



**Village Council Committee of the Whole Meeting  
Wednesday, March 15, 2023 at 6:00PM  
Bratenahl Community Center  
10300 Brighton Road**

**AGENDA**

**PLEASE SILENCE ALL ELECTRONIC DEVICES**

1. Call to Order - Roll Call
2. Approval of prior meeting minutes
3. Resolution 1290: Accepting the quote of Guide Studio Inc for the Gateway Sign program
4. Resolution 1291: Accepting the email proposal of William A. Doty Architect LLC for a Community Center renovation and costing study
5. 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: March 13, 2023

Diana L. Cooks, Clerk of Council

Name	BENJAMIN			BURKE-JONES			HOEFLING			HUFFMAN			MCDONALD			YONCHAK		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1290

INTRODUCED BY:

A RESOLUTION ACCEPTING THE QUOTE OF  
GUIDE STUDIO, INC. FOR ASSISTANCE WITH  
THE DEVELOPMENT AND BID DOCUMENTATION  
FOR THE GATEWAY SIGN PROGRAM AND  
DECLARING AN EMERGENCY

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

SECTION 1. The quote of Guide Studio, Inc. for assistance with the development and bid documentation for the Gateway Sign Program in an amount not to exceed five thousand, eight hundred dollars (\$5,800.00), a copy of which quote is attached hereto as Exhibit "A," be, and the same hereby is accepted.

SECTION 2. The Mayor be and he is hereby authorized on behalf of the Village of Bratenahl to enter into a contract with Guide Studio, Inc. in a form approved by the Village Solicitor.

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 to commence with the project; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

\_\_\_\_\_  
John M. Licastro, Mayor

ATTEST:

\_\_\_\_\_  
Diana L. Cooks, Village Fiscal Officer

Quote No. 2304

EXHIBIT "A"



Keith Benjamin  
Village of Bratenahl  
411 Bratenahl Road  
Bratenahl  
OH 44108  
USA

Guide Studio, Inc.  
13110 Shaker Square, Suite 101  
Cleveland, OH 44120

Quoted By: Cathy Fromet

## Quote

QUOTE DATE	QUOTE TOTAL	VALID TO
03/10/2022	5,800.00	05/09/2022

### Village of Bratenahl - Gateway Design Intent Development

#### INTRODUCTION

I appreciate the confidence that you have expressed in Guide Studio, Inc. (GS)("Consultant") by asking us to assist the Village of Bratenahl ("Client"), with the development and bid documentation for the Gateway Sign Program developed in 2019 ("Assignment" or "Project"). The purpose of this Proposal is to set forth the terms of our engagement, to identify the services you may expect to receive, and to establish the manner by which Guide Studio will be compensated for services rendered.

#### SCOPE OF WORK

##### Step 2 Sign Program Design

- **Design Development**
  - Design Intent\* (60%) explore the details of materials and construction methods, sign placement and context, scale and dimensionality
  - Design Intent (90%) finalize details and instructions to ensure that the program will be built (by others) as specified.
    - \* After Design Development has been reviewed and approved, this presentation is typically appropriate for local Architectural Review Boards or Planning Commissions for the approval of the Wayfinding Program.
- **Bid Package** - The compilation of all the instructional documents and drawings required to build and install your sign program.
  - Prior to finalizing your Bid Package, we will provide you with an update to your Wayfinding Program budget, recommendations for how to Phase the implementation of the Wayfinding Program, and a list of trusted sign contractors to get you started in Bidding the fabrication and installation of the project.

#### Service Includes:

- (1) Kick-off meeting, Online
- (1) Design Intent Meeting, In-person
  - Design is an iterative process. Comments and changes will be incorporated into each subsequent round; includes (1) Round of updates/revisions to the final Bid Package
- (1) Next Steps/Implementation Planning Meeting
- (Optional) Presentation to Village Council/Review Boards

Timeline: 4-8 weeks

## OPTIONAL

### Step 3 Sign Program Implementation

(Option A) Bid Support includes:

- **Bid RFI's** - Answer Requests for Information during the bidding/Requests for Proposal process, our team will formally respond to requests for information (RFI's).
- **Bid Review and Evaluation** - The project team will review submitted proposals and provide the client with a compilation of project bids and evaluation report, along with a formal recommendation for the project award.

Service Includes:

- (1) Online Meeting

Timeline: 2-4 weeks

(Option B) Design Intent Review (Fabrication Observation) includes a review of:

- **Shop Drawing/Sign Face Layout Review** - Colors, materials, fabrication methods via the review of shop drawings and message layouts. We will red-line shop drawings and send them to your team for review and understanding of any design intent issues we may find with the recommended fabrication methods.
- **Material and Finish Review** - Material samples and sign type mock-ups (if specified) to confirm that all submitted items comply with our design intent.

