



**By Call of Mayor Keith A. Benjamin
Village Council Meeting
Wednesday, February 18, 2026 at 6:30PM
Bratenahl Community Center 10300 Brighton Road**

PLEASE SILENCE ALL ELECTRONIC DEVICES

AGENDA

1. Call to Order/Pledge of Allegiance/Roll Call
2. Approval of minutes from prior meetings
3. Swearing in: Officer Mykol Gardiner
4. Communications from Village Council, Mayor and/or Administration
5. Public Comment Related to Agenda Items
6. Resolution 1446: Accepting Bialosky's Statement of Qualifications (SOQ) for new municipal buildings
7. Resolution 1447: Accepting Sixmo Architecture's SOQ for new municipal buildings
8. Resolution 1448: Accepting ThenDesign Architecture's SOQ for new municipal buildings
9. Resolution 1449: Authorizing the sale of a police vehicle on GovDeals.com
10. Resolution 1450: Authorizing an agreement with Cleveland Restoration Society for 2026 Heritage Home program
11. Resolution 1451: Authorizing an agreement with Employee Services LLC for Employee Assistance Program (EAP)
12. Ordinance 4294: Pay Claims
13. Public Comment – General
14. Adjournment

And any other business as may properly come before this Municipal Body may be considered and acted upon. Council reserves the right to enter Executive Session, for reasons as allowed by law.

Posted: February 13, 2026

Diana L. Cooks, Clerk of Council

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1446

INTRODUCED BY:

A RESOLUTION ACCEPTING BIALOSKY'S STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES TO PLAN AND SCHEMATICALLY DESIGN NEW MUNICIPAL BUILDINGS AND ACCEPTING THE PROPOSAL REVIEW COMMITTEE'S RATING OF ALL QUALIFIED ARCHITECTURAL FIRMS AND DECLARING AN EMERGENCY

WHEREAS, upon the recommendation of the Proposal Review Committee, the Council desires to accept the Statement of Qualifications of Bialosky for Architectural Services to plan and schematically design new municipal buildings.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. Bialosky's Statement of Qualifications for Architectural Services to plan and schematically design new municipal buildings is hereby accepted, a copy of which Statement of Qualifications and related documentation is attached hereto as Exhibit "A" and incorporated herein as if by reference.

SECTION 2. The Council here accepts the Proposal Review Committee's rating of all qualified architectural firms, a copy of which is attached hereto as Exhibit "B" and incorporated herein as if by reference.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the inhabitants of the Village of Bratenahl by reason of the need for the Architectural Services for new municipal buildings; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

Keith A. Benjamin, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

BIALOSKY

QUALIFICATIONS PREPARED FOR

**Village of Bratenahl
Municipal Building**

January 28, 2026

CONTACT

Paul Deutsch AIA, LEED AP
Principal, Co-CEO

P 216 767 2016

C 216 536 4970

E pauld@bialosky.com

BIALOSKY

CLEVELAND

6555 Carnegie Ave.
Cleveland, OH 44103

P 216 752 8750

CINCINNATI

2230 Park Ave.
Cincinnati, OH 45206

January 28, 2026

Donald Beirut, PE, Bratenahl Village Engineer
Village of Bratenahl
411 Bratenahl Road
Bratenahl, Ohio 44108

RE: Response to RFQ for Municipal Building Architectural Services

Dear Don,

It is with great enthusiasm that we submit our statement of qualifications for The Village of Bratenahl's municipal building planning and schematic design project. Projects, such as this one, that serve and uplift communities are of special significance and a great honor for us to work on. As public servants and citizen architects, we at Bialosky are active leaders in making communities better. In addition to our broad professional experience, we've also served on city design reviews, facility committees, advisory committees, and on boards of neighborhood nonprofits. This extensive service contributes to our deep understanding of government operations. We will leverage that knowledge to support Bratenahl in building public consensus around this important and seminal project.

I, and the Bialosky team, would take great pride in helping Bratenahl to shape facilities that efficiently satisfy the Village's needs for the coming decades. We would work with you, the Village's leadership, and their constituents to determine your qualitative and quantitative needs and then balance those priorities to craft a creative, beautiful, responsive design that perfectly suits your purposes and budget. We are adept at reconfiguring existing buildings, creating additions, building new, or any combination thereof to solve complex programmatic challenges.

While Bialosky works with a wide range of client types, municipalities form a core, repeat client base for our firm. We have served the cities of Cleveland and Shaker Heights in "on call" and "trusted advisor" capacities. Cuyahoga County, New York City Department of Sanitation (DSNY), and others have looked to Bialosky to design complex transportation service centers. The City of Pepper Pike, City of Moreland Hills, and Lorain County have all relied on us for public safety projects. For federal projects, we have upheld the high standard set by the GSA's Design Excellence Program. We encourage you to call our references, which include mayors and municipal department chiefs from these cities to hear firsthand about our performance - in both design and customer service.

It would be an honor to engage with you and your administration to be an active part of The Village of Bratenahl's future. You can count on this team to be your trusted advisors who will listen, work collaboratively, and provide expertise and innovative solutions. We thank you for considering Bialosky as your committed partner.

Sincerely,



Paul Deutsch, AIA, LEED AP
Principal, Co-CEO
216-767-2016
pauld@bialosky.com



SECTION 2 **Executive Summary and Project Understanding**

The scope of this project is analogous to our ongoing work with the City of Pepper Pike where we reevaluated a previous architect's assessment and devised a more efficient and economical plan to satisfy all the identified space needs. As in the case for Pepper Pike, we will begin our engagement with The Village of Bratenahl by conducting a thorough analysis of your previous study and visit your existing buildings to reconfirm their condition. We will then meet with your administration, departmental leaders, and key staff to review the programmatic space needs for village administrative, police, and recreation departments.

While the previous study of your facilities and needs appears to be comprehensive and well-conceived, we will be diligent in challenging its assumptions to arrive at an optimized solution. For reference, the 2012 master plan that Pepper Pike presented to us had assigned a budget of \$12,000,000 (approx. \$18,000,000 in today's dollars) for the demolition and replacement of existing municipal buildings recommended by their prior consultant. Bialosky suggested an alternate, more prudent approach to renovate and add to their existing, serviceable buildings. Our proposal satisfied the same program while spending approximately \$13M less in today's dollars. Their expenditure still included an extensive addition and renovation of their service department building, a complete interior remodel of their police station within the city hall building, and an upcoming project to expand their council chambers, renovate their administrative offices, and render the entire building handicap accessible. All of this was accomplished without compromising quality or aesthetics.

Bialosky takes great pride in being responsible stewards of our clients' resources by making the most of existing facilities and deploying the appropriate resources as effectively as possible. For your project, we will demonstrate this by creating a master plan for the most cost effective approach to meeting your programmatic requirements. This master plan, once approved by the Village, will be further developed into schematic design level building plans, elevations, and exterior renderings to graphically represent the project's scope and aesthetics. Once presented to and accepted by the Village's leadership and constituents, an estimate of probable construction cost to implement the schematic design will be created by our team's estimator.

We will present that estimate, including value engineering suggestions, to Village leadership and work with you to align the project's scope and budget. Once approved, we will prepare a final schematic design milestone document which will be used to support the Bond Issue necessary to fund your project.

For this project to be truly successful, a collaborative approach with open communication will be vital. Bialosky is adept at leading clients with complex organizational structures through the critical information gathering process. Our analysis will enable us to understand the projects' goals and constraints and to synthesize them into a cohesive and easily understandable design solution. Bialosky knows when to lead, when to follow, when to talk, and when to listen. This sensibility enables a process where all participants feel valued and fulfilled and leads the collective team to a solution that all can be proud of. We welcome the opportunity to share this approach with the Village of Bratenahl.

BIALOSKY

SECTION 3 Company Organization

LOCATIONS

6555 Carnegie Ave.
Cleveland, OH 44103

2230 Park Ave.
Cincinnati, OH 43206

28 Greene St., Suite 2W
New York, NY 10013

YEAR
ESTABLISHED

1951

STAFF

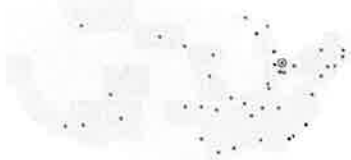
32

23 Architecture & Planning
4 Interior Design
1 Graphic Design
4 Administrative

DESIGN
AWARDS

100+

GEOGRAPHY OF PROJECTS

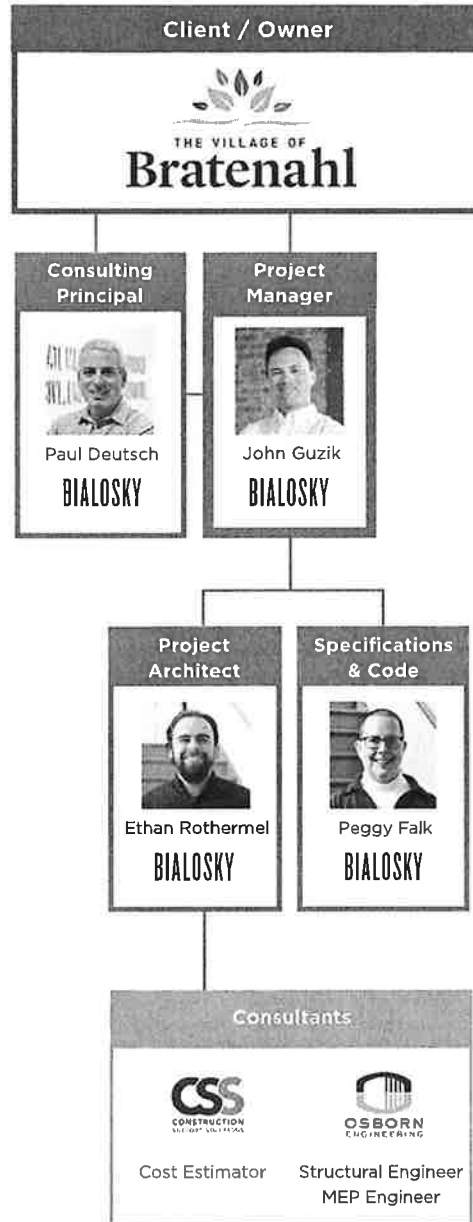


Recognized for design excellence, practice innovation, and inspiring firm culture, Bialosky has established itself as a firm that creates meaningful solutions that are innovative, responsive, enduring and beautiful. For seven decades, our practice has earned distinguished design awards in the realms of architecture, interior design, and environmental graphics. Bialosky continues to be named a Northcoast 99 Company, Weatherhead 100 Company, and a Top Workplace, being one of the few Midwest design firms to consistently earn these accolades. As an AIA Ohio Gold Medal Firm, Bialosky upholds a high standard of design, a collaborative nature, and a cumulative influence on the profession of architecture. Collaboration is deeply engrained in the firm, affording a design culture of cross-pollination and design partnerships with studios across the United States and Mexico.

The firm's work, often described as "authentic, optimistic, and beautiful", populates every region of the United States. Clients include universities and colleges, public institutions, civic organizations, nonprofits, government agencies, and private developers. In every case, the process and product are *always by design*.

Bialosky is a recognized community leader, mobilizing resources and people to uplift and enliven communities of different faiths, economic means, and health disparity. As a national standard, the 1+ Project of Public Architecture challenges architecture and design firms to make a pledge of 1% or more of annual billable hours to pro bono service.

SECTION 3 Organization Chart





John Guzik RA, LEED AP BD+C
Senior Associate | Senior Project Manager, CA Lead

John Guzik brings over 25 years of experience as a licensed architect and senior project manager specialized in municipal and parks and recreation clients across the United States. He navigates complex, multi-phased projects as a cool-under-fire project manager, regularly managing projects between \$5M - \$30M. John has extensive experience with a vast range of construction types, project delivery methods, and approvals processes.

In his core, John believes and models a deep appreciation for, and understanding of, the principles of sustainable design. At Bialosky, he holds the title of Director of Sustainability where he promotes, advises, and educates staff and project teams on best practices in achieving well-considered, sustainable architecture.

Education

Bachelor of Architecture
Kent State University

Registration

Registered Architect - OH

Accreditation

LEED Accredited Professional
Building Design and
Construction (LEED AP BD+C)
USGBC

Bialosky Initiative(s)

Director of Sustainability
One Tree Planted Fundraiser

Affiliations

National Trust for Historic
Preservation Member

Civic Leadership

Cuyahoga River Restoration
Past Chairman

Canalway Partners
RiverSweep Team

Olmsted CERT
Executive Team Member

MidTown Cleveland
Neighborhood Clean Up

Availability

65%

Select Projects

City of Macedonia	Service Center and Salt Dome	Macedonia, OH
	Longwood Manor Restoration	Macedonia, OH
City of Pepper Pike	Service Center Renovation and Addition	Pepper Pike, OH
City of Cleveland	On Call Professional Services	Cleveland, OH
City of Beachwood	Beachwood Family Aquatic Center + Community Center Feasibility Study +	Beachwood, OH Beachwood, OH
Lorain County	Public Health Department Building	Elyria, OH
Cleveland Metroparks	Edgewater Beach House	Cleveland, OH
	Rainforest Zoo Facility Assessments	Cleveland, OH
	System Wide Facilities Master Plan	Northeast OH
Euclid Public Library	Main Library Renovation	Euclid, OH
	North Street Branch Library	Euclid, OH

+ Project prior to joining Bialosky

BIALOSKY



Education

Bachelor of Environmental Design, Miami University

Registration

Registered Architect - OH

Civic Leadership

Midtown Cleveland President, 2021-2023
Board, 2016-Present

ALS Association Northern Ohio Chapter
Past Board Chairman

South Russell Architectural Board of Review
Past Board Chairman

Availability

20%



Education

Bachelor of Science Architecture
Master of Architecture
Kent State University

Registration and Certifications

Registered Architect - OH

Availability

50%

SECTION 5

Key Staff

Paul Deutsch AIA, LEED AP Principal | Consulting Principal

Paul Deutsch is a licensed architect and Partner at Bialosky with a diverse portfolio of city master plans, mixed-use developments, headquarters, and specialty industrial projects. Paul has 30 years of experience leading design teams and clients through transformational large-scale projects, like the 20-year evolution of Crocker Park and the 75-acre Van Aken District. He takes pride in developing longstanding relationships with mayors, city staff, and councilpeople to best help their community evolve and grow.

Select Projects

City of Pepper Pike	Police Station Renovation and Service Center	Pepper Pike, OH
	City Hall Master Plan	Pepper Pike, OH
City of Orange Village	Service Center and Salt Dome	Orange Village, OH
	Village Hall Conceptual Planning	Orange Village, OH
City of Macedonia	Service Center and Salt Dome	Macedonia, OH
City of Shaker Heights	Van Aken District	Shaker Heights, OH
Lorain Port and Finance Authority	Black River Landing	Lorain, OH

Ethan Rothermel RA Associate | Project Architect

Ethan Rothermel is a licensed architect with a reputation for technical precision and sophisticated design sensibility. He brings nine years of industry experience, construction science knowledge, and technology/BIM expertise to his projects.

Select Projects

Lawrence County	Downton Ironton Garage	Ironton, OH
Cuyahoga County Public Library	Parma Heights Branch	Parma Heights, OH
Bard College	Performing Arts Lab	Hudson-on-Annondale, NY
American Greetings	Headquarter Conversion, Multi-Tenant	Westlake, OH

BIALOSKY



Education

University of Virginia Master of Architecture
Yale University Bachelor of Arts, Studio Arts

Civic Leadership

Construction Specifications Institute
Board Member, Cleveland 2024- Present
Vice President, Cleveland, 2013
Cleveland City Planning Commission
Board of Building Standards & Building Appeals 2022-Present

Availability

20%



Education

Society for the Advancement of Value Engineering
Association for the Advancement of Cost Engineering

Certifications

OSHA 30

Availability

10%

SECTION 5

Key Staff

Peggy Falk RA, CSI, CDT, CCS, LEED GA

Senior Associate | Specifications and Code Specialist

Peggy Falk is a licensed architect specializing in specifications and building codes. Peggy brings 30 years of experience to diverse project types ranging from complex renovations to large new construction. Notable clients include the U.S. General Services Administration, Shaker Heights Public Library, The City of Westlake, Cleveland Metroparks, and Cuyahoga Community College.

