, and
  - Office, locker rooms, bathrooms, and a large group meeting area;
- Constructing a 4,000 ton capacity Salt Dome
- Developing the current approximately 5.4-acre site located at 9150 Valley View Road, Macedonia, Ohio. Scope includes, but is not limited to:
  - Rework and repair of under and above ground utility lines,

- Provision for necessary infrastructure to support, and the installation of, gas fueling station, water & fuel tanks, outdoor material storage, dumpsters, and any other infrastructure needed in connection with the re-purposing of the existing building,
- Paved access to facilities and parking.

### **C. Scope of Services: C-A/E & Owner Representative**

#### **Criteria Architecture/Engineer Services as Owner Representative:**

- Primary: Architecture
- Secondary: Mechanical, Electrical, Plumbing, Structural, Civil

#### **As a minimum, the scope of services shall include:**

1. Providing **consultation** to the City during pre-construction activities as the City finalizes the scope of the project. Services could include, but are not necessarily limited to:
  - a. Identifying phased approach to develop the site; and
  - b. Advising the City on best approach to functioning on site during and/or after construction as may be requested.
2. Providing **Criteria Architect/Engineer program verification design services** for the City for Design/Build Contract Bid Documents including but not limited to:
  - a. Defining program of site and facilities,
  - b. Identifying and facilitating site condition verification, if needed, for design/build contract, i.e. site survey, Phase 1 environmental site assessment, soil borings, etc.,
  - c. Verifying condition of existing site,
  - d. Defining other design criteria to appropriately communicate design intent,
  - e. Evaluating (local, State and Federal) regulatory issues,
  - f. Coordinating environmental approvals,
  - g. Evaluating opportunities to utilize enhanced sustainable building systems and materials,
  - h. Evaluating long term operating costs of building systems - life cycle cost analysis,
  - i. Identifying building healthy and sustainable construction processes,
  - j. Defining requirements through schematic design plans, elevations, and basic envelope materials and material quality standards,
  - k. Defining fire protection information plans, structural, mechanical (HVAC) and electrical systems,
  - l. Preparing preliminary critical path schedule,

- m. Preparing total Design/Build Contract and total cost estimates.
3. Providing **Criteria Architect/Engineer selection support services** for Design/Build Contract:
- a. Preparing RFQ and RFP contract documents utilizing C-A/E-prepared project definition and design,
  - b. Incorporate by reference in contract documents the applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required by City,
  - c. The Design/Build Contract should include project overview; project timing; performance program requirements; submittal, testing and inspection, substitution, and warranty requirements; environmental requirements and site information; proposal requirements, proposal evaluation criteria, contract type, etc.,
  - d. Facilitate and complete the bid process,
  - e. Assistance with Guaranteed Maximum Price (GMP) negotiation, and
  - f. Assistance with Best Value selection of Design/Build team.
4. Providing **Criteria Architect/Engineer design and construction observation services** for Design/Build Construction:
- a. Act as the owner's representative on all facets of the project throughout the construction period,
  - b. Monitoring design and verifying contracts standard compliance,
  - c. Monitoring construction process and progress for contract compliance,
  - d. Review & advising of DD & CD documents,
  - e. Manage third-party agreements,
  - f. Project accounting,
  - g. Change order reviews,
  - h. Reviewing payment requests,
  - i. Drawdown management, monthly status reports,
  - j. Construction testing, surveying, geotechnical testing,
  - k. Site inspection, and
  - l. Post occupancy evaluation.

The selected firm will be responsible for working in cooperation with pertinent City Officials, such as the City Service Director, Chief Building Official, and City Engineer.

