



DRAFT

April 14, 2022

Mr. Matthew S. Benner, Trustee
Mantua Township
P.O. Box 841
Mantua, Ohio 44255

***Re: Community Center Masterplanning
11741 Mantua Center Road***

Dear Mr. Benner:

CT Consultants, Inc. (CT) is pleased to submit this proposal for subject project. We propose to provide these services to Mantua Township Trustees, hereinafter referred to as the Client in accordance with the terms and conditions set forth herein.

We understand the Client requests an analysis of the potential use of spaces, the areas utilized, functional relationships and investigate the potential of expanding room sizes to provide better utilization in the building. CT will work with the Trustees and community to develop a master plan implementing these and other perceived needs developed in the analysis. The analysis will measure and determine community consensus, develop a program for community support and promote community awareness. Meeting, surveys, presentations and other methods may be used to solicit input and distribute communications to the community.

CT has organized an in-house team of professionals with special skills to develop a masterplan and provide presentational materials to support community awareness. This team approach provides the necessary technical skills to establish the community's needs and develop a plan to meet these needs to create a complete and functional environment.

CT shall perform work with the understanding that complete confidentiality and discretion will be maintained throughout the duration of the project. We will be sensitive to the potential concerns of the community and proceed with an approach that best supports the community's concerns.

SCOPE of SERVICES

Task I - Focus Groups Meetings

- A. Develop agendas for discussion including public/private domain impacts, community visions, sustainability, resources and fiscal responsibility.
- B. Attend three (3) meetings to discuss building functions and uses.
- C. Act as program facilitator to moderate and document focus group discussions.
- D. Qualify vision requests - what is desired vs. what is needed vs. what is reasonable.
- E. Publish findings to focus group members and Trustees.

Task II - Establish Township Needs

- A. Review focus group program developed in Task 1 with Trustees.
- B. Develop township program requirements with staff representatives.
- C. Verify existing building can accommodate township and community needs.
- D. Review with the Client the results of data collected during this phase.
- E. Publish findings to focus group and community.

Task III - Preliminary Design Development

- A. Establish basic building design program.
- B. Determine space relationships based on programs developed in Tasks I and II.
- C. Show basic space uses and functional relationships in building.
- D. Submit a preliminary plan of programmed/designed elements.
- E. Indicate site amenities and vehicular circulation routes.
- F. Develop presentational drawings.
- G. Update budgeted Opinion of Probable Construction Costs.
- H. Attend meetings to explain recommendations and reports.

Task IV - Change of Use (To allow immediate Use of 1960's Addition)

- A. Develop drawings for building department review.
- B. Make application to County Building Department for a Change of Use.
- C. Be available to address Building Department plan review comments.

Task V - Bond Issue Public Engagement

- A. Develop strategies to promote the project to the public.
- B. Help identify external agencies and organizations to support specific community needs.
- C. Monitor community reactions to support a successful outcome.
- D. Attend three (3) meetings to explain recommendations and reports.

Task VI - Final Design, Bidding Services and Construction Observation

- A. Contract Documents - After authorization to proceed with the final design phase, CT will provide complete design drawings and specifications for all building interior and exterior improvements. Drawings will be adequate for public bidding including a complete CSI format specifications and standard bidding documents.
- B. Construction - After authorization to proceed with the construction phase, CT will provide adequate plans and specifications for bidding and construction. Furthermore, we will submit bids from reliable contractors, evaluate bids and recommend the most responsible contractor(s) to the Client. Upon preparation of completed contract documents, construction services will follow.

INFORMATION/SERVICES PROVIDED BY CLIENT

The Client will provide information or services, which can include, but are not necessarily limited to, the following:

- A. Designate a person to act as the Client's representative with respect to the services to be rendered under this Agreement who shall have complete authority to transmit instructions, receive information, interpret and define the Client's policies and decisions with respect to the Architect's/Engineer's services for the project.
- B. Make available all information pertinent to the project including previous reports and any other data relative to design or construction of the project that may be relied upon, such as:
 - a. Appropriate professional interpretations of all of the foregoing;
 - b. Property boundary easement, right-of-way, topographical, utility easements, if provided by others;
 - c. Zoning, deed and other land use restriction; and
 - d. Other special data or consultations not covered herein.
- C. Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents prepared by the Architect/Engineer, obtain advice of an attorney, insurance counselor and other consultants as the Client deems appropriate for such examination and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of the Architect/Engineer.

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- D. Give prompt written notice to the Architect/Engineer whenever the Client observes or otherwise becomes aware of any development that affects the scope or timing of the Architect's/Engineer's services, or any defect or nonconformance with the work of any contractor.
- E. Furnish or direct the Architect/Engineer to provide additional services as stipulated in this Agreement or other services as required.
- F. Bear all costs incidental to compliance with the requirements of this Section, if provided by CT Consultants, Inc.

FEE AND BILLING

We will accomplish this work outlined in Tasks I through VI of the Scope of Services for the completion of subject project at an hourly basis. All work will be performed on a 3.2 multiplier direct personnel expense. Personnel expense included benefits, insurance and hourly wages. Fee is subject to adjustment due to Client requested changes and is not to be exceeded without further authorization. Any changes from the proposed Tasks will require a change in authorized fee, whether such change increases or decreases the total proposed fee.

Task I - Focus Groups Meetings	\$10,500
Task II - Establish Needs	\$ 6,000
Task III - Preliminary Design Development	\$14,600
Task IV - Change of Use	\$ 9,600
Task V - Public Engagement	\$ 3,600
Task VI - Final Design, Bidding Services and Construction Observation	TBD

CLOSURE

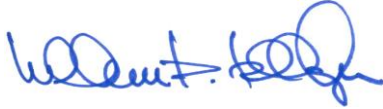
If you concur with these terms and conditions and wish CT to proceed with the aforementioned work, please sign and return one (1) copy of this Agreement and initial a copy of the Standard Terms and Conditions. Upon receipt of this Agreement, CT can proceed with the work.

If you have any additional questions, please do not hesitate to contact us. We at CT Consultants, Inc look forward to the opportunity to provide professional services to you and Mantua Township Trustees.

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Respectfully,

CT CONSULTANTS, INC.



William G. Gallagher, AIA NCARB
Principal

Attachment

ACCEPTED BY:

Mantua Township Trustees

Date

Witness

Date

WGG: mmm

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