Select Projects

City of Pepper Pike	
Police Station Renovation and Service Center	Pepper Pike, OH
City of Shaker Heights	
Van Aken District	Shaker Heights, OH
U.S. General Services Administration	
Ashley Federal Courthouse	Toledo, OH
NASA Glenn Research Support Building	Cleveland, OH
Shaker Heights Public Library	
Main Library	
Bertram Woods Branch	
Kent State University	
College of Architecture Twin Center	Kent, OH

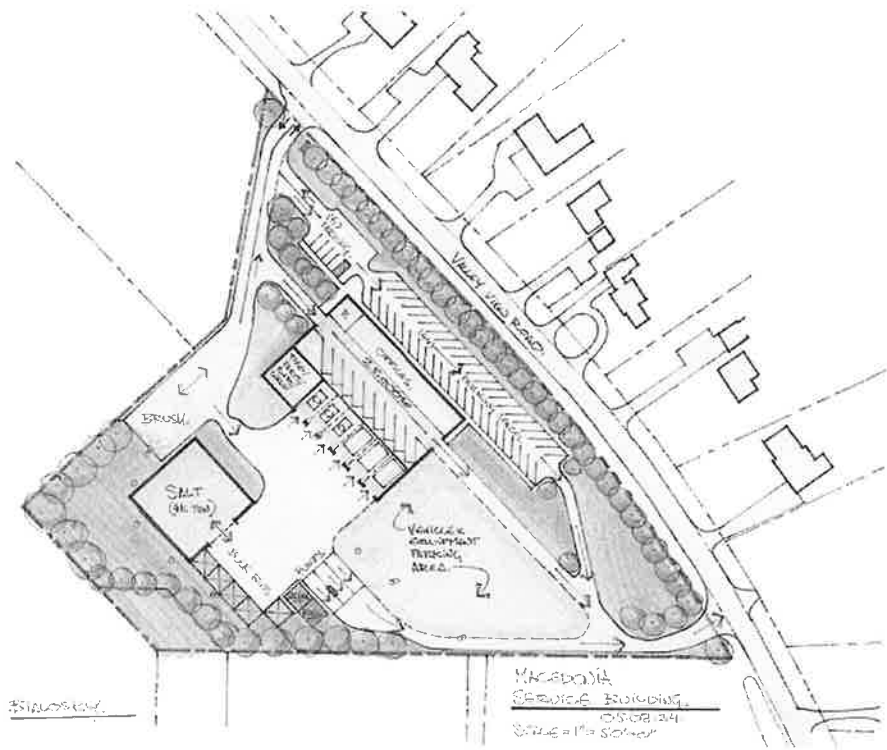
Fred Baker

Cost Estimator (Construction Support Solutions)

Fred Baker began his career in the Construction Industry more than 30 years ago. Over the years, Fred has performed numerous tasks related to cost estimating, constructability review, and value engineering. Fred has been providing quantity take-offs for architectural, site, and structural projects for various owners, AE firms, and other CM firms.

Select Projects

Berea Police Department	
Police Station Renovation Feasibility Study	Berea, OH
City of Vermilion	
New Police Station	Vermilion, OH



BIALOSKY

CITY OF MACEDONIA Service Garage and Salt Dome

Location

Macedonia, OH

Firm Responsibility

Feasibility Study
Conceptual Design
Criteria Architect

Size

30,000 SF - 50,000SF

Year

2024

Construction Cost

NA - Study

Total Fee

Programming and Planning
Study Site 1 (\$18,000)

Programming and Planning
Study Site 2 (\$68,000)

Site 2 Demo Package (\$12,000)

Team Members

Paul Deutsch, John Guzik

Status

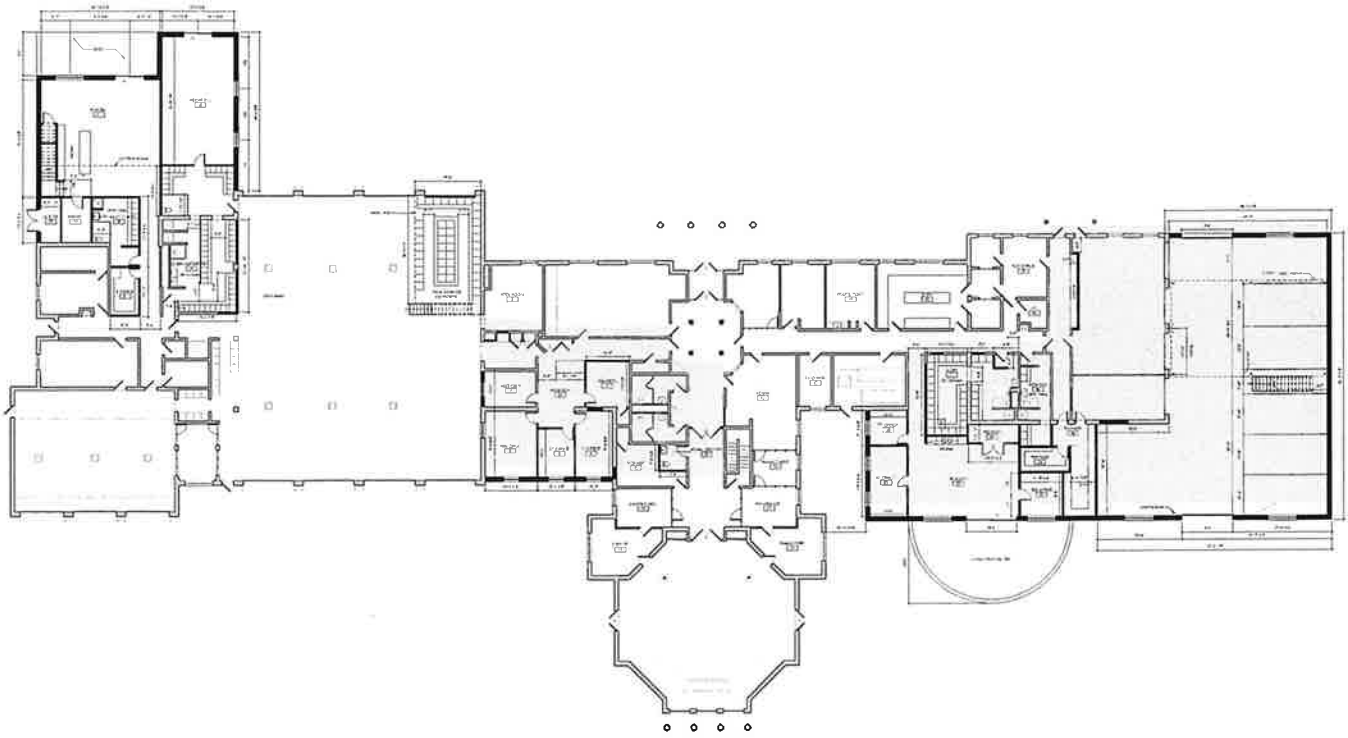
Study / Criteria Plan Complete

Client Contact

Mayor Nick Molnar
Mayor, City of Macedonia
nmolnar@macedonia.oh.us
(330) 468-8322

Bialosky served as Criteria Architect/Engineer and Owner's Representative for the City of Macedonia to evaluate the renovation of an existing, approximately 80,000 square foot, industrial building to become the city's new service garage with a new 4k-ton capacity salt dome. The project is located on a 5.4 acre site at 9150 Valley View Road in Macedonia, Ohio.

Bialosky worked with the City Engineer to develop a Criteria Document Package to solicit a design/build team to complete the technical construction documents and construct the project. Through Bialosky's programming and evaluation services for the project, it became clear that the existing structure was not sufficiently adaptable or well suited to the City's needs and so Macedonia requested Bialosky to transition to instead producing estimates and bid documents for the demolition of the existing building so that the site could be readied for new construction via a separate design/build contract. Construction completion is anticipated in December, 2026.



BIALOSKY

CITY OF ORANGE VILLAGE

Village Hall Additions & Renovations

Location

Orange Village, OH

Firm Responsibility

Feasibility Study

Size

36,494 SF

Year

2023 -2024

Construction Cost

NA - Study

Total Fee

Village Hall Master Plan
(\$48,500)

Service Building (\$175,000)

Team Members

Paul Deutsch

Status

Master Plan Complete

Client Contact

Mayor Judson Kline
Orange Village
klinej@orangevillage.com
216-469-5370

Without a significant addition or renovation since Orange Village Hall was originally constructed in 1992, it has served this growing community well, but is no longer capable of meeting the current needs its critical departments that serve its citizens. The village population has grown by approximately 25% since Village Hall was built and significant new commercial developments have since been completed. This growth has created a much increased need for public safety services by the Police and Fire departments which are all housed in the Village Hall building alongside the Village's administrative offices and council chamber.

Village leadership engaged Bialosky in 2023 to conduct a master planning process to identify their current and future needs and create a master plan that will satisfy them. The design team met with the Mayor, Police Chief, Fire Chief and the departments' other key leaders and staff to establish their programmatic space and infrastructure needs. A master plan was then created to satisfy these requirements which include two separate additions to the building and major renovations to select portions of the interior spaces. The master planning process also included a detailed assessment of the buildings mechanical and electrical infrastructure, most of which is existing since the buildings original construction and is beyond its useful life.

The Bialosky design team included the services of a cost estimating consultant who prepared an estimate of probable construction cost to implement the master plan. The master plan, with its cost estimate, has enabled the Village to establish a budget and schedule to implement the master plan to create an updated facility designed to sustainably serve the community for the next three decades; as the current facility has done for the previous 30.



BIALOSKY

Location

Pepper Pike, OH

Firm Responsibility

Feasibility Study
Architecture
Interior Design
MEP Engineering

Project Size

5,245 SF

Year

2022

Construction Cost

\$1.3 Million (Police Station)
\$1.8 Million (Service Building)

Total Fee

City Hall Master Plan (\$37,250)
Police Station (\$37,250)
Service Building (\$170,000)

Team Members

Paul Deutsch, John Guzik

Status

Built / Complete

Client Contact

Mayor Richard Bain
The City of Pepper Pike
bain@pepperpike.org
216-310-0147

CITY OF PEPPER PIKE

Police Station & Service Center Upgrades

Without a renovation since it was built in the 1970s, the Pepper Pike Police Station required strategic upgrades to enable it to function for today's modern police force. While a previous citywide master plan first approximated a \$11 million municipal campus expenditure, this renovation explored how to critically retool this facility with best-value in mind. This meant prioritizing a design that looks beyond today's needs and promotes a facility adaptable for the future. Overall, the project sought to be respectful of the city's budget and resources, producing a right-scaled solution at \$1.25 million.

Aging MEP systems were a distinct challenge. The existing HVAC system was single-zoned, which offered no flexibility in thermal comfort. A unique solution was found to create a VAV system using the existing AHU cooling coil. The existing AHU was renovated in place with a new VRF cooling coil and variable speed fan along with new air distribution and VAV boxes. Refurbishing the AHU in place provided the project with significant cost savings compared to a completely new unit while still allowing for improved performance. The custom HVAC solution now allows individual temperature control in multiple comfort zones. Originally conceived as a four-phase project, the Owner, design team, and General Contractor compressed the schedule to a two-phase project, saving three months.

BIALOSKY

SECTION 6 Municipal & Government Clients



Van Aken District
Shaker Heights, OH



Cuyahoga County Maintenance Facility
Newburgh Heights, OH



Pepper Pike Police Station & Service Center
Pepper Pike, OH



Lorain County Public Health
Elyria, OH

City of Akron
Akron, OH
Cascade Plaza

City of Avon
Avon, OH
Service Garage
Offices

City of Cleveland
Cleveland, OH
Clark Park Improvements
Division of Water Headquarters
Division of Water Parma Facility
On Call Professional Services
Thorton Park
Water Pollution Control Headquarters
West Side Market Improvements
Huron Lands Master Plan

City of Euclid
Euclid, OH
Euclid Waterfront Facility

City of Lyndhurst
Lyndhurst, OH
Master Plan
Courtroom

City of Macedonia
Macedonia, OH
City Master Plan

City of Orange Village
Orange Village, OH
Service Center
Salt Building

City of Pepper Pike
Pepper Pike, OH
Police Station
Service Center
City Hall Master Plan

City of Shaker Heights
Shaker Heights, OH
Van Aken District
Market Hall
Shaker Square Master Plan

City of Wadsworth
Wadsworth, OH
City Hall

City of Westlake
Westlake, OH
Crocker Park Phase I
Crocker Park Phase II
Crocker Park Phase III
Market Square

Cleveland Metroparks
Cleveland, OH
Edgewater Beach House
Facilities Master Plan
Rainforest Dome Replacement
Confidential Facilities Assessments

**Cuyahoga County
Board of Developmental Disabilities**
Various Locations
Parma Heights Adult Training Center
Beachwood Adult Training Center
East Cleveland Training Center

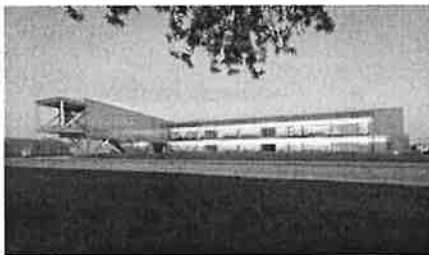
Cuyahoga County
Cleveland, OH
Children & Family Services
Maintenance Facility
Neighborhood Service Center
Juvenile Center

**Department of Sanitation New York
(DSNY)**
Staten Island, NY
Staten Island Garages 1 & 3

SECTION 6 Municipal & Government Clients, Cont.



Greater Cleveland RTA Headquarters
Cleveland, OH



NASA Glenn Research Support Building
Cleveland, OH



Black River Landing
Lorain, OH



James Ashley Federal Courthouse
Toledo, OH

Detroit Shoreway Community Development Organization
Lake Avenue Planning Project
Cleveland, OH

Greater Cleveland RTA
Cleveland, OH
Headquarters
West 117th Street Station
Brookpark Station

Lorain County
Elyria, OH
Lorain County Public Health

Lorain Port and Finance Authority
Lorain, OH
Black River Landing

Medina County
Medina, OH
Human Services Building
Courthouse Master Plan

Moreland Hills Village
Moreland Hills, OH
Police Station

NASA
Cleveland, OH
Glenn Research Support Building

Northeast Ohio Regional Sewer District (NEORS)
Cleveland, OH
GJM Building Renovations

New York City
Taxi and Limousine Commission
Woodside, NY
Woodside Facility

Ohio School Facility Commission
Multiple Locations
Multiple District Facility Assessments

U.S. General Services Administration
Toledo, OH
James Ashley Federal Courthouse

“Civic projects must be considered in terms of decades, not years, so the balance between quality and cost are essential to reconcile. Bialosky has done a remarkable job in achieving this balance for these projects.”

Mayor Richard Bain
Mayor, City of Pepper Pike
bain@pepperpike.org
(216) 896-6126

“Their project management skills were superior, focusing simultaneously on small details and large issues.”

Joyce G. Braverman
Planning Director, City of Shaker Heights
joyce.braverman@shakerheightsoh.gov
(216) 491-1432

Mayor Judson Kline
Mayor, City of Orange Village
klinej@orangevillage.com
(216) 469-5370

Tom Brown
Executive Director
Lorain Port and Finance Authority
440 204 2265
tbrown@lorainportauthority.com

“Despite this being a century-year-old building, the library is now comfortable and energy efficient. The challenge has been met, by restoring our historic building and reinvigorating it as a modern, beautiful, people-focused community hub.”

Amy Switzer
Director, Shaker Heights Public Library
(216) 991 2030
amy.switzer@shakerlibrary.org

“We selected Bialosky for this project because of their extensive facility assessment experience and talented project team. They worked efficiently to document and assess 865 structures across 18 reservations, finishing almost three months ahead of schedule.”

