

fully executed

RCA 16-032-2/22
RCA 15-023-1/26

ORDINANCE NO. 80-16

AN ORDINANCE AMENDING ORDINANCE NO. 23-15, PASSED FEBRUARY 9, 2015, AUTHORIZING THE DESIGN CHANGE ORDER NO. 1 TO THE PRELIMINARY AGREEMENT WITH SILLING ASSOCIATES, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MUNICIPAL COURTHOUSE PROJECT.

WHEREAS: Ordinance No. 23-15, passed February 9, 2015, authorized the Mayor to enter into a Preliminary Agreement with Silling Associates, Inc. for preliminary architectural and engineering services for the Municipal Courthouse Project, City Job #989; and

WHEREAS: Both parties have agreed to amend the agreement with the addition of Design Change Order No. 1 to the existing agreement, allowing Silling to review several options relating to the modification of the existing Municipal Courthouse.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Ordinance No. 23-15, passed February 9, 2015 is hereby amended with the addition of Design Change Order No. 1, marked Exhibit A, attached hereto and incorporated herein.

SEC. 2: That the funds to cover Change Order No. 1, in the amount of \$24,000 is available in Account No. 301-0716-54412

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: June 13, 2016

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 14, 2016

SIGNED: Dennis Hanwell
Mayor

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April 22, 2016

The following is to amend the agreement dated January 20, 2015 and City Ordinance 23-15.

Owner:

City of Medina
132 North Elmwood Avenue
Medina, OH 44256

Architect:

Silling Associates, Inc.
405 Capitol Street, Upper Atrium
Charleston, WV 25301

As the previous options for the new Municipal Court indicated above have been explored and determined not to be within the revised project budget of \$4.5 million, the City is interested in exploring the following three general alternative additions to the existing Medina Municipal Court located at 135 N. Elmwood Street, Medina Ohio. The following options are the initial consideration for the purposes of this Agreement and the final options are anticipated to deviate to some degree as they are developed. The options as described in this Design Change Order indicate the general programmatic requirements. The space requirements including number of spaces and required developed during the prior programming effort as a task of this Agreement will be modified to accommodate the reduction in budget and will be validated during the development of the Options.

Option 1 includes the following general approach:

- **New Secure Vehicle Sallyport:** To be constructed and connected directly to the north face of the Municipal Court with vehicular access from Friendship Street. The placement of the sallyport is intended to provide proximity access for in-custody defendants to the existing courtroom located on the ground floor, and access to a new, second Municipal Courtroom to be located directly beneath the existing courtroom. The available developable area to the north of the Municipal Court is limited. There is approximately 16 feet between the building and the sidewalk adjacent to Friendly Street, and as a result it is anticipated that a drive-through sallyport will be required in order to accommodate law enforcement vehicles.
- **New In-custody Defendant Holding:** To be constructed on the north face of the Municipal Court and adjacent to the sallyport and courtrooms. Due to the limited developable area on the north face of the building, it is anticipated that the holding cells would be constructed in the basement and beneath the sallyport. A dual-sided and dual-use elevator for staff and escorted in-custody defendants is anticipated to provide the appropriate secure access between the sallyport, courtrooms, and holding cells between the first floor and basement. Due to space limitations the elevator is likely to be placed within the footprint of the existing building.
- **New Municipal Courtroom:** To be constructed in the basement at the north side of the building directly beneath the existing courtroom and within the footprint of the existing area

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that was original provided for the construction of a courtroom. It is anticipated that the new sallyport will extend along the north elevation of the Municipal Court and partially impede the access to the existing skylights that provide natural light to the future courtroom area.

- New Municipal Courtroom Jury Room and Toilet(s): To be constructed in the basement of the existing building and anticipated to be located adjacent to the new courtroom.
- New Municipal Courtroom Public Lobby: To be constructed adjacent to the new courtroom within the footprint of the existing building and adjacent to the existing public stair and elevator.
- Existing Stairs and Public Elevator: The exit capacity of the existing public stair located on the west face of the building, and the staff stair located on the southwest corner of the building will be evaluated to determine if they accommodate the code requirement for Means of Egress exit capacity. Potential modifications to one or both of the stairs are possible. The existing public elevator will be evaluated for its capacity to meet ADA standards. A potential upgrade is possible.
- Secure separation of users and relocated Municipal Court Hearing Room: As the existing hearing room is presently accessed by the public via the staff corridor a new hearing room will be constructed either within the footprint of the existing building or in an addition to the south of the building. The new hearing room will not have direct adjacency to defendant holding.
- Increased Municipal Court Judge Office space: Subject to validation of required area additional office space for the judicial staff will be explored. It is anticipated that the existing hearing room will be converted to office space.
- Clerk of Courts: Subject to validation of required area additional office space for the Clerk-of-Courts will be explored. It is anticipated that a new, single-story addition will be located directly to the south of the Municipal Court to accommodate new Clerk-of Courts office space and other space as follows.
- Public Entry and Screening and Public Toilets: It is anticipated that the addition to the south will accommodate public entry and screening as well as new public toilets to replace and upgrade the existing public toilets and ADA requirements.
- Probation: It is anticipated that the Probation office will be renovated and located in the existing basement.

Option 2 includes the following general approach:

Option 2 consists of the same components with the exception of the placement of the Secure Vehicle SallyPort in order to alleviate the obvious issues that are present with the placement of the sallyport in the limited area to the north.

