



Village of Galena Special Council Meeting Agenda
Monday, August 29, 2022, 7:30 p.m.
Galena Village Hall, Council Chambers, 109 Harrison St., Galena, OH 43021
AND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/85852473871?pwd=TlpRQnJycXZvemUvQ0JUNWV2aXQydz09>

Meeting ID: 858 5247 3871

Passcode: 885398

One tap mobile

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Roll Call

Resolution No. 2022-22 (First Reading, Emergency) A Resolution Authorizing A Contract With POD Design To Create A Conceptual Design For Miller Park Playground, And Declaring An Emergency.

Adjournment

RESOLUTION NO. 2022-22 (First Reading, Emergency)

A RESOLUTION AUTHORIZING A CONTRACT WITH POD DESIGN TO CREATE A CONCEPTUAL DESIGN FOR MILLER PARK PLAYGROUND, AND DECLARING AN EMERGENCY.

WHEREAS, it is Council’s desire to hire POD design and create a conceptual design for Miller Park Playground, and,

WHEREAS, POD design is working with Council to contract for such services for the Village.

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE OF GALENA, DELAWARE COUNTY, OHIO AS FOLLOWS:

Section 1: That Council herewith authorizes the Mayor to enter into a contract with POD design, and To Provide a conceptual design for Miller Park, And Declaring An Emergency.

Section 2: The Mayor is authorized to execute the contract not to exceed \$21,500 on behalf of the Village. The contract shall be subject to final review by the Village Solicitor.

Section 3: That it is hereby found and determined that all formal actions of this Council concerning and relating to passage of this *Resolution* were adopted in an open meeting of the Council, and that all deliberations of this Council and any of the decision-making bodies of the Village of Galena which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the Village of Galena, Delaware County, Ohio.

Section 4: Council hereby finds and determines that an emergency exists affecting the health, safety and welfare of the residents of the Village of Galena, such emergency consisting of the necessity to proceed due to the safety concerns at the existing playground and by reason thereof Council has determined that this legislation shall take effect immediately upon its adoption.

VOTES ON RULE SUSPENSION: Y_____ N_____

VOTES ON RESOLUTION NO. 2022-22: Y_____ N_____

Jill K. Love, Mayor Date
APPROVED AS TO FORM:

Suzanne Rease, Fiscal Officer Date

Kenneth J. Molnar, Solicitor Date

Certification: I, Suzanne Rease, Fiscal Officer of the Village of Galena, Ohio hereby certify that publication of this resolution was duly made by posting true copies thereof at five (5) of the most public places as determined by Council in Resolution 2015-18.



Planning
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July 25, 2022

Mr. Eric Johnston
Village of Galena
109 Harrison Street
Galena, OH 43021

Re: Landscape Architectural Services Proposal for Miller Park Playground

Dear Eric:

Thank you for extending the opportunity for POD Design to provide professional landscape architectural services for Miller Park located in Galena, Ohio. As requested, our assumptions, scope of services, and additional details follow:

ASSUMPTIONS

- The client will be the Village of Galena. The consultant will be POD Design
- Base information related to the site including existing conditions survey, existing plans for improvements, etc. shall be provided by the client
- We highly recommend the completion of a survey of topography, boundaries and existing conditions by a professional land surveyor and coordinate this service as a reimbursable expense as requested
- The below listed scope of services is based on providing conceptual design recommendations for a new playground located in Miller Park, playground features to include water play, new nature-based activity areas, shade, etc.
- Base services will also include an overall conceptual plan for the park depicting desired future programming including community gardens, athletic fields, enhanced walking paths, vehicular access, etc.
- Full construction documentation services will be provided as an amendment to this proposal once a final design and construction budget has been identified (assume a fee range of 10-12% of overall budget)
- We understand the initial budget for the first phase of proposed improvements is approximately \$350,000 but additional funds may be available pending fundraising efforts based on concept plans
- Any work deemed necessary by the client during the project that is not already specified in the scope of services below may be considered additional services and will be billed on an hourly basis using our standard billing rates as authorized by the client
- Any necessary permitting and approvals will be completed by others
- Professional services such as site survey, civil engineering, irrigation, electrical and mechanical design are not included in the basic scope of work

SCOPE OF SERVICES

POD Design will assist the Village of Galena with a vision for Miller Park with a particular focus on detailed conceptual design of a new nature-based play environment. We will develop overall conceptual plans for the park to identify the appropriate adjacencies of all desired program elements to be included in future phases of development. We will work with the Village to determine the appropriate products to share with the community to solicit input on proposed improvements prior to completion of the conceptual design process. Final products will provide a vision for the park and playground along with a high-level opinion of probable cost and recommended phasing



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and schedule for next steps in the design and documentation process. Specific anticipated tasks for this process include:

- Project initiation, attend site visit for photographic inventory
- Base preparation from client files, GIS, and site photography
- Coordinate site survey, if applicable
- Develop preliminary conceptual plans and associated reference imagery for park and playground layouts
- Attend review meeting with client to solicit input on preliminary programming, plan alternatives and reference imagery
- Preparation of updated park and playground concept plans
- Preparation of initial opinion of probable cost for proposed elements to be incorporated in the park
- Attend review meeting with the client to discuss updated concepts, initial budget and possible phasing recommendations
- Preparation of plans, 3D modeling/perspective vignettes, reference imagery and exhibits suitable for solicitation of public input
- Assist client in organizing community meeting to present refined conceptual designs for Miller Park
- Attend meeting with client to review public input received and discuss refinements to conceptual products incorporating comments
- Prepare final conceptual design package including any plans, modeling, reference imagery, opinion of probable cost and phasing recommendations
- Attend Village Council meeting to present an overview of the design process, findings, final products and discuss next steps

DELIVERABLES

- Park and playground conceptual design alternatives, reference imagery of proposed features, 3D modeling/perspective vignettes of proposed design, opinions of probable cost and phasing diagrams

COMPENSATION

POD Design proposes to complete the above scope of services on lump sum basis against the following fee budget, plus reimbursable project expenses for printing, photo reproduction, courier, etc. as outlined below:

Conceptual Design	\$21,500
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SCHEDULE

POD Design has staff available to begin work on this project upon notice to proceed. We anticipate the conceptual design process will take approximately four months to complete.

TERMS AND CONDITIONS

1. This agreement may be terminated by either party upon seven days written notification should the other party fail, through no fault of the party initiating the termination.
2. In the event of termination not initiated by the consultant, the consultant shall be compensated for all services performed to the date of termination, together with reimbursable expenses then due.



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3. Original drawings and models as instruments of service are and shall remain the property of the consultant whether the project for which they were prepared is executed or not. The client shall be permitted to retain copies, including reproducible copies and digital data on disks, for information and reference.
4. This agreement represents the entire integrated Agreement between the client and the consultant, and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the client and consultant.
5. The client agrees to limit the consultant's liability to the client and to all persons, contractors, and subcontractors on the project, due to the consultant's professional negligent acts, errors, or omissions to the amount of the fee agreed upon by the client and the consultant.
6. POD Design agrees to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. POD Design shall perform its services with due and reasonable diligence consistent with sound professional practice.

ACCEPTANCE AND NOTICE TO PROCEED

POD Design is prepared to proceed with the above-described professional services upon acceptance of this proposal and the authorization of the individual tasks.

ACCEPTED BY:
Village of Galena

Date: _____

POD, LLC


Steve Kolwicz, ASLA, LEED AP
Co-Founder and Principal

Date: July 25, 2022