Sean McDermott
Chief Planning and Design Officer
Cleveland Metroparks
sem1@clevelandmetroparks.com
216-635-3258

Ethan Karp
President
MAGNET
216-316-7643
ekarp@manufacturingsuccess.org

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1447

INTRODUCED BY:

A RESOLUTION ACCEPTING SIXMO ARCHITECTURE’S STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES TO PLAN AND SCHEMATICALLY DESIGN NEW MUNICIPAL BUILDINGS AND ACCEPTING THE PROPOSAL REVIEW COMMITTEE’S RATING OF ALL QUALIFIED ARCHITECTURAL FIRMS AND DECLARING AN EMERGENCY

WHEREAS, upon the recommendation of the Proposal Review Committee, the Council desires to accept the Statement of Qualifications of Sixmo Architecture for Architectural Services to plan and schematically design new municipal buildings.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. Sixmo Architecture’s Statement of Qualifications for Architectural Services to plan and schematically design new municipal buildings is hereby accepted, a copy of which Statement of Qualifications and related documentation is attached hereto as Exhibit “A” and incorporated herein as if by reference.

SECTION 2. The Council here accepts the Proposal Review Committee’s rating of all qualified architectural firms, a copy of which is attached hereto as Exhibit “B” and incorporated herein as if by reference.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the inhabitants of the Village of Bratenahl by reason of the need for the Architectural Services for new municipal buildings; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

Keith A. Benjamin, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer



EXHIBIT "A"

Bratenahl Municipal Building Architectural Services

Prepared for:
Village of Bratenahl
411 Bratenahl Road
Bratenahl, Ohio 44108
Attn: Donald Bierut, PE, Bratenahl Village Engineer

Prepared By:
Sixmo Architecture, LLC
Patrick E. Thornton, AIA | Founding Partner
1101 Auburn Avenue
Cleveland, Ohio 44113
216.767.5400 Extension 100
Patrick@sixmocompanies.com

Date of Issue:
January 30, 2026



Section A
Section B
Section C
Section D
Section E
Section F

Letter of Transmittal
Table of Contents
Executive Summary
Company Organization & Profile
Project Manager
Key Staff
Firm's Project Experience
Project Understanding



January 30, 2026

Village of Bratenahl
411 Bratenahl Road
Bratenahl, Ohio 44108
Attn: Donald Bierut, PE, Bratenahl Village Engineer

Re: Bratenahl Municipal Building Architectural Services

Mr. Donald Bierut:

We appreciate the opportunity to present you with these Professional Services Qualifications for the above-referenced project. Our team has the experience, expertise, and passion to fulfil your objectives. We have carefully studied the information provided in your Request for Qualifications to develop as thorough an understanding as possible at this early stage of your project. That understanding is expressed in this document.

This proposal is being presented by Sixmo Architecture, LLC of 1101 Auburn Avenue, Cleveland, Ohio. Our firm has offices throughout the Midwest, including Cleveland, Zanesville, Marietta, Ohio, and Pittsburgh, Pennsylvania.

I will serve as your primary point of contact through the proposal phase. I am available any time to discuss our qualifications, proposal, and capabilities. My contact information is provided on the cover sheet of this submittal. We look forward to any opportunity to expand on our understanding, qualifications, and expertise.

Sincerely,

Patrick E. Thornton, AIA, MPE, LEED AP
Partner, Head of Relationships | The Sixmo Companies



Executive Summary

The Village of Bratenahl is undertaking a critical planning effort to determine the most appropriate path forward for its municipal facilities, with particular focus on the needs of Village administration, police services, and community functions. Building upon the comprehensive 2022 facilities study, this project represents an opportunity to refine prior findings, align space needs with achievable financial parameters, and engage the community in shaping a solution that is functional, fiscally responsible, and supported by residents.

Sixmo Architecture understands that the Village is not seeking to restart the planning process, but rather to thoughtfully revisit and advance the 2022 study to support informed decision-making and a potential bond issue. The scope requires careful evaluation of existing recommendations, strategic consolidation of space needs, and clear communication of alternatives to Village leadership and the public. Our team brings extensive experience guiding municipalities through similar planning efforts where transparency, public engagement, and realistic budgeting are essential to success.

Our approach begins with a detailed review of the 2022 study and related assessments, followed by collaborative working sessions with Village administration and department leadership to confirm priorities and operational requirements. Particular attention is given to police operations, administrative efficiency, and long-term flexibility, while maintaining sensitivity to the Village's character and existing assets. Throughout this process, we emphasize practical solutions that balance operational needs with financial feasibility.

Community engagement is a central component of this effort. We have significant experience planning and facilitating town hall meetings that present complex information in a clear, accessible manner and foster meaningful dialogue. Input from residents and Village Council is incorporated into refined site options, building configurations, and preliminary design exhibits that clearly illustrate the implications of each alternative.

The final deliverables will provide the Village with a clear and defensible recommendation, including updated space needs, conceptual site and building plans, preliminary cost estimates, and presentation materials suitable for public review. Sixmo Architecture is committed to serving as a trusted partner throughout this process—providing clear leadership, responsive communication, and a disciplined planning and design approach that positions the Village of Bratenahl for a successful and informed next step.



The Story of Sixmo Architecture and the Sixmo Companies:

Sixmo Architects and Engineers was formed in 2012 in Rocky River, Ohio, by Patrick E. Thornton, AIA, and Jared Perry, PE, providing architectural and structural engineering services throughout the State of Ohio. The founders shared a common goal: to create a dynamic integrated services firm capable of offering comprehensive solutions to their clients. That vision was the genesis of what is now known as The Sixmo Companies, which includes Sixmo Architecture (your proposed prime consultant), Triumph Services, and DRS Architecture.

Our Philosophy:

The philosophical approach of each of the family firms of the Sixmo Companies starts with our Vision and Mission. These are the guiding principles that form our culture, define our product (professional services), and determine our clientele.

Our Vision is to be a positive influence within the markets we serve, both professionally and sociologically. To make that happen, our mission is to do great work for great clients with great professionals. This is the backbone of our triad of leadership objectives: Growth, Family, and Accountability.

We apply these axioms across all facets of the business: our professional relationships, our projects, and our initiatives to ensure a high quality experience for our clients and our personnel.

Sixmo Architecture:

Sixmo Architecture (Sixmo Architecture, LLC) was created from the same mold of the original organization, continuing the vision of the founders to provide creative design solutions for outstanding clients utilizing our talented staff of design professionals. Sixmo Architecture is dedicated to creating vibrant, sustainable, and sensible improvements to the built environment. We serve both the public and private sectors with a complete slate of architectural services. While known as nimble generalists, our portfolio is highlighted by an impressive roster of public sector projects.

Sixmo was founded on service to institutional agencies. The creation of Sixmo Architecture

continues that tradition. Our team provides consulting services to dozens of agencies throughout Ohio and neighboring states. These services include serving as on-call consultant, single-project based engagements, criteria architect, and Owner's representative.

Our Services Include:

- Architectural Design
- Interior Design
- Code Compliance Services
- Aquatics Design
- Project Management
- Existing Conditions Assessments
- Facility Planning
- Feasibility Studies
- Site Selection and Pre-Planning
- Conceptual Design
- Schematic Design
- Design Development
- Construction Document Development
- Permitting Assistance
- Procurement Services
- Contract Administration
- Construction Administration
- Estimating
- FF&E Procurement

Our Architectural team is equipped and proficient with a large cache of software packages, tools, and resources to support their skills, including:

- Autodesk REVIT Building Design Suite
- Autodesk AutoCAD
- SketchUp
- Lumion
- Visual 3D
- Adobe Creative Suite
- Blue Beam
- RS Means
- E-Spec Link



Triumph Services:

Triumph Services (Triumph Services, LLC) was created in 2023 as a separate consulting engineering suite from the parent Sixmo Companies designed to enhance the delivery of our existing comprehensive range of engineering services to our existing clients while creating opportunities to foster new client relationships. Our technical disciplines are applied by our professionals to a wide breadth of markets and clients, including other design firms. Our engineering team is laser focused on meeting all of our clients' objectives with reliable solutions and services.

Our Services Include:

- Structural Engineering
- Mechanical Engineering
- Plumbing Engineering
- HVAC Engineering
- Electrical Engineering
- Materials Testing

Our Engineering team is equipped and proficient with a large cache of software packages, tools, and resources to support their skills, including:

- Autodesk REVIT Building Design Suite
- Autodesk AutoCAD
- SketchUp
- Lumion
- Visual 3D
- Adobe Creative Suite
- Bentley RAM Elements
- Strucalc
- Blue Beam
- RS Means
- E-Spec Link
- Trace 70

Our Locations:

Triumph's services can be provided from any of our service hubs throughout the Midwest, including:

- Cleveland, Ohio
- Zanesville, Ohio
- Marietta, Ohio
- Pittsburgh, Pennsylvania

With a collective staff of nearly 30 professionals of varying disciplines, you will find that the Sixmo team has not only the skill sets you need to succeed, but we have the bench strength to make certain the project is done right and done right on time.

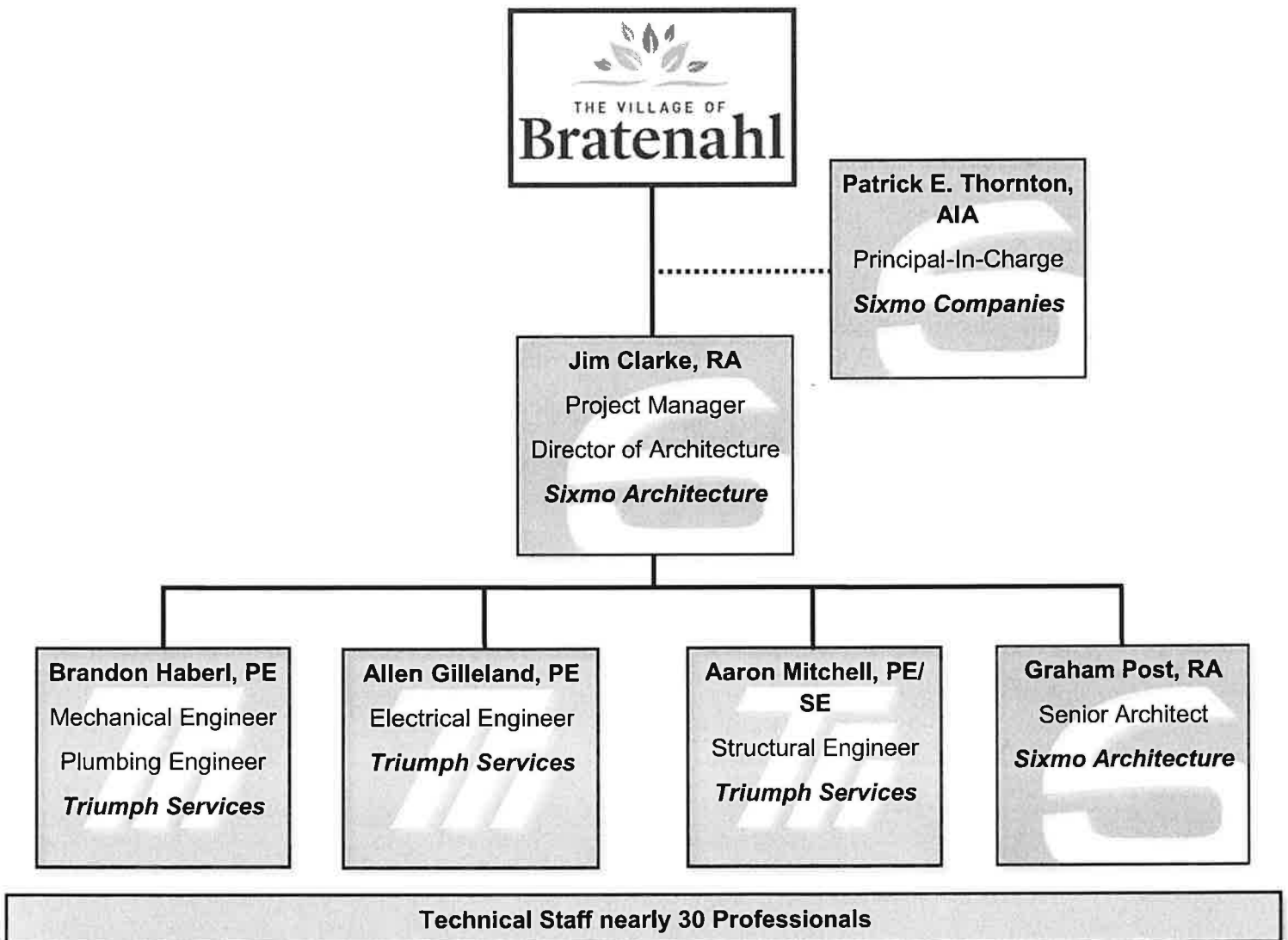




Team Organizational Chart

We cannot truly express our experience and capabilities without first describing the individuals who will be providing your services. Below is an organizational chart expressing responsibilities and the chain of communication for your project. Each team member has been selected for their excellence in their discipline, their experience with similar projects, and their availability.

This team routinely works hand-in-hand on projects ranging from on-call tasks to ground-up design projects with multi-million dollar professional fees. Our collaborative culture ensures seamless coordination between architects, engineers, designers, and technical staff.



Personnel Qualifications

The following pages of this document include a brief curriculum vitae for each proposed key team member indicated above. You will find an accomplished and experienced team with significant relevant professional histories. This team is, of course, supported by a much larger organization full of dedicated, passionate professionals and support staff.



Jim Clarke, RA, NCARB
Director of Architecture / **Project Manager**



Sixmo Companies
1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
jim@sixmocompanies.com

Mr. Clarke is a graduate of the Boston Architectural College with nearly thirty years of experience in Architectural design, documentation, and project management from conceptual design through post-construction phases. Jim is driven by delivering projects on schedule and to the satisfaction of his clients. With a broad range of experience in national and local project types, Jim has experience in renovation and new construction types for Commercial Mixed-Use, Retail, Multi-Family Residential, Restaurant, Healthcare, Education, and Recreation programs. Rooted in the belief that communication is the key to successful project delivery, he strives to keep the team informed and on the same page at every project milestone.

Education:
Boston Architectural College
Bachelor of Architecture

Current Registrations:
Architect, State of Ohio
Architect, State of Georgia
Architect, State of Indiana
Architect, State of Massachusetts
Architect, State of Michigan
Architect, State of South Carolina
Architect, State of Tennessee

Featured Representative Personal Experience:
George Daniel Field Improvements
Lorain, Ohio
Stadium Renovations and Additions
Washington County Admin Bldg.
Marietta, Ohio
Elyria Public Safety Training Building
Elyria, Ohio
2-story training and simulation facility
Central Rec. Center Renovations
Cleveland, Ohio
Alterations/Additions to existing rec center
Lakewood Foster Pool Replacement
Lakewood, Ohio
Aquatic facility replacement and additions
Gemini Center Improvements
Fairview Park, Ohio
Rec center envelope improvements
Avon Park Restroom Buildings
Avon, Ohio
3 Flexible Delivery Park Restroom Bldg.
Lilly Weston House Renovations
Westlake, Ohio
Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio
Bay Village Senior Center Study
Bay Village, Ohio
Lakewood Park Parking Improvements
Lakewood, Ohio



Patrick E. Thornton, AIA

Founding Principal, Architect / **Principal-in-Charge**



Sixmo Companies

1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
patrick@sixmocompanies.com

Patrick Thornton is a proud graduate of Kent State University with over thirty years of experience in the design and construction realm. Patrick has a passion for client relationship development and maintenance that he can demonstrate on a wide breadth of project types. Through a broad range of experience, he has developed problem-solving skills that can be applied to any market or client type, from residential to commercial, municipal to industrial. A drive to constantly improve as a professional inspired Patrick to become a Master Plans Examiner.