- New Secure Vehicle Sallyport: To be constructed in the south addition and accessed from the parking lot. It is anticipated that a dedicated elevator would be directly adjacent to the sallyport and provide access to the basement and a secure corridor system would be constructed in the basement to create a path to the courtrooms located on the north face of the building.
- New In-custody Defendant Holding: It is anticipated that new secure holding for both courts would be constructed in the basement within the footprint of the existing building or a new

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holding area constructed on the north face of the building and directly adjacent to both courtrooms. A new elevator would be constructed to provide access from the basement holding area to the first floor courtroom.

- All other areas are similar to those indicated in Option 1.

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Option 3 includes the following general approach:

- **Two New Municipal Court Courtsets:** To be constructed in a two-story addition directly abutting the south of the Municipal Court. A courtset is to generally include the following:
 - General purpose trial courtroom with a gallery capacity of 60.
 - Sound Vestibule at Courtroom Public Entry
 - Attorney Conference Rooms flanking the Sound Vestibule
 - Public Waiting
 - Jury Deliberation Room with Toilets
 - In-custody Defendant Holding
- **New Secure Vehicle Sallyport:** To be constructed in the south addition with vehicular access from the existing parking lot to the south of the Municipal Court.
- **Clerk of Courts:** Subject to validation of required area additional office space for the Clerk of Courts will be explored. It is anticipated that the existing first floor courtroom, jury area, and public lobby area would be converted to new office space.
- **Secure separation of users and relocated Municipal Court Hearing Room:** As the existing hearing room is presently accessed by the public via the staff corridor. A new hearing room will be likely be constructed within the area presently housing the Clerk of Courts. The new hearing room will not have direct adjacency to defendant holding.
- **Increased Municipal Court Judge Office space:** Subject to validation of required area additional office space for the judicial staff will be explored. It is anticipated that the existing hearing room will be converted to office space.
- **Public Entry and Screening and Public Toilets:** It is anticipated that the addition to the south will accommodate public entry and screening as well as new public toilets to replace and upgrade the existing public toilets and ADA requirements.
- **Probation:** It is anticipated that the Probation office will be renovated and located in the existing basement.
- **Public Elevator:** The existing public elevator will be evaluated for its capacity to meet ADA standards. A potential upgrade is possible.

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1.1 Preliminary Project Budget:

The City has established a preliminary project budget to \$4.5 million and the project budget shall be confirmed or redefined at the conclusion of the Preliminary Agreement. The preliminary budget shall be as provided by the Owner and is as follows:

Building Construction:	\$3,660,000
Design and Construction Fee	\$ 402,600
Contingency 5%	\$ 183,000
3 rd Party Testing	\$ 22,000
Geotechnical	\$ 7,500
Legal/Permitting	\$ 5,500
Furniture Fixtures and Equipment	\$ 219,400

2.0 Scope of Design Services:

2.1 Existing Conditions Review and Documentation:

Existing Municipal Court: The Architect will utilize the existing Medina Municipal Court drawings dated March 1, 1982. The Architect will develop background schematic level, two dimensional floor plans and site plan from the existing drawings. The Architect will conduct an on-site review of the as-built condition of the courthouse in relationship to the existing drawings to validate and adjust where necessary the electronic format drawings to align with the as-built condition as a background for developing the options indicated in this Design Change Order. The Architect will review the existing architectural construction to determine on a general level the requirements for additions and modifications to the existing construction in order to develop a functional design. The Architect and sub-consultants will survey the existing HVAC, electrical power and lighting systems, communications and fire alarm systems, plumbing and fire protection systems at a general level to assess the suitability for continued use and expansion or modification thereto.

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2.2 Graphic Test Fits Depiction of Options

Floor Plans: The Architect will develop to scale, two-dimensional graphic floor plans and site plan for each option indicated in this agreement.

Phasing Diagrams: The Architect will develop to-scale, two-dimensional graphic phasing diagrams depicting the proposed construction phasing concepts that would enable the court to remain in operation.

Systems Narratives: The Architect will develop a brief, written narrative to describe the current components and conditions of the HVAC, electrical power and lighting systems, communications and fire alarm systems, plumbing and fire protection systems and the general approach for upgrades to the existing building, renovated areas and the new addition.

Design Reviews: The Architect will conduct design reviews of the three options with the end users and revise the initial concepts based on input from the users. The Architect will participate in no more than two additional design reviews with the City Council, City Finance Committee, or other similar agency to review and finalize the Options.

2.3 Opinion of Estimated Probable Project Cost

The Architect will develop project cost inclusive of the items identified in the Preliminary Project Budget section 1.1 of this agreement. The Architect will prepare a summary level Opinion of Probable Estimated Project Cost utilizing reasonable anticipated cost-per-square-foot and other general costs that are consistent with the level of information and concepts that can be reasonably assumed as a result Test Fit Studies.

3.0 Compensation

The Architect will perform the scope of work indicated above for a stipulated sum of Twenty Thousand Dollars (\$20,000) with remittance in accordance with the original agreement.

3.1 Optional Design Revisions

At the Owner's written request, the Architect will explore alternatives to the Options indicated herein, that are presently unknown, but may emerge as a by-product of the study. The Work will be negotiated with the Architect and billed on an hourly basis with the total fee not to exceed Four-Thousand Dollars (\$4,000).

City of Medina, Ohio – Medina Municipal Courthouse
City of Medina Project Number 989
Revised - Preliminary Agreement for Architectural and Engineering Services

Design Change Order 1

Owner's Signature:

D. Hanwell 6-14-13

Owner's Printed Name and Title:

Dennis Hanwell, Mayor

Date:

Architect's Signature:

Jody S. Driggs

Architect's Printed Name and Title:

JODY S. DRIGGS

Date: 7.19.16