

NOTICE
SPECIAL MEETING OF COUNCIL

Clerk's Office, Brook Park, Ohio

JANUARY 22, 2025

TO: COUNCILMEMBERS TROYER, MENCINI, ROBERTS, SCOTT, DUFOUR, POINDEXTER, MCCORKLE, COUNCIL PRESIDENT SALVATORE, AND MAYOR ORCUTT, LAW DIRECTOR HORVATH, AND FINANCE DIRECTOR MCGANN

YOU ARE HEREBY NOTIFIED THAT A SPECIAL MEETING OF COUNCIL
HAS BEEN CALLED FOR THE PURPOSE OF:

_____ COUNCIL MEETING

___XXX___ CAUCUS MEETING

_____ EXECUTIVE SESSION

_____ OTHER (Specify)

Such special meeting will accordingly be held on Tuesday the 28th day of January 28, 2025 AT 6:00P.M. at the place of holding regular meetings. (*Refer to Rules of Council, No. 4, if applicable.)

ROLL CALL OF MEMBERS:

PLEDGE OF ALLEGIANCE:

DISCUSSION:

1. AN ORDINANCE AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND BID DOCUMENTS AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO A CONTRACT(S) FOR THE SYLVIA DRIVE AND FRY ROAD RECONSTRUCTION PROJECT(S), AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

ADJOURNMENT



MAYOR



CLERK OF COUNCIL

CITY OF BROOK PARK, OHIO

P/C 1-27-25 Service
CA (Special) 1-28-25
1st R _____
2nd R _____
3rd R _____
P/C _____

ORDINANCE NO. _____

INTRODUCED BY: MAYOR ORCUTT

**AN ORDINANCE
AUTHORIZING THE CONSULTING ENGINEER TO PREPARE PLANS AND BID
DOCUMENTS AND THE MAYOR TO ADVERTISE FOR BIDS, AND ENTER INTO
A CONTRACT(S) FOR THE SYLVIA DRIVE AND
FRY ROAD RECONSTRUCTION PROJECT(S)
AND DECLARING AN EMERGENCY**

WHEREAS, Sylvia Drive, between Mercer Drive and Michael Drive is in a state of disrepair and has been identified as a candidate for full depth reconstruction;

WHEREAS, Fry Road, between Birchcroft Drive and Holland Road is also in a state of disrepair and has been identified as a candidate for full depth reconstruction;

WHEREAS, the City desires to move forward with the full depth reconstruction of both segments of roadways identified above and are included as part of the 2025 Roads Program.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: The Consulting Engineer is hereby authorized to prepare plans and specifications and the Mayor is authorized to advertise for bids and enter into a contract(s) with the lowest and best bidder or bidders for the Sylvia Drive and Fry Road Reconstruction Project(s).

SECTION 2: The Consulting Engineer is hereby authorized to provide Engineering, Bidding, and Construction Administration services in connection with the Sylvia Drive and Fry Road Reconstruction Project(s). Payment for the aforementioned services shall be in accordance with the Exhibit "A" and Exhibit "B" attached hereto.

SECTION 3: The money needed to complete the aforesaid transaction shall be paid from the 2024/2025 Street Improvement Fund No. 551, theretofore appropriated or to be appropriated for said purpose.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this 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, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety of said City, and for the further reason that City Council deems it necessary to proceed with the Sylvia Drive and Fry Road Reconstruction Project(s) as soon as possible, therefore, provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately from and after its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: _____ PRESIDENT OF COUNCIL

ATTEST: _____ APPROVED: _____
CLERK OF COUNCIL MAYOR

DATE

I HEREBY APPROVE THE WITHIN
INSTRUMENT AS TO LEGAL FORM
AND CORRECTNESS.