Professional Reference:

Mayor Paul Koomar
The City of Bay Village
440-899-3415
pkoomar@cityofbayvillage.com

Education:

Kent State University
Bachelor of Science
Bachelor of Science in Architecture

Current Registrations:

Architect, State of Connecticut
Architect, State of Florida
Architect, State of Illinois
Architect, State of Indiana
Architect, State of Kentucky
Architect, State of Maryland
Architect, State of Michigan
Architect, State of North Carolina
Architect, State of Nebraska
Architect, State of New York
Architect, State of Ohio
Architect, State of Oregon
Architect, State of Pennsylvania
Architect, State of Utah
Architect, State of Wisconsin
Architect, State of West Virginia
Master Plans Examiner, ICC
Commercial Building Official, State of Ohio
Combined Plans Examiner, State of Ohio
Plans Examiner, State of West Virginia
GBCI LEED Accredited Professional

Technical Organizations:

American Institute of Architects (AIA)
International Code Council (ICC)
National Council of Architectural
Registration Boards (NCARB)
US Green Building Council (USGBC)

Featured Representative Personal Experience:

New Police Station/Firing Range
Bay Village, Ohio
Lakewood Foster Pool Replacement
Lakewood, Ohio
Aquatic facility replacement and additions
Washington County Admin Bldg.
Marietta, Ohio
New Fire Station
Willard, Ohio
Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio
Bay Village Senior Center Study
Bay Village, Ohio



Graham Post, RA
Architect / **Director of Design**



Sixmo Architecture
1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
gpost@sixmoarchitecture.com

Mr. Post, an accomplished architect with over two decades of experience, has left an indelible mark on the industry. His recognition as an ICSC 40 under 40 honoree speaks volumes about his achievements and leadership in the field. Beyond accolades, Mr. Post's expertise is evident in his thought leadership, exemplified by his insightful five-part article series on "The Amenity Effect" featured on Linked In, offering valuable industry insights. He has also contributed significantly to the architectural community by sharing his knowledge on mentoring employees in remote work settings, as showcased on ncarb.org. Graham has been widely recognized for his contribution to commercial architectural design, and is dedicated to fostering dialogue and innovation within the industry.

Education:
University of Oregon
Bachelor of Architecture

Current Registrations:
Architect, State of California
Architect, State of Ohio

Technical Organizations:
National Council of Architectural
Registration Boards (NCARB)
International Council of Shopping Centers
(ICSC)

Featured Representative Personal Experience:
Associates in Dermatology
Westlake, OH
10,000sf outpatient clinic fit-up
Lakewood Foster Pool Replacement
Lakewood, Ohio
Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio
Orthopedic & Sports Medicine Institute*
New Braunfels, TX
21,000sf outpatient offices (2 buildings)
Warren Corporate Campus*
Mountain Lakes, NJ
18,000sf corporate campus repositioning
Latitude Corporate Center*
Parsippany, NJ
Bay Village Senior Center Study
Bay Village, Ohio
Washington County Admin Bldg.
Marietta, Ohio

*Indicates a project that was completed while under the employment of another organization

Achievements:
HM for Conversion-Specialty Store cat. | VMSSD
2015 | Men's Warehouse—New York City
Silver Award | ICSC Global Design Awards
2022 | The Shops at Riverside



Aaron J. Mitchell, PE, SE

Chief Structural Engineer



Triumph Services

1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
amitchell@triumphservices.com

Mr. Mitchell is a graduate of Ohio University and received his Master's Degree at Cleveland State University. His career has focused in the Commercial, Energy, Industrial, and Government markets. Mr. Mitchell has been responsible for the structural engineering on projects subject to a variety of building codes in multiple states across the U.S.

Aaron is responsible for the management of all engineering services within our organization, including those supporting our family of brands and those provided to other design professionals.

Aaron has been a leader with our organization for more than 10 years.

Education

Ohio University:

Bachelor of Science Civil Engineering

Cleveland State University:

Master of Science Civil Engineering

Current Registrations:

Professional Engineer, State of Indiana
Professional Engineer, State of Arizona
Professional Engineer, State of Maine
Professional Engineer, State of Maryland
Professional Engineer, State of New Jersey
Professional Engineer, State of New Mexico
Professional Engineer, State of New York
Professional Engineer, State of Ohio
Professional Engineer, State of Texas
Professional Engineer, State of Wisconsin
Structural Engineer, State of Illinois
Structural Engineer, State of California
NCEES Model Law Engineer

Technical Organizations:

Structural Engineers Association of Ohio (SEAoO)
CHI EPSILON (Civil Engineering Honors Society)

Featured Representative Personal Experience:

Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio
New Gymnasium Roof Structure for the
Boys & Girls Club of Washington County
Central Recreation Center Improvements
Cleveland, OH
Westside High School Practice Facility
Clear Fork, WV
George Daniel Field Stadium Improvements
Lorain, Ohio
Bay Village Senior Center Study
Bay Village, Ohio
Washington County Admin Bldg.
Marietta, Ohio
Lakewood Foster Pool Replacement
Lakewood, Ohio



Brandon Haberl, PE

Chief Mechanical Engineer



Triumph Services

1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
bhaberl@triumphservices.com

Mr. Haberl is a proud graduate of Iowa State University with substantial professional experience in the design and management of mechanical systems for buildings. Brandon joined Sixmo in 2020 to provide leadership to our growing engineering team. He is dedicated to providing energy-efficient solutions and highly constructible designs for all of his clients.

Brandon has also developed a niche in the engineering of aquatics systems for large commercial and public swimming facilities. These complex process driven designs are more science than art, but Brandon's authentic passion evokes more the creative spirit than the technical.

Education

Iowa State University
Bachelor of Science in Mechanical
Engineering

Current Registrations:

Professional Engineer, State of Indiana
Professional Engineer, State of Connecticut
Professional Engineer, State of Florida
Professional Engineer, State of Louisiana
Professional Engineer, State of Minnesota
Professional Engineer, State of North Carolina
Professional Engineer, State of Ohio
Professional Engineer, State of Pennsylvania
NCEES Model Law Engineer

Technical Organizations:

ASHRAE

Featured Representative Personal Experience:

Brunswick Board of Education Building
Brunswick, Ohio
Brunswick Elementary School Addition
Brunswick, Ohio
Lakewood Foster Pool Replacement
Lakewood, Ohio
Central Recreation Center Improvements
Cleveland, OH
Boys & Girls Club of Washington County
New Gymnasium
Marietta, Ohio
Boys & Girls Club of Washington County
New Music Center
Marietta, Ohio
Brunswick Schools Maintenance Building
Brunswick, Ohio
Spire Institute Performance Expansion
Geneva, Ohio
Bay Village Senior Center Study
Bay Village, Ohio
Washington County Admin Bldg.
Marietta, Ohio
Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio



Allen Gilleland, PE

Chief Electrical Engineer



Triumph Services

1101 Auburn Avenue
Cleveland, Ohio 44113
216-767-5400
agilleland@triumphservices.com

Mr. Gilleland comes to our team with experience and expertise in commercial and public sector electrical engineering. A graduate of the University of Akron, Allen offers great management and communication skills in addition to a great technical comprehension of building electrical systems.

Allen's service as a consulting engineer over his career has exposed him to a wide variety of project types, including public and private sector improvement projects. That experience pays dividends on large, complex projects as well as task-driven assignments.

Education

The University of Akron:
Bachelor of Science in Electrical Engineering

Current Registrations:

Professional Engineer, State of Indiana
Professional Engineer, State of Florida
Professional Engineer, State of North Carolina
Professional Engineer, State of Ohio
NCEES Model Law Engineer

Featured Representative Personal Experience:

Central Recreation Center Improvements
Cleveland, Ohio
Boys & Girls Club of Washington County
New Music Center
Marietta, Ohio
Boys & Girls Club of Washington County
New Gymnasium
Marietta, Ohio
Brecksville Rec Center Indoor Pool Filtration
System Improvements
Brecksville, Ohio
Oberlin College Stevenson Hall Office
Renovations
Oberlin, Ohio
Lakewood Park Parking Improvements
Lakewood, Ohio
Lakewood Foster Pool Replacement
Lakewood, Ohio
Bellevue Park Aquatic Center Improvements
Steubenville, Ohio
Brunswick Board of Education Building
Brunswick, Ohio
Brunswick Elementary School Addition
Brunswick, Ohio
Bay Village Senior Center Study
Bay Village, Ohio
Washington County Admin Bldg.
Marietta, Ohio
Avon Lake Regional Water Admin Bldg. Exp.
Avon Lake, Ohio



Relevant Experience:

The following section includes a sampling of relevant projects by our proposed team. These project were selected for this package based on their relevance to the criteria indicated in the Request for Qualifications, including:

- Projects of a Similar Size
- Projects of a Similar Scope
- Projects of a Similar Level of Complexity
- Municipal buildings requiring initial preliminary design
- Municipal buildings requiring cost estimating
- Municipal buildings requiring consensus building
- Municipal buildings requiring community promotion

Avon Lake Regional Water Administration Building Expansion

Avon Lake Regional Water

Completion: Currently In Design

Project Cost: \$7MM (estimated)

Total Fee: \$215,000

Sixmo Architecture was engaged by Avon Lake Regional Water (a public entity governed by an elected board) in 2025 to undertake the design of an expansion to their existing administrative offices at 201 Miller Road in Avon Lake, Ohio. The project involved renovations and an addition at the existing facility. Approximately 5,000 square feet of the existing building were altered and an addition of nearly 20,000 square feet combine to accommodate the Client's program, which included expanded office space, a new board room, a new fitness room, new conference and training rooms, a new customer service bullpen, new restrooms, expanded storage and information technology spaces, and an enclosed parking garage. Site improvements were also programmed, including parking expansions, landscaping improvements, and site grading and utility improvements to support the expanded facility.





Sixmo Architecture provided project management services, architectural and interior design, while our sister company provided structural engineering, plumbing engineering, mechanical engineering, and electrical engineering. Civil engineering and landscape architecture were provided by sub consulting partners.

**Sixmo Architecture / Triumph Services
Full In-House A/E Services**

Proposed Team Members Involved:

- Jim Clarke, RA | Project Manager
- Graham Post, RA | Design Architect
- Aaron Mitchell, PE, PS | Structural Engineer
- Brandon Haberl, PE | Mech/Plumb Engineer
- Allen Gilleland, PE | Electrical Engineer
- Patrick Thornton, AIA | Principal-In-Charge

RFQ Criteria Relevance:

- Projects of a Similar Size
- Projects of a Similar Scope
- Projects of a Similar Level of Complexity
- Municipal bldg. requiring initial prelim design
- Municipal buildings requiring cost estimating
- Municipal buildings requiring consensus bldg.

Client Contact:

Robert Munro, Chief Utilities Executive
Phone: 440.933.6226
Email: rmunro@avonlakewater.org
Address: 201 Miller Road, Avon Lake, Ohio 44012





Washington County Administration Bldg.

The Washington County Commissioners

Completion: 2025

Project Cost: \$750,000

Total Fee: \$90,000

Washington County (Ohio) engaged Sixmo and Triumph to undertake the design of improvements at an existing 20,000 square foot building in Marietta, Ohio, for the purpose of accommodating the needs of four different County agencies, including the Washington County Health Department, The Southeast Ohio Building Department, the Washington County Sanitation Department, and a sub-station for the Washington County EMT Service. Our services engaged each of our in-house disciplines in the reorganization of the building interior in order to meet programming requirements and subtle alterations to the existing building envelope to provide each department with daylighting and independent access/egress points.

Our service began with documentation of the existing building, programming, and schematic designs, and progressed through design development, construction document development, permitting, procurement, and construction administration.

Sixmo Architecture / Triumph Services Full In-House A/E Services

Proposed Team Members Involved:

Jim Clarke, RA | Project Manager
Aaron Mitchell, PE, PS | Structural Engineer
Brandon Haberl, PE | Mech/Plumb Engineer
Allen Gilleland, PE | Electrical Engineer
Patrick Thornton, AIA | Principal-In-Charge

RFQ Criteria Relevance:

- Projects of a Similar Size
- Projects of a Similar Scope
- Projects of a Similar Level of Complexity
- Municipal bldg. requiring initial prelim design
- Municipal buildings requiring cost estimating

Client Contact:

Rick Dostal, Chief Building Official

Phone: 740.374.4185

Email: seobd@wccgov.org

Address: 205 Putman Street, Marietta, Ohio 45750





Lakewood Foster Pool Improvements

The City of Lakewood

Completion: 2023

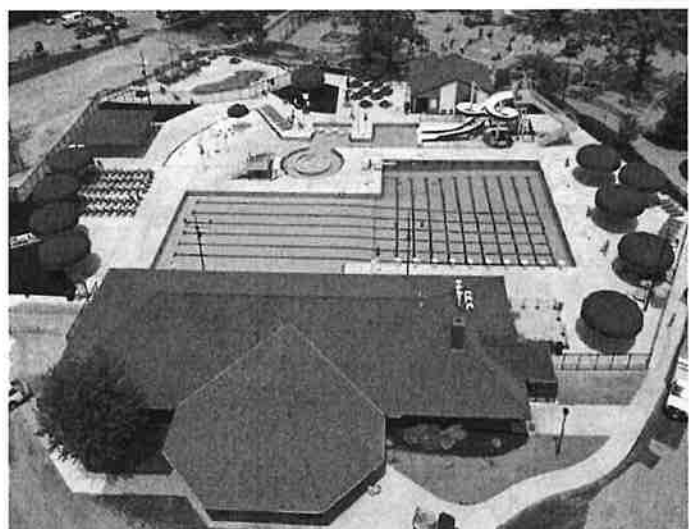
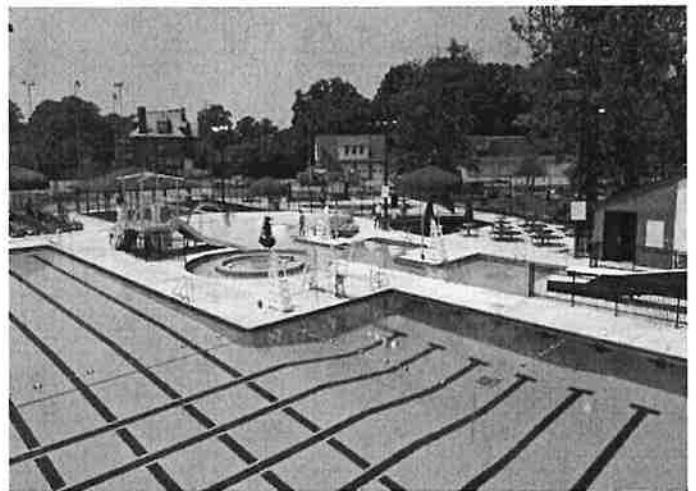
Project Cost: \$7.6M

Total Fee: \$273,000

Sixmo Architecture's Team (Including Triumph Services) was engaged to design improvements to this historic pool. The purpose of the improvements was to bring the aging facility up to modern standards while making the amenity more inclusive to families in this West Side suburb of Cleveland. The new 68,500 square foot facility boasts competition-capable long and short course swimming to reflect the history of competitive swimming in Lakewood and specifically at Foster Pool. The competition swimming is complemented by recreational swimming via active areas with water features, waterslides, a zero-depth entry, water vortex and water crossing activity areas, as well as a separate spray ground. The project also includes improvements to the existing bathhouse and increased parking capacity. The entire existing pool was removed and replaced.

Our team closely engaged the community to develop solutions that worked for all users. That engagement included online surveys, multiple in-person public open-house sessions, and public concept presentations.

While this project may not seem relevant to a new city administration building, it does demonstrate our ability to manage complex projects of a similar scale and was a tremendous example of meeting the challenges of building community consensus for a municipal improvement project within an engaged and highly involved community.





**Sixmo Architecture / Triumph Services
Full In-House A/E Services**

Proposed Team Members Involved:

Jim Clarke, RA | Project Manager
Aaron Mitchell, PE, PS | Structural Engineer
Brandon Haberl, PE | Mech / Plumb Engineer
Allen Gilleland, PE | Electrical Engineer
Patrick Thornton, AIA | Principal-In-Charge

RFQ Criteria Relevance:

- Projects of a Similar Size
- Projects of a Similar Scope
- Projects of a Similar Level of Complexity
- Municipal bldg. requiring initial prelim design
- Municipal buildings requiring cost estimating
- Municipal bldg. requiring consensus building
- Municipal bldg. requiring community promotion

Client Contact:

Mark Papke, City Engineer
Phone: 216.529.6807
Email: mark.papke@lakewoodoh.gov
Address: 12650 Detroit Road, Lakewood, Ohio
44107





Bay Village Senior Center Study

The City of Bay Village

Completion: Ongoing
Project Cost: TBD
Total Fee: \$10,000 to date

Commissioned by the City of Bay Village, Sixmo Architecture undertook a study to determine the future of the existing senior center and recreation department's facility needs and develop a guide for the future of these departments' physical needs. The work involved an assessment of the existing Dwyer Center building on the municipal campus – the current home of the senior center – to determine suitability for housing both departments in the future. The next step was to develop a facility program – the first step in preliminary design, and the baseline for the needs assessment. The program was compared to the existing facility, and a significant gap was exposed. The City needed a new facility to serve the community's senior and recreational needs.

