



# City of Gahanna

200 South Hamilton  
Road  
Gahanna, Ohio 43230

## Signature

Ordinance: ORD-0066-2024

File Number: ORD-0066-2024

### AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AGREEMENT WITH POD DESIGN FOR ACADEMY PARK IMPROVEMENTS

**WHEREAS**, the Department of Parks & Recreation recommends upgrades and expansion of several park features at Academy Park, including replacement of playground features nearing the end of their useful life, expanding and replacing the parking lot to better meet needs of park users, and facilities improvements (replacement of existing shelter house, restrooms, and concessions stand) necessary for establishing trail head to serve both Big Walnut Trail and Mountain Bike Trail; and

**WHEREAS**, through the City's Request for Proposals (RFP) process, the Administration previously selected POD Design as the consultant for planning and design efforts at an original contract value of \$178,370; and

**WHEREAS**, in considering the planning and evaluation of the site, the Administration desires to amend the agreement to include an expansion of the existing parking lot by approximately 85 spaces and include electric vehicle (EV) charging stations; and

**WHEREAS**, the requested Academy Park Improvements require an amendment to the agreement with POD Design in the amount of \$120,490 for design and engineering services, which, when combined with the original contract, will exceed the procurement code threshold for professional services for a total sum of \$298,860; and

**WHEREAS**, the Administration now requests approval from Council for the amended agreement in the amount of \$120,490 to comply with procurement code requirements.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, COUNTY OF FRANKLIN, STATE OF OHIO:**

**Section 1.** That this Council authorizes the Mayor to enter into an amended agreement with POD Design, whose primary offices are located at 100 Northwoods Boulevard, Suite A, Columbus, Ohio 43235, for the purposes of additional design and engineering services for the Academy Park Improvements project in accordance with the terms more particularly described in EXHIBIT A, attached hereto and made a part herein.

**Section 2.** That this Ordinance shall be in full force and effect after passage by this Council and 30 days after signature of approval by the Mayor.

At a regular meeting of the City Council on November 18, 2024, a motion was made by Padova, seconded by Schnetzer, that the Ordinance be Adopted. The vote was as follows:

Ms. Bowers, yes; Ms. Jones, yes; Ms. McGregor, NO; Ms. Padova, yes;  
Mr. Renner, yes; Mr. Schnetzer, yes; Mr. Weaver, yes.

President

Merisa K. Bowers

Date

11-18-24



Attest by Jeremy A. Van Meter  
Jeremy A. VanMeter  
Clerk of Council

Date 11-18-2024

Approved by the Mayor Laurie A. Jadwin  
Laurie A. Jadwin

Date 11-18-2024

Approved as to Form PDTZ  
Priya D. Tamilarasan  
City Attorney

Date 11/18/24



Planning  
Urban Design  
Landscape Architecture

**Columbus Office**  
100 Northwoods Boulevard  
Suite A  
Columbus, Ohio 43235  
p614.255.3399

September 20, 2024

Jim Turner  
Project Manager-Parks & Recreation  
City of Gahanna  
200 S. Hamilton Road  
Gahanna, OH 43230

**Re: Contract Amendment for Academy Park Improvements**

Dear Jim,

At the request of the City of Gahanna Parks & Recreation Department, POD Design is providing the following summary of the requested and agreed upon additional services and the associated fees for the Academy Park Improvement project.

**ADDITIONAL SERVICES**

**Task 2. Conceptual Plan Development – Additional Services**

- a. The scope of conceptual plans shall be expanded from the original contract scope (parking lot replacement, playground equipment replacement, new trail head facility, new shelter structure) to also include:
- parking lot expansion by approximately 85 additional spaces & drop off area
  - 4 EV charging stations and parking lot lighting as required by City Code
  - basketball court resurfacing

**Task 3. Detailed Design – Additional Services**

- a. The scope of detailed design plans shall be expanded from the original contract scope to include detailed design of additional items noted in Task 2 as well as detailed design of a new shelter structure.
- b. The new shelter structure shall be designed based on the following design criteria:
- Approximate size of 3,500 total net square footage
  - Two (2) restrooms and One (1) family restroom
  - Storage area(s)
  - Concession area
  - Viewing area
  - Mechanical, electrical and plumbing (MEP) services
  - Integration with new trail head
  - IT / Security capability

**Task 4. Permitting – Additional Services**

- a. The scope of permitting shall be expanded to include preparation of permit application materials associated with additional items noted in Tasks 2 and 3.



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- b. Consultant shall prepare a final permit / approval summary memo that addresses all permit-related items from the original contract scope as well as permit-related items from this amended scope of work.

#### **Task 5. Construction Services – Additional Services**

- a. The scope of construction services shall be expanded from the original contract scope to include all additional items noted in Task 2, 3 & 4.

#### **COMPENSATION**

The Original Contract Sum was.....\$178,370.00

The Contract Sum will be increased in the amount of.....\$120,490.00

The New Contract Sum is.....\$298,860.00

*\*See attached 'Exhibit A' for a detailed fee breakdown*

#### **REVISED SCHEDULE**

- See attached 'Exhibit B' for anticipated project schedule
- Please note our submittal schedule assumes timely responses from city departmental reviews, any associated review agencies and is subject to change due to factors beyond the control of POD Design, LLC.

#### **ACCEPTANCE AND NOTICE TO PROCEED**

POD Design is prepared to proceed with the above-described additional services upon acceptance of this amendment and the authorization of the individual tasks.

#### **ACCEPTED BY:**

POD Design, LLC

By: Steve Kolwicz

Date: September 20, 2024

Steve Kolwicz, ASLA, LEED AP  
Co-founder and Principal

City of Gahanna, Ohio

By: \_\_\_\_\_

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

Name & Title

Approved as to Form:

\_\_\_\_\_  
Priya Tamilarasan, City Attorney

Exhibit A

ORIGINAL CONTRACT SUMS							ADDITIONAL CONTRACT SUMS						
		Consultant			Subconsultant	Contracted Amount			Consultant			Subconsultant	Add' Contracted Amt.
Task	Description	Task Hours	Labor Fee	Expenses	Fees	Total Task Fee	Task Hours	Labor Fee	Expenses	Fees	Total Task Fee		
1	Survey / Geotechnical	16	\$2,240.00		\$16,800.00	\$19,040.00	0	\$0.00			\$0.00		
2	Concept Plan Development	180	\$25,200.00	\$2,500.00	\$14,450.00	\$42,150.00	28	\$4,120.00		\$2,000.00	\$6,120.00		
3	Detailed Design	200	\$28,000.00	\$500.00	\$53,900.00	\$82,400.00	64	\$9,100.00		\$68,500.00	\$77,600.00		
4	Permitting	32	\$4,480.00	\$500.00	\$9,200.00	\$14,180.00	32	\$4,620.00	\$500.00	\$3,900.00	\$9,020.00		
5	Construction Services	120	\$16,800.00		\$3,800.00	\$20,600.00	64	\$9,100.00		\$18,650.00	\$27,750.00		
		TOTAL PROJECT FEE (including DBE/EDGE/SBE)				\$178,370.00	NEW/ TOTAL PROJECT FEE (including DBE/EDGE/SBE)		\$298,860.00				
TOTAL DBE/EDGE/SBE FEE						\$9,000.00	NEW/ TOTAL DBE/EDGE/SBE FEE						\$87,000.00

Section C: Anticipated Project Time line

