



TO: Gahanna City Council  
Clerk of Council

FROM: Miranda Vollmer, Director of Administrative Services  
Kevin Schultz, Manager – IT  
Mayor Laurie A. Jadwin

Cc: Raymond J. Mularski, City Attorney  
Joann Bury, Director of Finance

DATE: October 6, 2022

SUBJECT: Request for Council Action (October 10, 2022 Committee of the Whole Meeting)

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#### ACTION ITEM

**ACTION ITEM # 1: ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MICHAEL SCHUSTER ASSOCIATES INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO THE RENOVATION AND EXPANSION OF 825 TECH CENTER DR.**

Over the last two years, the Administration has been evaluating facilities as part of a long-term capital improvement plan. City facilities have long been identified as being inadequate to meet operational needs for service delivery. An analysis dating back to 2006 concluded the City needed more than 100,000 square feet of additional space to meet operational needs at that time. A second assessment was completed in 2018 and rated the City's facilities, including Police Headquarters and City Hall, as "fair" to "poor" based on 27 criteria. A third study, presented to City Council in October 2021, reaffirmed the needs identified in the previous two assessments.

The property located at 825 Tech Center Drive was identified as an ideal property and building to address the operational needs for police headquarters, city hall and the senior center. 825 Tech Center Drive is a vacant 100,000 square foot Class A office building on approximately 8 acres. On September 6, 2022, City Council unanimously voted to acquire 825 Tech Center Drive. As part of this project, the City would renovate the existing building and build an additional 31,000 square feet of space. This newly envisioned complex would have the capacity to co-locate all city services currently located on South Hamilton Road for decades to come.

Given the aggressive timeline for the project for the real estate transaction, the City published a Request for Proposals (RFP) for Architectural and Bid Document Services for the Building Renovation and Expansion project on June 24, 2022, as a precautionary measure to position the City to be able to respond proactively in the event a decision was made to proceed with the purchase of 825 Tech Center Drive. Ten (10) proposals were received in response to the RFP.

Evaluations and scoring of each proposal were conducted by an internal team made up of the Mayor, Chief of Police, Director of Planning, Director of Economic Development, and the IT Manager who also serves as the project manager. Based on these evaluations, three (3) architectural firms were shortlisted and interviewed following Council's vote to purchase the facility. Interviews were scored, and based on qualifications, experience, design approach, and cost, it was determined that Michael Schuster Associates Inc. (MSA Design) would be the City's preferred vendor.

MSA Design was founded in 1985 and has grown from a sole practitioner to having multi-level offices across the State of Ohio. While MSA has significant experience working on behalf of local government, they also have a strong presence in sport, lifestyle, corporate, education, religious, and transportation design projects. It is this diversity of experience that the review committee felt moved MSA ahead of the other shortlisted firms.

MSA's proposal sets forth a budget for this project of Two Million Fifty-Five Thousand Dollars (\$2,055,000). This budget includes a twenty percent (20%) contingency fee that can only be utilized with written permission from the City. Final construction bid documents are anticipated to be completed in August 2023 with construction slated to begin in October 2023. It should also be noted that the City will publish an RFP for Construction Manager at Risk services in the coming weeks to complete the vendor selections required to bring this project to life.

The Administration respectfully requests an Ordinance authorizing the Mayor to enter into an Agreement with Michael Schuster Associates Inc for Architectural and Engineering Services related to the renovation and expansion of 825 Tech Center Drive with **Emergency**. The proposed agreement and exhibits have been reviewed by the City Attorney and approved to form. Monies encumbered in the 2022 budget will be used to fully fund this contract.

#### Requested Legislation and Funding:

Legislation Needed:	Ordinance
Emergency/Waiver:	<b>Emergency</b>
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	N/A

#### Attachments:

- DAS ATT Contract Document AIA B133-2019
- DAS ATT Exhibit A - MSA Proposal - Scope of Services
- DAS ATT Exhibit B - MSA Hourly Billing Rates
- DAS ATT Exhibit C - Gahanna Program - MCP - 07.15.2022