Our team then set out to assist the City in developing concepts for a new facility, beginning with site selection and preliminary site studies. This information – captured in graphic form – will be utilized to build community consensus, establish preliminary budgeting, and serve as the baseline for the next stage of the work – the development of criteria documents for implementation of the vision.

Sixmo Architecture / Design Architect

Proposed Team Members Involved:

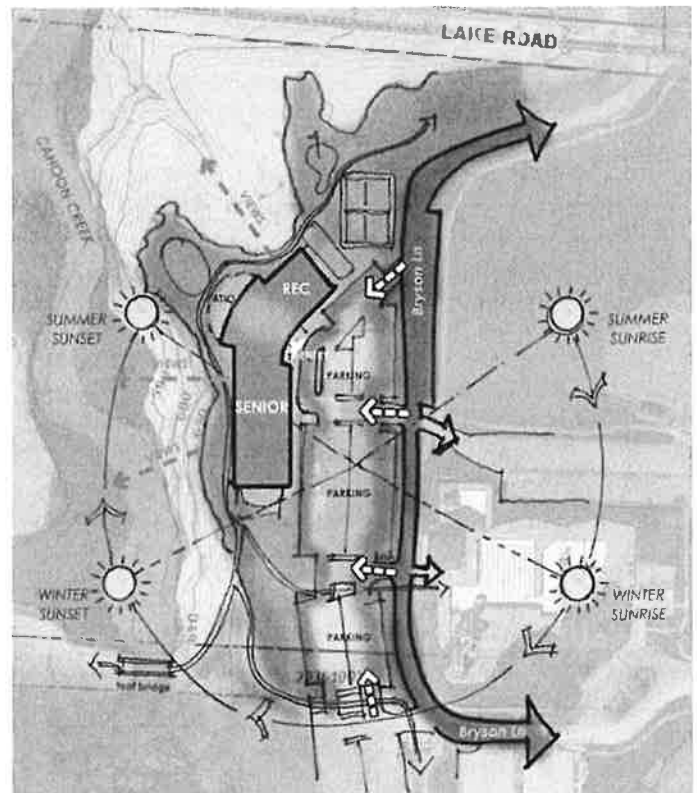
Jim Clarke, RA | Project Manager
Graham Post, RA | Design Architect
Aaron Mitchell, PE, PS | Structural Engineer
Brandon Haberl, PE | Mech / Plumb Engineer
Allen Gilleland, PE | Electrical Engineer
Patrick Thornton, AIA | Principal-In-Charge

RFQ Criteria Relevance:

- Projects of a Similar Size
- Projects of a Similar Scope
- Projects of a Similar Level of Complexity
- Municipal bldg. requiring initial prelim design
- Municipal buildings requiring cost estimating
- Municipal buildings requiring consensus bldg.
- Municipal bldg. requiring community promotion

Client Contact:

Mayor Paul Koomar
Phone: 440.899.3416
Email: pkoomar@cityofbayvillage.com
Address: 350 Dover Center Road, Bay Village, Ohio 44113

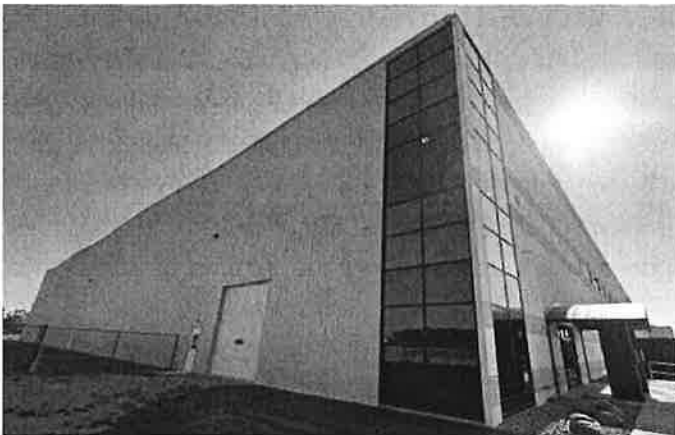




Project Understanding

The Village of Bratenahl is seeking architectural services to advance the comprehensive municipal facilities feasibility study completed in 2022. That study documented significant building condition challenges, functional deficiencies, and long-term capital needs across Village Hall, the Community Center, and other Village-owned facilities, while identifying the need for modern, code-compliant spaces that support police operations, village administration, and community functions. While the 2022 study evaluated multiple sites and facilities—including the Bratenahl Center at 11404 Lakeshore Boulevard—this project focuses on the Village Hall/Police Station at 411 Bratenahl Road and the Community Center at 10300 Brighton Road.

The 2022 study established several critical drivers that continue to shape this project. These include the operational and life-safety limitations of the existing Police Station, documented building code and ADA deficiencies at both facilities, aging building systems with deferred maintenance needs, and the challenge of supporting current and future program requirements within buildings that were not designed for modern municipal use. The study also highlighted the importance of consolidating functions where feasible to improve operational efficiency, reduce long-term maintenance exposure, and create a clear, identifiable civic presence for the Village.



The Village is now seeking an architectural partner to revisit and refine the 2022 recommendations with a clear emphasis on fiscal responsibility and implement ability. A central objective of this effort is to strategically consolidate and prioritize space needs identified in the study so the resulting project aligns with achievable financial parameters and can be supported through a voter-approved bond issue. This will require careful evaluation of program adjacencies, right-sizing of departments, phasing considerations, and an understanding of both initial capital costs and long-term operational impacts.

Public engagement remains a key component of the process, consistent with the approach used during the 2022 study. The architect will facilitate two town hall meetings to present updated findings, test refined concepts, and gather community feedback regarding building configuration, site considerations, and overall project goals. Input from residents and stakeholders will inform recommendations presented to Village Council, who will then provide direction on a preferred alternative.

Based on that direction, the architect will prepare illustrative exhibits that clearly communicate the proposed solution, including site plans, floor plans, elevations, renderings, and a preliminary cost estimate. These materials will be presented to Village Council and residents in additional public meetings, revised based on feedback, and compiled into a final report. The final deliverable will include an updated space needs assessment and clear visual documentation designed to support informed decision-making and meet the Village's August 2026 reporting deadline in advance of the November 2026 ballot.

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1448

INTRODUCED BY:

A RESOLUTION ACCEPTING ThenDesign’s STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES TO PLAN AND SCHEMATICALLY DESIGN NEW MUNICIPAL BUILDINGS AND ACCEPTING THE PROPOSAL REVIEW COMMITTEE’S RATING OF ALL QUALIFIED ARCHITECTURAL FIRMS AND DECLARING AN EMERGENCY

WHEREAS, upon the recommendation of the Proposal Review Committee, the Council desires to accept the Statement of Qualifications of ThenDesign for Architectural Services to plan and schematically design new municipal buildings.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. ThenDesign’s Statement of Qualifications for Architectural Services to plan and schematically design new municipal buildings is hereby accepted, a copy of which Statement of Qualifications and related documentation is attached hereto as Exhibit “A” and incorporated herein as if by reference.

SECTION 2. The Council here accepts the Proposal Review Committee’s rating of all qualified architectural firms, a copy of which is attached hereto as Exhibit “B” and incorporated herein as if by reference.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the inhabitants of the Village of Bratenahl by reason of the need for the Architectural Services for new municipal buildings; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

Keith A. Benjamin, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

EXHIBIT "A"

An aerial photograph of The Village of Bratenahl, showing a mix of residential buildings, dense greenery, and a waterfront area with a marina. The text 'THE VILLAGE OF Bratenahl' is overlaid on the right side of the image.

THE VILLAGE OF
Bratenahl

PROPOSAL CONTENTS:

Section 1: Letter of Transmittal

Section 2: Executive Summary

Section 3: Company Organization & Profile

Section 4: Project Manager

Section 5: Key Staff

Section 6: Firm's Project Experience

Section 7: Project Understanding

Statement of Qualifications Prepared for:
The Village of Bratenahl
January 30, 2026

tda
thendesign architecture

Letter of Transmittal

January 30, 2025

Village of Bratenahl
411 Bratenahl Road
Bratenahl, Ohio 44108
Attn: Donald Bierut, PE, Bratenahl Village Engineer

Re: Letter of Transmittal: Bratenahl Municipal Building Architectural Services

Dear Mr. Bierut and Selection Committee Members,

ThenDesign Architecture (TDA) is pleased to submit our qualifications to provide architectural planning and schematic design services for the Village of Bratenahl's municipal facilities planning initiative. We have carefully reviewed the Request for Qualifications, including the 2022 facilities study, and are enthusiastic about the opportunity to partner with the Village in advancing a thoughtful, fiscally responsible, and community-supported vision for new municipal buildings.

For more than 70 years, TDA has specialized in the planning and design of civic, public safety, and community-focused facilities throughout Ohio. Our experience includes municipal master planning, community centers, and multi-use civic buildings, with a strong emphasis on operational efficiency, safety, durability, and long-term flexibility. We bring a collaborative approach that balances functional requirements with cost awareness, an essential consideration for projects anticipated to be funded through bond initiatives.

We recognize that this project's success will depend not only on sound planning and design, but also on transparent communication and meaningful public engagement. TDA has extensive experience facilitating town hall meetings, presenting to councils and boards, and translating community input into clear, well-illustrated schematic concepts. Our team is prepared to lead the engagement process outlined in the RFQ, develop schematic-level site plans, floor plans, renderings, elevations, and preliminary cost estimates, and refine those materials based on feedback from Village leadership and residents.

We also understand the importance of schedule certainty, particularly given the goal of delivering a final planning and schematic design report by early August 2026 to support a potential November ballot initiative. TDA's disciplined project management approach and familiarity with accelerated municipal schedules position us well to meet these milestones.

We appreciate the Village of Bratenahl's commitment to thoughtful planning and community stewardship and would welcome the opportunity to serve as a trusted partner throughout this process. Thank you for your consideration of our qualifications.

Thank you for your consideration.



Christopher D. Smith, AIA, NCARB, LEED AP BD+C
President & CEO (Primary Contact)
ThenDesign Architecture (TDA)
csmith@thendesign.com
440.346.3719

Executive Summary

The Village of Bratenahl is seeking professional architectural services to revisit, refine, and advance planning and schematic design efforts for new municipal facilities that support the Village's administrative, public safety, and recreation functions. This project represents a critical step in translating prior planning efforts into a feasible, community-supported solution aligned with the Village's operational needs and financial capacity.

Currently, Village operations are housed in two facilities: the Village Hall/Police Station located at 411 Bratenahl Road and the Community Center at 10300 Brighton Road. In 2022, the Village completed an extensive facilities study evaluating the condition of these buildings, identifying space needs for police, administration, and recreation functions, and developing preliminary cost estimates for selected alternatives. That study, included in this Request for Qualifications, provides the foundation for the next phase of work. The selected architectural firm will build upon the 2022 study by reassessing space needs, exploring opportunities to strategically consolidate functions, and developing achievable, bond-funded solutions for new municipal buildings located on Bratenahl Road. The project may include a new Village Hall/Community Center and a Police Station, with the potential for co-location in a single facility if deemed feasible.

A core component of this effort is meaningful community engagement. The architect will collaborate closely with Village administration to align programmatic needs with financial realities and will facilitate two public town hall meetings to present concepts, gather feedback, and evaluate community priorities related to project scope, configuration, and site planning. Findings from these engagements will be presented to Village Council and will directly inform the development of the preferred alternative. At the direction of Village Council, the architect will prepare schematic-level exhibits including site plans, floor plans, renderings, and elevations, along with a preliminary cost estimate. These materials will be presented to both Village Council and residents in two additional meetings, followed by revisions that reflect stakeholder input. The final deliverable will include an updated space needs assessment and a comprehensive planning and schematic design report suitable for public communication and ballot initiative support.

Programming and planning for the Recreation Department, currently housed in the existing Community Center, will be incorporated into this contract, with the expectation that recreation functions will be relocated to the new municipal facilities. The Village anticipates completing this planning and schematic design effort on an accelerated schedule to support a November 2026 ballot initiative. Key milestones include architect selection in February 2026, presentation of initial findings in June 2026, and submittal of the final report in early August 2026. If the ballot initiative is successful, the Village intends to release a subsequent RFQ for final design services. The selected planning architect will not be disqualified from pursuing that phase, ensuring continuity, efficiency, and stewardship of the planning process.

This project reflects the Village of Bratenahl's commitment to thoughtful planning, fiscal responsibility, transparency, and community engagement as it prepares to invest in modern, functional municipal facilities that will serve residents for decades to come.



TDA at a Glance

Legal Form of Firm

Corporation

Firm Leadership

Chris Smith, AIA, NCARB, LEED AP BD+C | President & CEO

Bob Fiala, AIA, NCARB | Founder & Board Member

Office Location

4230 River Street, Willoughby, OH 44094

Phone: 440.269.2266

Fax: 440.269.2277

Number of Licensed Professionals

58 team members / 24 registered professionals

Firm History

TDA was originally founded as Huston Associates in 1951. In 1989, Bruce Huston retired, and Robert Fiala, a former employee of Huston Associates, became the managing partner and renamed the firm ThenDesign Architecture. In 1998, Chris Smith joined the firm. He was named partner in 2004 as part of a well-crafted succession plan. Under the partners' leadership, TDA has become a leader in educational design, with over \$1 billion in PK-12 construction projects throughout Northern Ohio over the past ten years. In 2018, Bob Fiala expanded his leadership umbrella to serve his community, becoming the mayor of his hometown, Willoughby, Ohio. Chris Smith serves as the firm's President and CEO and Bob as a Board Member.

Firm Philosophy

We believe design enriches lives. Design is intentional thinking. It transcends merely architecture and touches everything we do. We recognize our responsibility as designers to enhance the environment for all and strive for this with each project.

We value people.

Whether it's the individuals and communities we design for, the clients we serve and partner with, or the creative individuals we hire, people come first.

We are problem seekers.

From schools to municipal buildings and athletic facilities to aquatic centers, curiosity drives our creative process.





Firm Services

In our 70+ year history, TDA has partnered with hundreds of public entities across Northern Ohio. Each project is unique; we customize our extensive scope of services to meet your needs, time frame, and budget.

Planning

- Facility assessment studies
- Master planning
- Educational planning and programming
- Community engagement
- Visioning Sessions
- Bond issue pre-planning
- Technology integration
- Safety assessments
- Master and space planning
- Project pro forma development
- Site analysis and planning
- Project phasing
- Funding/finance strategies

Architecture

- Space needs analysis
- Feasibility studies
- Facility assessments
- Programming
- Cost estimates
- Conceptual design
- Schematic design
- Design development
- Construction documents
- LEED documentation
- Bidding and negotiations
- Building commissioning

Interior Design

- Material research and selections
- Furnishings and fixture selections
- Millwork and casework design
- Lighting design
- Materials and finishes specifications
- Environmental graphic design

Construction Administration

- General contracting
- Multiple-prime
- Construction manager at risk
- Design/build
- Working with an owner's representative

Communications

- Presentation support
- Press releases and articles
- Video production
- Project photography
- Events and surveys
- Live Event Support
- Data Gathering and Analysis

Professional Services Overview

TDA offers comprehensive planning, design, and implementation services tailored to municipal and civic projects. Our integrated approach ensures that facility needs, operational goals, budget considerations, and community expectations are addressed holistically, from early assessment through construction completion.

Facility Assessment & Master Planning

TDA provides objective, data-driven facility assessments that establish a clear foundation for informed decision-making. Our process includes reviewing existing studies, evaluating building conditions, analyzing operational workflows, and assessing current and future space needs. We work closely with municipal leadership and stakeholders to validate requirements, identify inefficiencies, and explore opportunities for consolidation, renovation, or replacement. Our master planning services translate these findings into clear, actionable strategies that balance long-term vision with near-term feasibility. Plans consider site constraints, infrastructure, operational continuity, funding strategies, and future flexibility. Phased and cost-conscious recommendations are developed to support informed decision-making and long-range capital planning.