DIRECTOR OF LAW

SCOPE OF WORK, ESTIMATED MANHOUR AND FEE BREAKDOWN

**ENGINEERING AND SURVEYING SERVICES
SYLVIA DRIVE RECONSTRUCTION (1,100 FT.)**

EXHIBIT "A"

SCOPE OF SERVICES	Total Hours
FIELD SURVEY	
Locate existing monumentation & parcel references	12
Run Bench Circuit/Establish Control	6
Topographic Survey	22
Misc. Utility Survey	18
Office Support	16
	74
PLAN DEVELOPMENT	
Research existing records	8
Generate Basemap from field data and record plans	28
Title Sheet	8
Schematic Plan	22
General Notes	22
Maintenance of Traffic Notes and Details	24
Detour Plan	18
Plan & Profile (Scale: 1"=20')	68
Intersection Details	8
SWPP Plan, Notes Details	26
Standard/Miscellaneous Details	18
Utility Coordination	20
Quantities & Cost Estimates	14
OEPA NOI Application	10
Project Manual	38
Clerical/Misc.	6
	338
BIDDING PHASE	
Bidding Services	18
Respond to Contractor Questions	14
Prepare Addendum/Coordination	16
Analyze Bids/Recommendation	10
	58
CONSTRUCTION ADMINISTRATION	
Construction Administration/Management	74
Site Visits during Construction	100
Shop Drawings/Pay Estimates/Final Quantities	68
Final Walk Through and Close-Out	34
	276
CONSTRUCTION (ESTIMATE)	\$1,082,967.00
FIELD SURVEY*	\$10,986.00
PLAN DEVELOPMENT*	\$42,154.00
BIDDING PHASE*	\$7,566.00
CONSTRUCTION ADMINISTRATION (ESTIMATE)*	\$38,593.00
CONSTRUCTION OBSERVATION (ESTIMATE)	\$20,000.00
PAVEMENT CORES (ALLOWANCE)	\$3,500.00
CONCRETE TESTING (ALLOWANCE)	\$8,250.00
ADVERTISING, PERMITS, FEES, INSPECTIONS, ETC.	\$1,700.00
DIRECT EXPENSES	\$250.00
	\$1,215,966.00

* - SERVICES PROVIDED BY EUTHENICS

SCOPE OF WORK, ESTIMATED MANHOUR AND FEE BREAKDOWN

**ENGINEERING AND SURVEYING SERVICES
 FRY ROAD RECONSTRUCTION (620 FT.)**

EXHIBIT "B"

SCOPE OF SERVICES	Total Hours
FIELD SURVEY	
Locate existing monumentation & parcel references	8
Run Bench Circuit/Establish Control	3
Topographic Survey	12
Misc. Utility Survey	10
Office Support	8
	41
PLAN DEVELOPMENT	
Research existing records	4
Generate Basemap from field data and record plans	14
Title Sheet	6
Schematic Plan	10
General Notes	4
Maintenance of Traffic Notes and Details	8
Detour Plan	18
Plan & Profile (Scale: 1"=20')	34
Intersection Details	16
SWPP Plan, Notes Details	10
Standard/Miscellaneous Details	12
Utility Coordination	10
Quantities & Cost Estimates	12
OEPA NOI Application	6
Project Manual	10
Clerical/Misc.	6
	180
BIDDING PHASE	
Bidding Services	18
Respond to Contractor Questions	14
Prepare Addendum/Coordination	16
Analyze Bids/Recommendation	10
	58
CONSTRUCTION ADMINISTRATION	
Construction Administration/Management	60
Site Visits during Construction	78
Shop Drawings/Pay Estimates/Final Quantities	54
Final Walk Through and Close-Out	32
	224
CONSTRUCTION (ESTIMATE)	\$671,510.00
FIELD SURVEY*	\$6,051.00
PLAN DEVELOPMENT*	\$22,308.00
BIDDING PHASE*	\$7,566.00
CONSTRUCTION ADMINISTRATION (ESTIMATE)*	\$30,524.00
CONSTRUCTION OBSERVATION (ESTIMATE)	\$18,000.00
PAVEMENT CORES (ALLOWANCE)	\$3,500.00
CONCRETE TESTING (ALLOWANCE)	\$8,250.00
ADVERTISING, PERMITS, FEES, INSPECTIONS, ETC.	\$1,700.00
DIRECT EXPENSES	\$125.00
	\$769,534.00

* - SERVICES PROVIDED BY EUTHENICS

NOTE: MH/FEES BASED UPON SIMULTANEOUS
 AUTHORIZATION OF EXHIBIT "A"