Service Includes:

- (1) Online Meeting

Timeline: 2-4 weeks

(Option C) Fabrication Management (Construction Management) Includes services outlined in Design Intent Management, plus:

- Meeting with the selected contractor(s) for the start of work to review all program documents.
- Manage contractor relationships, schedule, and on-site coordination.
- Review, approve and submit contractor and professional pay applications (if applicable).
- Sign Location verification and walk-through with client and contractor.
- Oversee progress of fabrication.
- Oversee progress of the installation.
- Survey of the finished project; prepare a detailed punch list.

Service Includes:

- (3) On-site Meetings
- (3) Online Meetings

Timeline: 14 - 18 weeks

## PROJECT PARAMETERS

We expect to deliver this work within the context outlined below:

### Project Timelines

We establish timelines with project milestone dates at the beginning of the project. These

milestone dates are for review feedback, presentations, and/or meetings, and are set early to ensure all parties have proper notice for review time and attendance to presentations/meetings.

- Milestone meetings that need to be rescheduled within a week of the original date should not affect project timelines. However, milestones that are pushed back by the client team more than a week may get pushed 3-4 weeks back depending on Guide Studio's Active Project schedules.
- If a project is pushed back more than 2 months, additional time and service fees to manage the project back on track will be required.

**Project Review and Feedback**

Review and feedback from the Client Team and Owner/Approval Entity are required throughout the project. This feedback is critical for the development of the project but it can be difficult to decipher the desired direction when each person presents feedback separately.

- Rounds of revisions considered in scope are documented above based on the deliverable. A round of revisions is defined as any change or update requested by the Client or the Client's representative.
- We require that comments/feedback from the Owner/Approval Entity be consolidated by the Client Team to minimize the time spent on multiple rounds of revisions.
- The Client Team (with support from Guide) is responsible for approving the final direction based on the comments/feedback presented by the Owner/Approval Entity.
- Any revisions and requests for changes made after sign-off will be considered out-of-scope and a Change Order will be submitted prior to completing work. Additional revisions billed hourly.

**Approvals**

- Sign-off on work completed/approved direction of current Phase is required for all work to move into a new Phase.

	QTY	RATE	AMOUNT
<b>Professional Fees</b>			
Step 2 Gateway Design Intent/Bid Documentation	40.00	145.00	(TE) 5,800.00

**OPTIONAL SERVICES: Implementation Support**

**Option A: Bid Support: add \$1,360**

**Option B: Design Intent Review: add \$1,940**

**Option C: Fabrication Management (full Construction Management including Design Intent Review): add \$3,680**

Subtotal 5,800.00

Tax 8.00% 0.00

<b>Total USD\$</b>	<b>5,800.00</b>
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Terms:

**DEPOSIT**

Upon approval of this Proposal, we will send an invoice for a 20% deposit to start the project.

**INVOICING**

Step 2 Only project schedule indicates that this work will take **(2) months** to complete. Invoices will be submitted over the course of **2 months** in monthly installment payments based on the percentage of work completed. Invoices are due upon receipt.

**REIMBURSABLE EXPENSES (Included)**

In-house reimbursable expenses such as travel expenses, mileage, digital outputs (color), digital output (b/w), large format output (color), presentation materials, CDs, scans, postage/couriers, and other incurred costs are included in the total fee.

**Fees and expenses estimates do not include applicable sales or use tax.**

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**Acceptance**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name	BENJAMIN			BURKE-JONES			HOEFLING			HUFFMAN			MCDONALD			YONCHAK		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

RESOLUTION NO: 1291

INTRODUCED BY:

A RESOLUTION ACCEPTING THE EMAIL PROPOSAL  
OF WILLIAM A. DOTY ARCHITECT LLC FOR A  
COMMUNITY CENTER RENOVATION AND  
COSTING STUDY AND DECLARING  
AN EMERGENCY

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

SECTION 1. The email proposal of William A. Doty Architect LLC for a Community Center renovation and costing study, in an amount not to exceed six thousand dollars (\$6,000.00,) is hereby accepted, a copy of which proposal is attached hereto as Exhibit "A" and incorporated herein as if by reference.

SECTION 2. The Mayor be and he is hereby authorized on behalf of the Village of Bratenahl to enter into a contract with William A. Doty Architect LLC in a form approved by the Village Solicitor.

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 updated renovation costs for the Community Center; wherefore, this Resolution shall be in full force and effect from and immediately after its adoption.

PASSED:

APPROVED:

\_\_\_\_\_  
John M. Licastro, Mayor

ATTEST:

\_\_\_\_\_  
Diana L. Cooks, Village Fiscal Officer