Architectural Services

TDA's architectural services focus on creating durable, efficient, and functional civic facilities that support both staff operations and public service. Our team provides programming, schematic design, design development, and construction documentation, with particular expertise in municipal, public safety, and multi-use civic buildings. Design solutions emphasize efficient circulation, appropriate separation of public and secure zones, clear wayfinding, life-safety compliance, and adaptability to evolving needs. Throughout the design process, TDA maintains close coordination with consultants and municipal representatives to manage scope, budget, and schedule.

Interior Design

Our interior design services are fully integrated with architectural design to ensure cohesive, high-performing environments. We select materials, finishes, furnishings, lighting, and color palettes that support durability, ease of maintenance, and occupant well-being. For municipal and public safety facilities, interior design priorities include ergonomics, acoustics, staff wellness, durability, and intuitive wayfinding. Public-facing spaces are designed to be welcoming and accessible, while staff and operational areas are optimized for functionality and long-term use.

Communication & Community Engagement

TDA brings extensive experience in communication and community engagement for public-sector projects where transparency, trust, and stakeholder buy-in are critical. We develop and facilitate structured engagement processes that align with project goals, schedules, and decision-making milestones.

Our services include planning and leading town hall meetings, public workshops, working with focus groups, stakeholder interviews, and presentations to councils, boards, and commissions. We translate complex planning and design concepts into clear, accessible visuals and narratives that support informed public dialogue. Community feedback is documented, analyzed, and thoughtfully integrated into project recommendations, ensuring that final outcomes reflect both technical requirements and community values.

Construction Services

TDA provides comprehensive construction-phase services to support successful project delivery. Our team assists with bidding and procurement, reviews submittals and shop drawings, responds to requests for information, conducts site observations, and verifies conformance with the contract documents. We emphasize proactive communication, issue resolution, and cost control, particularly on active or constrained sites. By maintaining continuity from planning through construction, TDA helps ensure that design intent, budget expectations, and schedule commitments are upheld through project completion.

Organizational Chart



EXECUTIVE OVERSIGHT + STRATEGIC PLANNING



Chris Smith
AIA, NCARB, LEED AP BD+C
President & CEO



Bob Fiala
AIA, NCARB, APA
Founder & Board Member



PROJECT MANAGER



Brad Gellert
AIA, NCARB
Project Manager

Consulting
Engineers as
Needed

SUPPORT TEAM



Lee Hrlbar
RA
Project Architect



Jen Murray
NCIDQ
Interior Designer



Melissa Blask
Construction Administrator



Ryan Caswell
Communications &
Community Engagement

PLUS ACCESS TO OVER 50 PROFESSIONALS

Staff Availability

As a part of your creative team, we look forward to partnering on the aspects of architecture, interior design, construction, and communications throughout your project.

As a rule, we are careful not to over-commit our staff so we don't impede their ability to provide you with the level of service you expect and deserve. We closely monitor our workloads and target only those projects for which we have specific experience.

Based on current workloads, our team is available and will commit their time to meet deadlines. We have several projects underway, and our offices have the staffing capacity and experience to perform the work to your satisfaction. The team presented in this statement of qualifications is the same team you will have working on your project. We never offer the "A Team," only to deliver the "B Team" once the project is awarded. Long-range schedules provide a snapshot of staffing commitments and needs. These enable us to schedule our projects efficiently and adapt our internal work schedules as needed.

Consultants

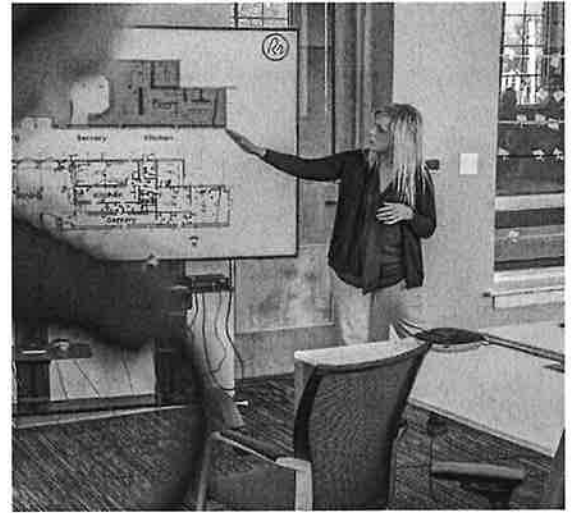
We typically allow the client to be involved to the extent they feel comfortable in our consultant selection. This avoids selecting a consultant that the owner may have had an unpleasant experience with in the past.

The consultant selection process varies depending on the type of project and complexity of the technical requirements. Ultimately, selections are based on experience and availability. Through our experiences in school design and construction, TDA has established relationships with many experienced, educational specialty consultants.

Listed below are a few of the consultant disciplines TDA typically coordinates:

- Mechanical/Electrical/Plumbing Engineering
- Structural Engineering
- Civil Engineering
- Technology Design
- Environmental Design
- Kitchen Design
- Acoustical Design

TDA fosters an open and honest collaborative approach with its clients, consultants and also within the firm. Our goal is to build and manage project teams that understand the clients' core goals and objectives. It is our practice to ensure that all consultants have an understanding of the overall scope of the project and how their unique expertise can be part of the overall project success. Occasionally, the need arises for direct interaction between our clients and consultants. We have found that at times this can better support the decision-making process. In these instances, TDA will help to manage this interaction and ensure documentation of any decisions is shared with the entire project team.



Brad Gellert, AIA, NCARB

TDA Role:

Project Manager

"In the architectural process, I like working on a solution with the client and then seeing our efforts emerge from the page into reality."



Personal Information:

Years in Industry:

44

Education:

Master of Architecture,
Columbia University Graduate
School of Architecture and
Planning

Bachelor of Arts,
Yale University

Professional Registrations:

American Institute of Architects
(AIA), Member

Registered Architect, State of Ohio

National Council of Architecture
Registration Boards (NCARB)

Professional Affiliations:

2021 and 2023 chair of AIA
National: Building Performance
Knowledge Community

Relevant Project Information:

Chardon County Courthouse Addition, Geauga County - Chardon, Ohio

Project Manager for the renovation of spaces and a new addition to the Geauga County Courthouse. These spaces include a new delivery zone, sally port, public elevator, entrances, Clerk's offices and associated spaces, probation offices, common pleas court and support spaces, future domestic relations courtroom and support spaces, security and facility upgrades, renovated court, offices, bathrooms, parking, IT, attic/HVAC, security, and the law library.

New Office Building, Geauga County - Geauga, OH

Project manager for a new, three-story building to house the following departments: Community & Economic Development, Planning Commission, Community Action, Water Resources, Commissioners, Veterans Affairs, Maintenance, Building Department, Archives, Clerk of Courts, Ohio BMV, Board of Elections, Jobs and Family Services, Department of Aging and Health District.

Frederick Douglass Park, City of Cleveland - Cleveland, OH

New recreation center that includes an indoor aquatic center, a gymnasium, lockers, changing rooms, fitness rooms, multi-purpose rooms, and administrative spaces. The project also features a new practice field with track, a resurfaced tennis courts, and relocation of the playground.

City of Garfield Heights - Garfield Heights, OH

Develop a master plan that explores the facility conditions of the existing police, municipal court and administration space. This has the goal of developing new court facilities to serve the city and residents.

PK-5 School, Oberlin City Schools- Oberlin, OH

Project manager for a new PK-5 school facility that includes electric car charging stations for the District as well as the surrounding community to use.

Waverly Elementary School, Cleveland Metropolitan Schools - Cleveland, OH

New three-story PK-8 school that serves 480 students and was built on the current school's site.

Campus of Wickliffe PreK-12 Campus - Wickliffe, OH

New PK-12 school facility to house approximately 1,237 students and the abatement and demolition of Wickliffe Elementary School, Wickliffe Middle School, and Wickliffe High School.

Cuyahoga County Headquarters - Cleveland, OH*

New eight-story building that is LEED Gold certified.

Toledo Federal Courthouse - Toledo, OH*

New six courtroom complex at the North end of Toledo's Civic Center Mall.

**Work performed while at another firm*

Lee Hribar, RA

TDA Role:

Project Architect

"I love solving the problems that no one saw coming. Those types of issues come up enough in the design and construction process. By collaborating with contractors, the owners, and designers, we can always figure out ways to solve problems in very creative ways."



Personal Information:

Years in Industry:

43

Education:

Bachelor of Architecture
Kent State University

Professional Registrations:

Registered Architect, State of Ohio

Relevant Project Experience:

New Office Building Geauga County - Geauga, OH

New, three-story building to house the following departments, Community & Economic Development, Planning Commission, Community Action, Water Resources, Commissioners, Veterans Affairs, Maintenance, Building Department, Archives, Clerk of Courts, Ohio BMV, Board of Elections, Jobs and Family services, Department of Aging and Health District.

Chardon County Courthouse Addition, Geauga County - Chardon, Ohio

A renovation of spaces and addition to the Geauga County Courthouse. These spaces include a new delivery zone, sally port, public elevator, entrances, Clerk's offices and associated spaces, probation offices, common pleas court and support spaces, future domestic relations courtroom and support spaces, and security and facility upgrades, renovated court, offices, bathrooms, parking, IT, attic/HVAC, security, and the law library.

Frederick Douglass Park, City of Cleveland - Cleveland, OH

New recreation center that includes an indoor aquatic center, a gymnasium, lockers, changing rooms, fitness rooms, multi-purpose rooms, and administrative spaces. The project also features a new practice field with track, a resurfaced tennis courts, and relocation of the playground.

City of Garfield Heights - Garfield Heights, OH

Develop a master plan that explores the facility conditions of the existing police, municipal court and administration space. This has the goal of developing new court facilities to serve the city and residents.

Early Learning Village, Euclid City Schools, Euclid OH

Renovation of an existing middle school into a new Pre-K and Kindergarten learning village. The project included 60,000 SF of new classrooms and renovation of 58,000 SF of the existing gymnasium, auditorium, and cafeteria.

North Ridgeville Early Learning Center - North Ridgeville, OH

Renovation of the existing elementary school to be an early learning center for Pre-K and kindergarten students. The project included classroom additions and new technology.

Central Office, Lakewood City School District - Lakewood, OH

Renovation of the 35,000 SF former Taft Elementary School to be the new central office for Lakewood City Schools. The renovated building will also house an all day pre-kindergarten program as well

Career & Wellness Center, Perry Local Schools - Massillon, OH

Designed a new multi-purpose space featuring an auxiliary gym with a two-lane walking path, wrestling facilities, a culinary lab, and restaurant, a fitness center, a private exercise room, locker rooms, classroom support spaces, a new football practice space, an outdoor plaza with a patio and built in stage, and a special hall of fame to honor the accomplishments of students and alumni

Jen Murray, NCDIQ

TDA Role:

Interior Designer

"Good interior design creates a space that is both functional and aesthetically pleasing."



Personal Information:

Years in Industry:

25

Education:

Bachelor of Science in
Interior Design
La Roche University

Professional Registrations:

NCIDQ Certified

Relevant Project Experience:

Chardon County Courthouse Addition, Geauga County – Chardon, Ohio

Interior Design lead for the new addition and renovations to the historic Geauga County Courthouse, including a new delivery zone, sally port, clerks' offices and associated spaces, probation offices, common pleas court and support spaces, future domestic relations courtroom and support spaces, security and facility upgrades, renovated court, offices, bathrooms, and law library.

Gauga County Office Building – Chardon, OH

Interior design lead for new, three-story building to house the following departments: Community & Economic Development, Planning Commission, Community Action, Water Resources, Commissioners, Veterans Affairs, Maintenance, Building Department, Archives, Clerk of Courts, Ohio BMV, Board of Elections, Jobs and Family services, Department of Aging and Health District.

Fairport Harbor Public Library & PreK-12 School – Fairport Harbor, OH

Interior design lead for Fairport Harbor's new 116,000 SF \$50 million, PreK-12 this school consolidates the existing high school, junior high, and elementary into one building. It also includes an attached Fairport Harbor Public Library with a separate public entrance.

PK-4 School, North Royalton City Schools – North Royalton, OH

Interior design lead for a new 148,000 SF elementary school which was designed to support the current and future vision of the district, allowing for instructional flexibility and adaptability. The result is educational spaces that provide teachers and students dynamic environments that can be easily adapted to support all learning types and educational models for decades to come.

Cleveland Metropolitan School District, Waverly PK-8 School – Cleveland, OH

Interior design lead for new three-story PK-8 school to serve 470-students and the new school was constructed on the same site as the recently demolished school facility. The program includes classrooms, special education rooms, extended learning areas, outdoor learning areas, music room, media center, gymnasium, project lab, art lab, and student dining.

Orange City School District, Brady Middle School – Pepper Pike, OH

Interior design lead for an addition and renovations throughout the 95,000 SF building, including a new secure entry, media center, music, band room, and classrooms. Completed in three phases due to its magnitude.

Cleveland Metropolitan School District, Campus International School – Cleveland, OH

Interior design services for a new K-8 school integrated on Cleveland State University's campus within a tight urban site to include 21st century education as the program follows the International Baccalaureate program.

Mayfield City School District, Elementary, Middle & High School – Mayfield, OH

Interior design lead for the renovation of the elementary school buildings as well as the renovation of the high school auditorium and backstage area.

Melissa Blask

TDA Role:

Construction Administrator

"Being on a construction site just feels like 'home'. I love watching things come together and I love seeing how things are put together as a kit of parts, how quickly a project takes shape, and how smoothly it comes together at the end."



Personal Information:

Years in Industry:

25

Education:

Bachelor of Science in
Architecture, University of Detroit
Mercy

Relevant Project Experience:

Fairport Harbor Public Library & PreK-12 School – Fairport Harbor, OH

Construction Administrator for Fairport Harbor's new 116,000 SF \$50 million, PreK-12 this school consolidates the existing high school, junior high, and elementary into one building. It also includes an attached Fairport Harbor Public Library with a separate public entrance.

6-12 Cuyahoga Falls Middle/High School – Cuyahoga Falls, OH

Melissa provided construction administration services for the new 365,000 SF, \$113 million, 6-12 campus, that includes a 2,000-seat performing arts center, and an athletic stadium on a 60-acre site. The facility includes student collaborative spaces, and flexible classrooms.

Campus of Wickliffe PreK-12 Campus, Wickliffe City Schools – Wickliffe, OH

A 204,000 SF, \$60 million PreK-12 Campus which consolidates three aging school buildings and the Wickliffe Family Resource Center into one facility. The design supports district goals by providing a flexible learning environment for students, staff, and community and encourages partnerships that promote learning, and mentoring that contributes to the greater good.

North Royalton City School District, High School – North Royalton, OH

Architectural support for the addition and renovation project for North Royalton's 260,000 SF high school. The 100,000 SF addition provided crucial circulation and STEM space for the existing school and allowed better student and staff access to the high school.

6-12 Middle/High School, Euclid City Schools – Euclid, OH

A new academic campus that features a plethora of amenities to offer students and community members. Known as the largest school in Ohio, this 600,000 SF middle/high school features learning studios that include collaborative learning environment. Career Technical Education classrooms are specifically designed to maximize hands-on learning experience, a state-of-the-art athletic facility and a newly renovated auditorium.

Middle School, Brunswick City Schools – Brunswick, OH

Melissa provided technical support for a new 243,000 SF middle school which hosts 1,659 students for grades 6-8. It consolidated three existing schools and includes a performing arts center and a new athletic stadium that are LEED Silver certified.

North High School, Willoughby-Eastlake Schools – Willoughby, OH

New high school building with central student union, 500-seat performing arts center and athletic facilities

South High School, Willoughby-Eastlake Schools – Willoughby, OH

A new high school, YMCA, and senior center to complete this campus as a community-focused project including a renovation and development of a logical connection to the middle school. The project also includes a new Humanities wing, student union, four-court fieldhouse with walking track above, and an eight-lane competition pool.

Ryan Caswell

TDA Role:

Communications Lead and Community Engagement

"I am most excited about the intersection between architecture and communication. The impact of architectural projects are challenging to communicate to residents, stakeholders and communities and I love that challenge. There is an opportunity to tell those stories through video, photography and web design. It never gets old."



