

ORDINANCE NO. 63-00

By: Mr. Morison

An Ordinance to authorize the Mayor and Auditor to execute a contract on behalf of the City with Horne & King for a needs assessment for municipal administrative, police and service facilities, to appropriate \$11,000.00 from the unencumbered General Fund for the purpose of paying fees and expenses under such contract and to declare an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY:

Section 1. That the Mayor and Auditor are hereby authorized and directed to execute a contract on behalf of the City with Horne & King for a needs assessment for City administrative, police and service facilities substantially in the form attached to this ordinance.

Section 2. That amount of \$11,000.00 hereby is appropriated from the unencumbered General Fund for the purpose of paying fees and expenses of the contract authorized by Section 1 hereof.

Section 3. That this Ordinance is an emergency measure necessary for the protection of the public health, safety and welfare, said emergency being the need to determine the City's space needs in a timely manner in connection with the letter of intent with the Coral Company for the proposed redevelopment of the present City Hall site, and shall take effect immediately upon the signing by the Mayor.

Passed: 7-25, 2000

David H. Porter
President of Council

Attest: Richard A. Levin

Approved: 7/25, 2000

David H. Madison
David H. Madison, Mayor

7-25-00 First Reading.
Three readings suspended.
Passed.

HORNE & KING
ARCHITECTS

7219 Sawmill Road, Suite 106
Dublin, Ohio 43016-5037

July 26, 2000

The Honorable David H. Madison, Mayor
City of Bexley
2242 East Main Street
Bexley, OH 43209

Re: City of Bexley
Needs Assessment for Police & Municipal Offices
Proposal/Letter of Agreement

Dear Mayor Madison:

Thank you very much for yours and City Council's confidence in our firm and for our selection to provide a needs assessment. We very much enjoyed our conversation last night and hopefully the information we shared was helpful. We will contact you and Chief Carruthers shortly to begin our assistance in the investigation, evaluation, and provision for Police, Administration, Services, and City Council facility needs.

The fundamental purpose of our assessment shall be to provide information to elected and administrative officials that will facilitate thoughtful discussions and decisions that will most effectively provide for the proposed uses.

Our role is to serve as your *facilitator*; helping to guide a process by which to find the best possible utilization of a building (or buildings) and its site.

Goal

The goal of the assessment phase is to explore *together* the most efficient and beneficial means to accommodate the physical needs of the departments individually and cooperatively, providing for flexibility and growth, and at the best possible *value* for available budget.

received
7/31/00



Criteria

Our study approach shall incorporate an evaluation of the following criteria that will establish facility needs and a discussion of opportunities, constraints, and options in order to provide for such needs.

- Current and potential residential/commercial population in regard to needed services based on City provided information.
- Current and potential service needs (operations and programs) and staff projections and allocations based on City provided information.
- Departmental organizational structure and relationships.
- Rooms/areas, special needs, and square footage requirements.

Approach

Our approach to achieving the study goal shall include the following Scope of Services.

- Interview designated groups and individuals. Discuss their input.
- Discuss criteria listed above.
- Document uses, users, and spaces. Document square footage needs.
- Document current and projected staffing requirements.
- Identify and evaluate opportunities, constraints, options (feasibility) of identified sites.
- Provide preliminary budget evaluation for
 - Hard Costs
 - Contingency Fund
 - Soft Costs
- Discuss overall project schedule.
- Provide recommendations and priorities as appropriate.
- Present report before City Council.

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City of Bexley
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Proposed Fee

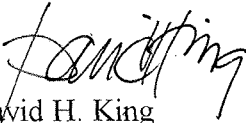
Based upon our prior experience with many assessments, the *Basic Services* for the study will be Ten Thousand Seven Hundred Dollars (\$10,700). Payments will be due monthly based on a percentage of completion for Basic Services and actual costs of Reimbursable Expenses.

Reimbursable Expenses are not anticipated unless extensive copies of a bound full document are requested. We do not invoice for mileage or long distance communications. For purposes of the City Ordinance, we have assumed an expense allowance of Three Hundred Dollars (\$300).

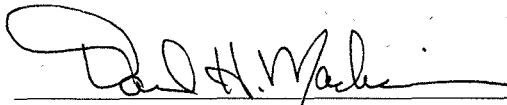
If this proposal/agreement meets with your expectation of service and approval, please sign all three originals. Please return one to us.


Thank you again for your interest in our firm; we can assure the City of Bexley an enthusiastic and thorough response.

Respectfully submitted,


David H. King
Partner

ACCEPTED BY


Mr. David H. Madison, Mayor
City of Bexley


Mr. Richard Levin, City Auditor
City of Bexley