RESOLUTION NO. 05-2015

Assigning to the Worthington Community Improvement Corporation the City’s Scope of Services Letter for Renovations to the James Kilbourne Memorial Library Building at 752 High Street.

WHEREAS, DesignGroup executed a Scope of Services Letter dated January 20, 2015, with the City of Worthington (the “Scope of Services Letter”), attached hereto as Exhibit A, setting forth the firm’s services to be provided for renovations to the common areas and general structural improvements to or within the James Kilbourne Memorial Library building at 752 High Street in the City of Worthington (the “Project”); and,

WHEREAS, the City seeks under said Project to utilize its agent and instrument, the Worthington Community Improvement Corporation (“WCIC”), organized under Chapter 1724 of the Ohio Revised Code for purposes of maintaining, modernizing and equipping sites buildings, structures, and appurtenant facilities for commercial activities within the City; and,

WHEREAS, DesignGroup indicated on February 12, 2015 its written assent to the Scope of Services Letter being assigned to the WCIC; and,

WHEREAS, the WCIC Board of Directors met at a special meeting called on February 13, 2015, for purposes of reviewing the Project and leasing activities associated therewith and formally assented to the assignment of the Scope of Services Letter from the City to the WCIC in its role as an agent of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. The City does hereby assign to the WCIC all rights and obligations incurred now and hereafter under the Scope of Services Letter for the renovations to the James Kilbourne Memorial Library building at 752 High Street.

SECTION 2. The City Manager, the Director of Finance and the Director of Law, and any other City official, as appropriate, are each authorized and directed to sign any documents, instruments or certificates and to take such actions as are necessary or appropriate to consummate or implement the transactions described in or contemplated by this Resolution.
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SECTION 3. That the Clerk is instructed to record this Resolution in the appropriate record book.

Adopted March 2, 2015

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council
January 20, 2015

Jack Hedge
Principal / Chairman
DesignGroup
515 East Main Street
Columbus, Ohio 43215

Re: REVISED Scope of Services for City of Worthington's Kilbourne Building project

Jack

Dear Mr. Hedge:

I am providing you this Scope of Services outlining a possible engagement with the City for design services to be rendered as part of our efforts to renovate the James Kilbourne Memorial Library Building (Kilbourne Building) at 752 High Street, Worthington.

As you are well-aware, the Kilbourne Building, completed in 1927 and later expanded in 1956, was constructed with a donation by family members of one of the City's founders. The facility has been used variously as a city library and school board offices. The building has been vacant since the City acquired it in 2006. A Renovation Study of the building was completed by DesignGroup in 2008, which identified improvements that needed to be made to the building. Since 2008, the City has incrementally undertaken the improvements identified in the study. Some exterior work, identified in the study, was completed with a project in 2010 consisting of replacement of the roof, tuck-pointing of the brick, and repair and painting of the soffits, eaves, gutters, downspouts and windows. In 2011, the asbestos in the building was abated, which required the removal of the interior walls.

There remain many elements of renovation and rehabilitation to ready the building for commercial use. To that end, the City wishes to engage DesignGroup to provide architectural and design consulting services, in an amount not to exceed $5,000, to prepare design-development level technical floor plans, equipment lists, and detailed work lists as related to the so-called common area (between the two proposed leaseholds on the main floor). In addition, included within the Scope of Services herein, the City seeks mechanical engineering professional services not to exceed $3,000 for structural and HVAC design elements within the Kilbourne Building.
The City received a December 2014 grant award from the State of Ohio for purposes of such common area and general structural improvements. Time is of the essence, as we must spend-down the grant by June 30, 2015. As such, we would expect to engage DesignGroup as-soon-as-possible and perform services under this engagement during the next eight to twelve weeks.

The City currently is negotiating with two prospective commercial tenants, whose proposed respective uses in the Kilbourne Building would be that of a restaurant and destination-retail. In addition, remaining unused space may be considered by the City for a community-managed business incubator / makerspace.

Specifically, the City is seeking DesignGroup’s help under this Scope of Services letter to conceptualize and formally prepare high quality floor plans, equipment lists and a scope of work in anticipation of the City engaging a qualified Construction Manager at-risk (“CM”) to complete the project by June 30, 2015.

By way of this letter, the City asks that DesignGroup render professional services, as described immediately above, related to the following building elements. The City expects this phase of renovation to the Kilbourne Building to constitute up to $500,000 in total improvement costs:

1. Removal of the mezzanine in the 1956 addition, which consists of a cast-in-place concrete flat slab. A structural evaluation of the building indicated the walls need to be braced if the mezzanine is removed; is this still the case? The mezzanine removal also involves the removal of the fire escape on the north side of the building, conversion of the fire escape door to a window and repair of the roof line above the new window.

2. Construction of an ADA-compliant entry point, accomplished by construction of a vestibule and full-service or limited use elevator on the western side of the building to allow access to both the main floor and the basement.

3. Construction of public restroom facilities on the main floor; finishes to be added after leasehold improvements are completed.

4. Construction of foyer improvements at the main entry, to include new front doors and lobby enclosure.

5. With participation by a mechanical engineering professional of DesignGroup’s choosing, plan for installation of a heating, ventilation and air conditioning (“HVAC”) system backbone for the entire Kilbourne Building, with capacity for up to two separate leased spaces and a third common area. The existing HVAC equipment has not been operated for a number of years and needs to be replaced.
6. Installation of a fire alarm system. The City further desires that DesignGroup render an analysis and update its recommendation concerning the installation of a fire suppression system.

7. As necessary, the installation of new lighting, convenience power and miscellaneous power for restrooms and lobby area

The City requires that DesignGroup plan-out all enumerated construction elements according to prevailing wage rates.

Deliverables are to be of design development level quality and sufficient to enable trades-persons and any future CM to respond to a City-distributed request-for-qualifications and/or request for proposals for completing such Kilbourn Building improvements.

It is expected that DesignGroup's services would need to be completed to allow construction and/or demolition work to begin by March 1 (e.g., mezzanine removal). The City desires that DesignGroup participate, as necessary, in the selection process for the CM. This Scope of Services allows for some planning by DesignGroup to continue after the CM has been chosen and work begun by March 1.

Given the expedited nature of this project – requiring the City to spend-down the State grant by June 30, 2015 – there may be a need by the City, from time to time, for design services to be provided on an expedited or rush basis.

DesignGroup Fee Schedule

Pursuant to an earlier draft engagement letter (September 2014), DesignGroup would provide services herein according to the following schedule:

PROFESSIONAL FEES

Billing will be Hourly at current DesignGroup hourly rates to a maximum of $5,000.

DesignGroup Current Hourly Rates:

- Principal $190/ hour
- Project Manager $165/ hour
- Project Architect $140/ hour
- Project Assistant $ 95/ hour
- Project Coordinator $ 75/ hour
- Computer Renderings if required: $1,700 each view.
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Point One Design, Ltd Fee Schedule

Billing will be at 2015 Point One Design engineering service rates to a maximum of $3,000.

2015 Engineering Service Rates:

- Principal................................................................. $125.00
- Project Engineer...................................................... $95.00
- LEED AP Consultant.................................................. $95.00
- Mechanical/Electrical Designer................................. $85.00
- Designer/Draftsperson............................................... $75.00
- Administration......................................................... $65.00

I look forward to receiving your acceptance of this revised letter. Please let me know if you have any questions or concerns; I can be reached at (614) 436-4518 or via email at jharris@ci.worthington.oh.us.

Sincerely,

Jeffrey Harris
Economic Development Manager

Accepted:

Jack Hedge, Principal
Design Group