Personal Information:

Years in Industry:

18

Education:

Bachelor of Science in Architecture
Minor in Communications,
New Jersey Institute of Technology

Professional Affiliations:

Society for Marketing Professional
Services (SMPS), Board of Directors,
Director-at-Large and Education
Chair

Toastmasters International,
member

The Ohio School Public Relations
Association, member

Industry Experience

Having a 15 year background in video production and architectural design, Ryan is experienced in communicating complex architectural ideas in inspiring and informative ways. Skilled in mass media communications, he is adept at utilizing video and photo production techniques and storytelling to make an impact on communications throughout the design process.

Having worked as a freelance creative for years, he has experience working with small businesses to tell their stories through visual means, having materials published in regional and international publications.

At TDA, Ryan produces video, photographic and written content to support client's and further the firm's mission of building the educational spaces of the future.

Relevant Project Experience:

North Ridgeville City Schools Pre-Bond Services – North Ridgeville, OH

Coordinate team members from the district administration and the City of North Ridgeville to educate the public on the needs for a new high school. This included creating a dedicated website, over 30 video productions, presentation support and photography.

New Philadelphia City Schools Master Planning Services – New Philadelphia, OH

Work with the district administration and our educational planners to create a dedicated website and regular content postings to inform the community of the districts master planning efforts. Proctored community surveys, along with photography and content uploads to the website.

Aurora City Schools Master Planning Services – Aurora, OH

Work with the district administration and our educational planners to create a dedicated website and regular content informing the community of the districts master planning efforts. Coordinated several open community meetings, proctoring several community surveys to gain their feedback.

Beachwood City Schools Pre-Bond Services – Beachwood, OH

Work with the district administration and our educational planners to guide the district communications director to build a dedicated space on their website to inform the community of the districts master planning efforts. Contributed through video productions, photography and presentation support.

Brunswick City Schools Pre-Bond Services – Brunswick, OH

Partnered with the district to provide educational print and teacher and student interviews, facility tour videos to help communicate the district's facility needs. Consulted on social media distribution and engagement.

Tiffin City Schools, Master Planning Services – Tiffin, OH

Worked with the superintendent and our educational planner to support the master planning process with an 80 person Superintendent Advisory Group. This included setting up live polling services during meetings, building a dedicated website for community use, online surveys, live video sessions and photography.

Cuyahoga Falls City Schools Integrated Communication Services – Cuyahoga Falls, OH

Worked with the project team and the district communication personnel to create regular project updates during building design and construction. This included planning and coordination for the project's Educational Visioning Session, animated 3D building walkthrough, interviews and project updates and board meeting presentations.

Kent City Schools, Integrated Communication Services – Kent, OH

Provided communications support to the superintendent by conducting several virtual construction tour walkthroughs, project write-ups and school photography along with guiding the district on how to release the materials over social media.

Relevant Project Experience

Municipality Experience

City of Brecksville

Aquatic Center, Renovation & Addition
Fieldhouse, New Construction

City of Brunswick

Municipal Center, Design Study
Fire Station, Renovation

City of Cleveland

Frederick Douglass Park & Recreation Center, New Construction

City of Highland Heights

Community Center Restrooms, Renovation
Municipal Buildings, Renovation
Baseball Fields, New Construction

City of Maple Heights

Police Facilities, Renovation

City of Richmond Heights

Police Facilities, Renovation

City of Shaker Heights

Dispatch Center, Renovation

City of Wickliffe

Community/Senior Center, New Construction

City of Willoughby

Courthouse, Renovation
Police Station, Renovation
Senior Center, New Construction

City of Willoughby Hills

City Hall, New Construction

City of Willowick

Fire Station and City Hall, Design Concepts
Recreation Facility, New Construction
Senior Center, New Construction

Concord Township

Service Department, Renovation
Town Hall, Renovation
Fire Station, Renovation

Geauga County

County Headquarters, New Construction
Courthouse, Renovation and Addition
Prosecutor's Office, Renovation
Senior Center, Renovation
Youth Center, Renovation

Lake County

Painesville, OH

- Prosecutor's Office, Renovation
- Crime Lab, Renovation
- Juvenile Justice Center, Master plan, Renovation & Expansion
- Recorder's Office, Renovation
- Offices of the Auditor, Treasurer & Appraiser, Renovation
- Administration Building, Roof Replacement and Repairs
- Nolan & Annex Buildings, Elevator Improvements
- Engineer's Offices, Programming & Schematic Design

Mayfield Village

Community Center, New Construction



Geauga County Commissioners New Office Building

Chardon, Ohio



Design Solutions:

The Geauga County Office Building is a 3-story building that is over 115,000 SF and consolidates over a dozen Geauga County services into one location. The building includes the Community & Economic Development, Planning Commission, Water Resources, Commissioners, Veteran Affairs, Maintenance, Building Department, Archives, Clerk of Courts (title office), Ohio Bureau of Motor Vehicles, Board of Elections, Jobs & Family Services, Department of Aging, and Health District.

Owner:

Geauga County Commissioners

Project Type:

New Construction

Professional Services:

Planning/Planning
Programming
Architecture
Interior Design
Construction Administration

Project Size:

Over 115,000 SF

Cost/Funding:

\$30 Million

Year Completed: 2022

Proposed Team Members Involved:

Brad Gellert, Lee Hribar, Jen Murray, Melissa Blask

Contact Information:

Jim Dvorak, Geauga County
Commissioner
12611 Ravenwood Drive, Room B303
Chardon, Ohio 44024
Jdvorak@CO.Geauga.OH.US
440 279 1660

Courthouse Addition

Chardon, Ohio



Design Solutions:

Geauga County invested \$15 million in a 22,000 SF courthouse addition and renovation that balances historic preservation while upgrading its security, safety, and functionality. The building includes both renovated spaces—such as the juvenile/probate court, offices, bathrooms, law library, and building systems—and a significant new addition featuring a secure sally port, delivery zone, public elevator, clerk's offices, probation spaces, and future courtrooms. The design respects the courthouse's historic character while providing modern amenities to serve the community.

Owner:

Geauga County

Project Type:

Renovation
Addition

Professional Services:

Programming/Planning
Architecture
Interior Design
Construction Administration

Project Size:

22,000 SF

Cost/Funding:

\$15 million

Year Completed: 2026

Proposed Team Members Involved:

Brad Gellert, Lee Hribar, Jen Murray

Contact Information:

Jim Dvorak, Geauga County
Commissioner
12611 Ravenwood Drive, Room B303
Chardon, Ohio 44024
Jdvorak@CO.Geauga.OH.US
440 279 1660

Frederick Douglass Neighborhood Resource & Recreation Center

Cleveland, Ohio



Design Solutions:

The City's community-centric resource and recreation center is located in Cleveland's southeast corner, adjacent to John F. Kennedy High School and within a 38-acre shared campus that includes Frederick Douglass Park. Developed through a collaborative land-swap effort, the project unites the high school and park amenities into a cohesive campus. The center features a gymnasium with a regulation basketball court and running track, an aquatic center with lap and leisure pools, play features, and water attractions, as well as a fitness center, multipurpose and community rooms, arts and instructional spaces, administrative areas, and family-friendly locker rooms, creating a flexible hub for recreation, wellness, and community engagement.

Owner:

City of Cleveland

Project Type:

New Construction

Professional Services:

Programming/Planning
Architecture
Interior Design
Construction Administration

Project Size:

45,000 SF

Cost/Funding:

\$15.3 Million

Year Completed: 2022

Proposed Team Members Involved:

Brad Gellert, Lee Hribar, Melissa Blask

Contact Information:

Mark Duluk, AIA, Manager DASD
City of Cleveland Mayor's Office of
Capital Projects
Division of Architecture and Site
Development
601 Lakeside Avenue, Room 517A
Cleveland, Ohio 44114
DASD@clevelandohio.gov
216 664 2231

City of Brecksville Field House and Aquatic Center

Brecksville, Ohio



Design Solutions:

The City of Brecksville enhanced their community facilities to include a new field house and renovations to the existing aquatic center. The new field house features multi-purpose floor courts and support facilities, as well as a potential all-purpose, artificial-turf indoor field. The renovation of the aquatic facility includes the lap and activity pool and a new addition for an outdoor swimming area.

Owner:

City of Brecksville

Project Type:

Renovation
New Construction

Professional Services:

Planning
Programming
Architecture
Interior Design
Construction Administration

Project Size:

9,170 SF exterior pool and 2,700 SF indoor pool

Cost/Funding:

\$7.1 million

Year Completed: 2021

Contact Information:

Jerry Hruby, Former Mayor
9069 Brecksville Rd.
Brecksville, OH 44141
440 526 4351

Project Understanding

The Village of Bratenahl is undertaking a critical planning initiative to advance the development of new municipal facilities that effectively support Village administration, public safety, and recreation functions while remaining fiscally responsible and responsive to community priorities. This project builds upon the Village's 2022 facilities study, which assessed existing building conditions, operational space needs, and preliminary cost implications. The intent of the current effort is not to restart the process, but to thoughtfully revisit, refine, and translate that foundational work into a clear, achievable, and community-supported path forward.

At the core of this project is the evaluation and potential consolidation of Village functions currently housed in two separate facilities, the Village Hall/Police Station at 411 Bratenahl Road and the Community Center at 10300 Brighton Road. The Village is seeking a planning and schematic design approach that carefully balances operational efficiency, long-term flexibility, and financial feasibility, recognizing that the project is anticipated to be funded through a bond issue. A key objective is to strategically right-size and consolidate space needs identified in the 2022 study to align with realistic funding parameters while maintaining the quality, safety, and functionality required of modern municipal facilities.

We understand that public engagement and transparency are essential to the success of this effort, particularly as the Village prepares for a potential November 2026 ballot initiative. The project includes a structured community engagement process consisting of town hall meetings and presentations to Village Council that will inform decision-making at each milestone. These engagements are intended not only to communicate concepts, but to actively gather and assess feedback related to building configuration, site planning along Bratenahl Road, co-location feasibility, and the integration of recreation programming into the new facilities.

The scope of work requires the Consultant to synthesize technical analysis, stakeholder input, and policy direction into clear, well-illustrated schematic-level deliverables. These include site exhibits, floor plans, renderings, elevations, and a preliminary cost estimate that together communicate both vision and feasibility. Iteration is a critical component of the process, with revisions expected to reflect input from Village administration, Council, and residents prior to finalizing the preferred alternative.

The anticipated schedule is both defined and accelerated, with selection in February 2026, initial findings presented by June 2026, and a final report delivered in early August 2026 to support ballot planning. Meeting this timeline will require disciplined project management, proactive coordination with Village leadership, and a clear understanding of approval pathways and decision points.

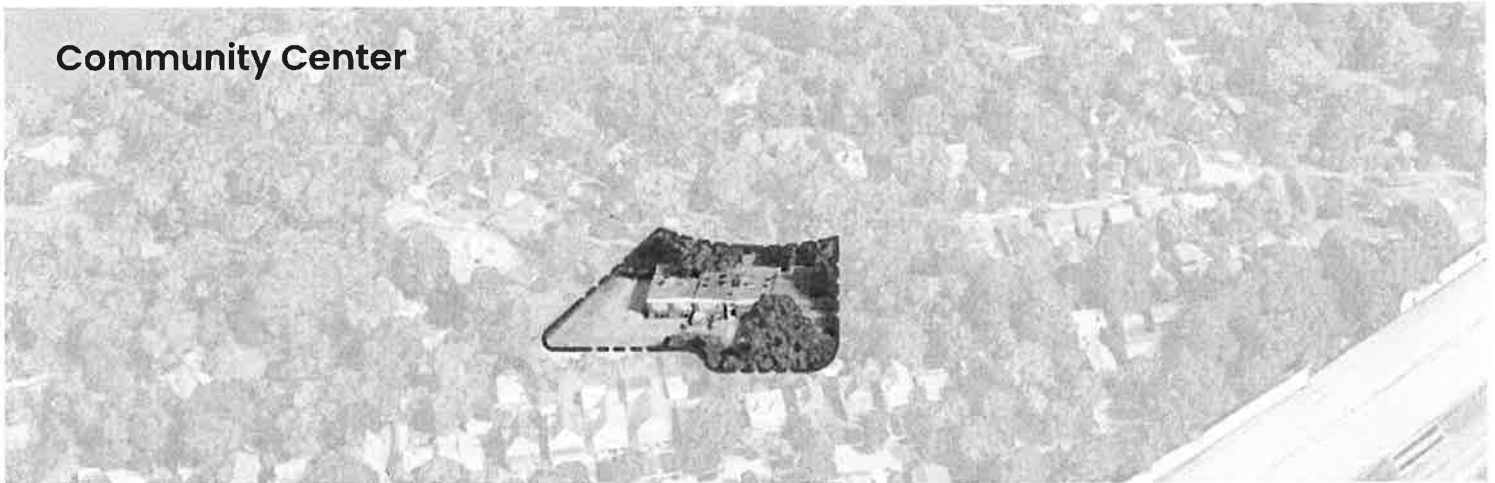
Overall, this project is as much about building consensus and confidence as it is about buildings themselves.

Success will be measured by the delivery of a comprehensive, clearly communicated planning and schematic design package that equips the Village with the information, visuals, and cost clarity needed to make informed decisions and engage voters. The Consultant's role is to serve as a trusted partner, bringing municipal planning expertise, financial awareness, and community-focused design thinking to guide Bratenahl toward a durable, well-supported municipal facilities solution.

The Village of Bratenahl



Community Center



Village Hall



EXHIBIT B

Proposal Review Committee Architect Selection Rating Summary February 11, 2026	
Architect	Average Rating
Bialosky	90.50
TDA	89.75
Sixmo	78.50

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1449

INTRODUCED BY:

**AN ORDINANCE AUTHORIZING THE SALE OF A POLICE VEHICLE
NO LONGER NEEDED FOR A MUNICIPAL PURPOSE AND UNFIT
FOR USE ON GOVDEALS.COM AND DECLARING AN EMERGENCY**

WHEREAS, pursuant to Ohio Revised Code Section 721.15(C), if the legislative authority of a municipal corporation determines that municipal personal property is not needed for public use, or is obsolete or unfit for the use for which it was acquired, and that the property has no value, the legislative authority may discard or salvage that property; and

WHEREAS, the Chief of Police has determined that a police vehicle has no value and is no longer needed for a municipal purpose and recommends its sale.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. The Chief of Police be, and hereby is, authorized to sell a police vehicle on GovDeals.com, specifically a 2019 Chevy Tahoe with VIN 1GNSKDEC4KR295364, and which is obsolete, has no value, and is no longer needed for a municipal purpose.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the inhabitants of the Village of Bratenahl by reason that it relates to the daily operation of a municipal department; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

Keith A. Benjamin, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1450

INTRODUCED BY:

A RESOLUTION AUTHORIZING THE MAYOR TO EXTEND THE PROFESSIONAL SERVICES AGREEMENT/CONTRACT WITH THE CLEVELAND RESTORATION SOCIETY TO PARTICIPATE IN THE HERITAGE HOME PROGRAM FOR THE 2026 CALENDAR YEAR AND DECLARING AN EMERGENCY

WHEREAS, at its meeting of January 16, 2019, the Council approved Resolution Number 1128 authorizing the Mayor to enter into a Professional Services Agreement with the Cleveland Restoration Society to provide eligible Village homeowners with the ability to participate in the Heritage Home Program; and

WHEREAS, following the terms of said Agreement, the technical assistance services of the Cleveland Restoration Society may be extended on a year-by-year basis.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. The Mayor is authorized to extend the Professional Services Agreement/Contract with the Cleveland Restoration Society to provide eligible Village homeowners with the ability to participate in the Heritage Home Program with management fees not to exceed one thousand fifty dollars (\$1,050.00) for the 2026 calendar year, as indicated on the attached Exhibit "A".

SECTION 2. Council hereby appropriates sufficient funds to effectuate the provisions contained in Section 1 hereof, and the Village Fiscal Officer is hereby authorized to transfer the funds necessary to complete this expenditure from the available funds of the Village. The Village Fiscal Officer be and is hereby further authorized to issue the fiscal officer's certificate necessary to make the expenditures as described in Section 1 hereof, and is further directed to issue vouchers of this Village in the amounts and for the purposes as expressed in Section 1 hereof, said amounts to be charged to the appropriately designated Fund.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the residents and for the further reason that it is necessary to provide eligible homeowners with the ability to participate in the Heritage Home Program; therefore, this Resolution shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED:

APPROVED:

Keith A. Benjamin, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

EXHIBIT "A"

Cleveland Restoration Society, Inc.