Estimated selection schedule and project completion is as follows:

- |   |                |
|---|----------------|
| ○ RFP Issue   | March, 2025    |
| ○ Owner Representative Proposal due                 | April 09, 2025 |
| ○ Informal Interviews                               | April, 2025    |
| ○ Selection and Contract Negotiation                | May, 2025      |
| ○ Criteria Architect/Engineer Contract Commencement | May, 2025      |

#### **D. Content of Proposals**

In order to facilitate evaluation of the proposals, the respondent is instructed to be concise and to include in the Proposal the following information:

1. Letter of Transmittal include name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information,
2. Brief organization profile, including background and experience of the firm and contract consultants, as well as depth of professional personnel,
3. Qualifications and experience of persons who will be performing the work:
  - a. Identify proposed Principal in Charge of project,
  - b. Identify proposed Project Manager - primary contact and service provider, and
  - c. Identify other pertinent professionals,
4. Previous experience including reference contact information, for projects that are similar in scope to the project described herein that demonstrate pertinent firm and individual experience. Identify no less than 3 or more than 5 projects with:
  - a. Providing services equal to C-A/E Services including developing design/build contract bid documents with sustainable design criteria,
  - b. Design/build projects,
  - c. Sustainable building design, and
  - d. Similar public project type,
5. Cost estimating and scheduling track record of similar projects identified, and
6. Projected project schedule.

Firms may contact Betty Hegedus at the Mayor's Office to schedule a site visit at [bhegedus@macedonia.oh.us](mailto:bhegedus@macedonia.oh.us).

#### **E. Proposal Evaluation and Selection**

The City of Macedonia evaluation committee will evaluate proposals based on, but not necessarily limited to, the following considerations:

1. The proposal's responsiveness to the RFP,
2. Relevant Experience and technical competence in order of importance:
  - a. Criteria Architect / Engineering Services,
  - b. Design/Build Projects,
  - c. Service Centers,

- d. Public Projects,
  - e. Sustainable Design, and
  - f. Similar Project Type,
3. Qualifications and experience of project manager and other personnel committed to the project,
  4. Cost estimating track record – including change orders,
  5. Schedule track record,
  6. Projected project schedule, and
  7. The ability and commitment to complete the project within the approved schedule.

Once the highest quality proposals have been identified, the City will schedule informal interviews with a short list of the highest rated firms within the next month.

#### **F. Proposal Submission Deadline**

All response to this RFP must be received in a sealed envelope and cleared marked “CITY OF MACEDONIA CRITERIA ARCHITECT/ENGINEER SERVICES AS OWNER REPRESENTATIVE” by 4:00PM on 04/11/25, to be eligible for consideration. Proposals shall be submitted to:

Betty Hegedus, Mayor’s Executive Assistant  
9691 Valley View Road  
Macedonia, Ohio 44056

Please submit eight (8) paper copies and one (1) electronic copy of the Request for Proposal.

#### **G. City Limitations of Liability**

The City assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.

Proposals that do not include the information required in Sections D, F and H may be considered as unresponsive and not considered further by the City.

The City may, before or after proposal opening and in its sole discretion, clarify, modify, or amend this RFP, if the City determines it is in the City’s best interest. Any such action shall be effected by a posting on the City’ website, [www.macedonia.oh.us](http://www.macedonia.oh.us). Each respondent is responsible for checking the City’s website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

The City reserves the right to reject any or all proposals. The City further reserves the right to negotiate with the selected consultant a final Scope of Services that best meets the needs of the City.

## **H. Conditions of Submission**

When signing the letter of transmittal and submitting a proposal the principal of the Proposer/firm submitting agrees that the proposal is submitted, and the work will be undertaken, in accordance with the following conditions and understandings:

1. The proposal shall include name, title address and telephone number of the individual(s) with authority to contractually bind the company and the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information,
2. Signed statement certifying that proposal is made without collusion with any person, firm, or corporation associated with officials or staff of the City of Macedonia,
3. The firm awarded this contract must provide a current Certificate of Insurance at the commencement of work, with the following requirements submitting proposals must obtain and maintain liability insurance as follows:
  - a. Commercial General Liability with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate,
  - b. Automobile Liability with a combined single limit of \$1,000,000,
  - c. Worker's Compensation and Employer's Liability as required by the State of Ohio, and
  - d. Professional Liability (errors and omissions coverage) with a minimum of \$1,000,000 per claim/ \$5,000,000 annual aggregate. Professional consultants to maintain separate professional liability insurance of \$1,000,000 per claim/annual aggregate,
4. The Firm has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract, and
5. The proposal will be valid of minimum of ninety (90) days from the date of submission.

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