3751 Prospect Ave E
Cleveland, OH 44115 USA
+14403344286
info@clevelandrestoration.org

INVOICE

BILL TO
Village of Bratenahl
Mayor of Bratenahl
411 Bratenahl Road
Bratenahl, OH 44108

INVOICE 548
DATE 12/02/2025
TERMS Net 30
DUE DATE 01/01/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Management Fee- Village of Bratehahl	2026 Management fees for Heritage Home Program (SM) Jan. 1 thru Dec. 31, 2026	1	1,050.00	1,050.00
		SUBTOTAL			1,050.00
		TAX			0.00
		TOTAL			1,050.00
		BALANCE DUE			\$1,050.00

FISCAL OFFICER CERTIFICATE

As the Fiscal Officer of the Village of Bratenahl, I hereby certify that the amount of \$1,050.00 required to meet the attached contract, agreement, obligation or expenditure has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the General Fund and free from any obligation or certification now outstanding.

Certification: _____

Diana L. Cooks, Village Fiscal Officer

Date: _____

Name	BURKE-JONES			DEWS			HOEFLING			HUFFMAN			KOZINSKI			PUFFENBERGER		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1451

INTRODUCED BY:

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER
 INTO AN EMPLOYEE ASSISTANCE PROGRAM (EAP)
 AGREEMENT WITH EMPLOYEE SERVICES LLC
 TO PROVIDE THE VILLAGE’S EMPLOYEES CERTAIN
 BENEFITS AND DECLARING AN EMERGENCY

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, and State of Ohio, that:

SECTION 1. The Mayor be, and hereby is authorized to enter into an Employee Assistance Program (EAP) Agreement with Employee Services LLC to provide the Village’s employees certain benefits, at a cost of two thousand, five hundred dollars (\$2,500.00) annually, for the term beginning February 1, 2026 until January 31, 2027, a copy of which agreement is attached hereto as Exhibit “A” and made a part hereof.

SECTION 2. Council hereby appropriates sufficient funds to effectuate the provisions contained in Section 1 hereof, and the Village Fiscal Officer is hereby authorized to transfer the funds necessary to complete this expenditure from the available funds of the Village. The Village Fiscal Officer be and is hereby further authorized to issue the fiscal officer's certificate necessary to make the expenditures as described in Section 1 hereof, and is further directed to issue vouchers of this Village in the amounts and for the purposes as expressed in Section 1 hereof, said amounts to be charged to the appropriately designated Fund.

SECTION 3. The Council declares this Resolution to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare, the reason for the emergency relates to the need to provide certain benefits to employees, therefore, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise, from and after the earliest period allowed by law.

PASSED:

APPROVED:

 Keith A. Benjamin, Mayor

ATTEST:

 Diana L. Cooks, Village Fiscal Officer



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

EXHIBIT "A"

Employee Assistance Program (EAP) | AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **Village of Bratenahl, OH** ("Client") and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, 100 American Road, Brooklyn, Ohio 44144 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **2/1/26-1/31/27**.

I. Productivity Solutions

Employees of Client and their household members, including children up to age 26 who do not reside with employee, are referred to herein as Members.

- **Unrestricted Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers to determine the counseling option that best fits the Member's needs. These therapy options include text, voice, and video messaging, telehealth, and local in-person therapy.
- **5 Session Plan:** Includes an assessment, referral, and therapy as appropriate. Diagnosis-driven treatment referrals are moved to the health insurance plan. Therapy options include text, voice, and video messaging, telehealth, and local in-person therapy.

*Important information for members residing in California: Under California's Knox-Keene Health Care Service Plan Act, employees residing in California are entitled to **three (3) mental health counseling sessions, within each six-month period. You cannot exceed six (6) EAP sessions in a twelve-month period. If your organization's Employee Assistance Program (EAP) plan includes more than three (3) sessions, the Knox-Keene Act supersedes the contract, and we will abide by the Knox-Keene Health Care Service Plan Act – Cannot exceed six (6) sessions in a twelve-month period.***

- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Research Assistant, Tools for Tough Times, and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member's quality of life. Discounts vary by season and location.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

II. Engagement Solutions - Peak Performance Benefits

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Self-help Benefits:** Extensive Self-Help Resources (website) – Tools, Assessments, Financial Calculators, Video Library, Tutorials, Learning Centers, Webinars, Specialized Resource Centers, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes comprehensive online personal and professional development trainings to help employees balance their work and personal life.

III. EAP Administration - Orientation and Engagement

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communication (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **Talkspace Go App:** A mobile app with 400+ self-guided, interactive programs, live weekly therapist-led anonymous classes, on demand sessions, meditation exercises, and more.
- **EAP Mobile Site:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app which will provide mobile access to our website.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy, and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via group web conference meetings and online orientation videos.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

IV. Manager, Supervisor and Human Resources Services

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling, and private counseling as well as group debriefings.
- **Unrestricted Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unrestricted HR Consultations:** Managers may contact our clinical staff or our certified HR professionals for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles, training, and other tools designed to help managers develop and improve best practices in workforce management. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed EAP statistical reports monthly. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision, and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.

VI. EAP Exclusions

The EAP counseling benefit is available for individual and family therapy. The following items are not considered to be EAP counseling and are **exclusions to the EAP plan**:

- Fitness for Duty/ Return to Work, Psychiatric, ADHD, Psychological testing, Autism Spectrum Disorder, Court Involved (treatment or reporting including letters written for court on the member's behalf).
- Workers' Compensation, short-term disability evaluations and paperwork, Family Medical Leave Act (FMLA) and Emotional Support Animal Documentation.

The EAP legal benefit offers a free consultation for family law and personal issues such as estate planning, real estate, debt, credit and bankruptcy, as well as civil and credit law.

Legal benefits exclude coverage for:

- Employment and Business Law Matters (including but not limited to action against employers, co-workers, benefits, unions, and labor management, trust funds).
- Malpractice.
- Duplication of services for the same matter, including second opinions.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

VII. Term

- A. Either party may terminate this Agreement for breach upon 60 days' prior written notice to the other party; provided, however, that the notice shall identify the specific breach; and provided, further that the other party shall have the right to cure any alleged breach within 30 days following receipt of such notice.

VIII. Fees and Payment

- A. Client agrees to pay ESI the fees set forth in Exhibit A for the services described in this Agreement ("Service Charges"). Service Charges shall be paid in accordance with the terms and conditions set forth in Exhibit A.
- B. Interest may be imposed on overdue Service Charges. In addition, ESI shall have the right, in its sole discretion, to take one or more of the following actions without further notice to Client in the event of untimely payments for fees due to ESI under Exhibit A: (i) immediately suspend services described in this Agreement, or (ii) terminate the Agreement in accordance with Section VII.
- C. The Service Charges set forth in Exhibit A may be changed by ESI on each renewal date, with prior written notice to Client.

IX. Indemnification and Limitation of Liability

- A. ESI shall indemnify and hold Client and its successors, parents, subsidiaries, officers, directors, employees (the "Client Parties") harmless against any and all liabilities, loss, costs or expenses of whatsoever kind and nature which may be imposed on, incurred by, or asserted against the Client Parties at any time to the extent such liability, loss or expense results from ESI's gross negligence or willful misconduct under this Agreement.
- B. Whenever a party becomes aware of a claim that may be subject to the provisions of this Section, the party shall notify the other party as soon as practicable and both parties shall reasonably cooperate in the resolution of such matter.
- C. IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR ANY CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNTS PAID AND PAYABLE TO ESI UNDER THIS AGREEMENT IN THE MOST RECENT TWELVE (12) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES.



TotalCare EAP
 Public Safety EAP
 Educators' EAP
 Higher Ed EAP
 HealthCare EAP
 Union AP

X. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

XI. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.

XII. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC

Village of Bratenahl, OH

 Gordon G. Bell, President

 Authorized Signature

 Date

 Date





TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | EXHIBIT A

Village of Bratenahl, OH ("Client") 2/1/26-2/31/27

Service Charges and Payment

- A. The total number of employees covered under this Agreement is **30**.
- B. Client agrees to pay ESI the sum of **\$2,500.00** annually.
- C. The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- D. Payment of the **Annual** premium is due upon receipt of the invoice.
- E. Flat Rate listed above covers a census of **1 to 50**. Contract rate may be modified at renewal and/or if census moves outside of this range.
- F. Trauma Responses available at **\$300.00** per hour plus travel time.

Cancellation Policy for Trauma Response Service:

If your organization cancels a scheduled Trauma Response with less than 48 hours' notice:

- **If the Trauma Response is *not* included in your contract:** A cancellation fee of **\$350** will be charged.
- **If the Trauma Response *is* included in your contract:** One Trauma Response will be deducted from your contracted total.

- G. DOT required Substance Abuse Evaluations - **\$850.00** each.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
Health Care EAP
Union AP

Payment Instructions – Employee Services LLC

ESL has three options for making payments:



ACH Transfer



Wire Transfer



Check Mailed to Lockbox
(Payable to Employee Services LLC)



ACH Instructions & Wire Transfer

Please contact **Melinda Hill-Vargo** at melindahill-vargo@theEAP.com or 216-293-3235. The instructions will be distributed via an encrypted email.



Lockbox USPS/UPS/Other Overnight Delivery

Employee Services LLC
L- 4412 GW2W10
7 Easton Oval
Columbus, OH 43219



Lockbox FedEx ONLY Overnight Delivery

Employee Services LLC
L- 4412 GW2W10
7 Easton Oval
Columbus, OH 43250



Phone: 1 (800) 535-4841

TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Invoice

Invoice Nbr.: 015053
Date: 26-Jan-2026
Due Date: 25-Feb-2026
AR ID: 7198-00-00
Location ID: 7198-00-00
Contract Period: 2/1/2026 to 1/31/2027

Bill To:	Ship To:
Village of Bratenahl, OH 411 Bratenahl Road Bratenahl OH 44108 Attn: Diana Cooks	Village of Bratenahl, OH

Terms	Customer PO Number
NET 30	

No.	Item	TOTAL PRICE
1	EAP services (30 employees) 02/01/2026 - 01/31/2027 (1 of 1)	2,500.00

Please make checks payable and send to:	Total	2,500.00
Employee Services, LLC L-4412 GW2W10 7 Easton Oval Columbus, OH 43219		
	PLEASE UPDATE: Our payment remittance address for accounts payable invoices has changed.	

FISCAL OFFICER CERTIFICATE

As the Fiscal Officer of the Village of Bratenahl, I hereby certify that the amount of \$2,500.00 required to meet the attached contract, agreement, obligation or expenditure has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the General Fund and free from any obligation or certification now outstanding.

Certification: _____

Diana L. Cooks, Village Fiscal Officer

Date: _____

Name	Burke-Jones			Dews			Hoefling			Huffman			Kozinski			Puffenberger		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

Feb-26

ORDINANCE NO: **4294**

Final

INTRODUCED BY:

That the following claims against the Village of Bratenahl are hereby directed from the funds and the Fiscal Officer is hereby authorized and directed to draw her warrants for payment, to wit:

PUBLIC SAFETY

* AT&T/FirstNet	MDTs	\$ 326.48
Axon	Cameras/installation	56,696.03
* Chagrin Valley Dispatch	January 2026	18,328.93
Chagrin Valley Dispatch	2026 Motorola CAD/RMS/Mobile	10,500.00
Dollar Bank	Police credit card	929.94
Landmark	Gasoline: 66	2,603.90
Lexipol	2026 Law Enforcement manual/software	11,535.31
Serpentini Chevy WH	Repair/maintenance vehicles	178.50
Shuttlers	Uniforms/equipment	286.00
South End Printing	Timecards	175.00
<i>SUBTOTAL - PUBLIC SAFETY</i>		<u>\$ 101,560.09</u>

ADMINISTRATION

+ Aetna		Dental - February 2026	\$ 1,171.00
Advance Ohio		Public notice: RFQ	277.90
Bureau of Workers' Compensation (BWC)		January 2026; True-up	5,802.03
+ COSE/Medical Mutual		Medical - February 2026	13,859.41
Cintas		Defibrillator lease	126.00
Cleveland Chemical Pest Control		Quarterly pest control	104.00
Cleveland Restoration Society		2026 Heritage Home program	1,050.00
Cuyahoga County Treasurer's Office		2025 1st half property tax (11404 LSB)	31,922.03
Distillata		Drinking water	35.25
+ Division of Water		#1291440000	19.45
+ Division of Water		#5367340000	41.89
+ Division of Water		#3759120437	126.18
+ Dollar Bank		Village credit card	528.61
Dumpster Bandit		Rubbish removal - February 2026	6,183.36
Employee Assistance Group (ESI)		2026 EAP services	2,500.00
+ Enbridge		#0012	765.01
+ Enbridge		#5971	72.22
+ Enbridge		#7898	66.79
Google **		Email accounts	355.61
+ Illuminating Company	Traffic Signals	# 110 029 217 558	128.67
+ Illuminating Company	Street Lighting	# 110 024 090 794	2,715.04
+ Illuminating Company		# 110 023 586 420	97.51
+ Illuminating Company		# 110 023 032 078	558.35
+ Illuminating Company		# 110 169 405 153	594.71
Int'l League of Cities		2026 Membership	100.00
Lake Business Products		Copies/lease	144.76
+ Pitney Bowes		Postage meter/postage	111.25
Quill		Supplies	322.30
Rocco, Andrea		Magistrate - 2/3/26	400.00
+ Spectrum		Internet/cable service	960.32
* T A C Computer		WatchGuard - Court Computer	2,115.30
TeleCare		Hosting - January 2026	969.46
Treasurer of State		BBS - January 2026	6.50
SUBTOTAL - ADMINISTRATION			\$ 74,230.91

RECREATION

Cintas	Defibrillator lease	\$	126.00
Cleveland Chemical Pest Control	Quarterly pest control		117.00
Distillata	Drinking water		18.50
Dollar Bank	Recreation credit card		556.33
+ Enbridge	#0000 (BCC)		2,301.00
+ Illuminating Company	A/C# 110 023 744 748 (BCC)		509.76
+ Illuminating Company	Outdoor A/C# 110 050 323 796 (BCC)		155.58
Spectrum	Internet/cable service		222.63
United Rentals	Portable restroom rental		127.00
<i>SUBTOTAL - RECREATION</i>			<u>\$ 4,133.80</u>

SERVICE

Best Truck Equipment	Parts/supplies	\$	264.39
Buckeye Power Sales	Parts/supplies		341.37
Car Parts Warehouse	Parts/supplies		261.33
Division of Water	Fireline		49.02
Division of Water	7482172312		49.11
Dollar Bank	Service Dept credit card		39.30
Enbridge	#0973		795.55
+ Home Depot	#9772		1,009.70
+ Illuminating Company	#110125887239		457.95
Landmark	Gasoline: 34		2,021.38
Spectrum	Internet/cable service		228.19
Sutton Hardware	Parts/supplies		235.49
<i>SUBTOTAL - SERVICE</i>			<u>\$ 5,752.78</u>

		CONSULTANTS
Chagrin Valley Engineering	Professional services - 1/2026	\$ 404.00
Matty, Henrikson & Greve LLC	Professional services - 1/2026	4,280.00
Plan It Consulting	Professional services - 1/2026	<u>1,701.00</u>
<i>SUBTOTAL - CONSULTANTS</i>		<u>\$ 6,385.00</u>

TOTAL ALL PAY CLAIMS **\$ 192,062.58**

- * Restricted fund
- + Electronic payment

FOR RECORD ONLY

Payroll	1/2/2026	\$ 76,428.28
Payroll	1/16/2026	\$ 70,590.56
Payroll	1/30/2026	\$ 75,829.77

Section 2.

This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, safety and welfare for the reasons that its passage is necessary to the daily operation of the Village Government.

Passed: February 18, 2026

Keith A. Benjamin, Mayor

Diana L. Cooks, Village Fiscal Officer