

First Reading: January 9, 2024  
Second Reading: dispensed

**RESOLUTION 2024-010**

**A RESOLUTION AUTHORIZING A CONTRACT WITH SMP DESIGN FOR  
PROFESSIONAL SERVICES FOR THE FIRE STATION 92 FEASIBILITY STUDY,  
DISPENSING WITH A SECOND READING,  
AND DECLARING AN EMERGENCY**

**WHEREAS**, the Board of Township Trustees wishes to conduct a feasibility study for renovations and a possible addition to the existing fire station 92 (the "Fire Station 92 Feasibility Study") and wishes to provide for professional services in regard to the project; and

**WHEREAS**, the Board of Township Trustees desires to contract for professional services and has followed the procedure set forth in Ohio Revised Code for selection of an architectural firm for the Fire Station 92 Feasibility Study; and

**WHEREAS**, the Board of Trustees desires to proceed with the feasibility study and to contract with SMP Design for professional services for the Fire Station 92 Feasibility Study;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Township Trustees of Sycamore Township, State of Ohio:

**SECTION 1.** The attached proposal from SMP Design is hereby approved, and the Township Administrator is hereby authorized and directed to contract with SMP Design to provide the professional services for the Fire Station 92 Feasibility Study.

**SECTION 2.** The contract price for the study shall not exceed \$18,850.00.

**SECTION 3.** The Board upon at least a majority vote does hereby dispense with the requirement that this resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

**SECTION 4.** Upon the unanimous vote of the Board of Township Trustees, this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of Sycamore Township and shall take effect immediately. The reason for the emergency is the need to begin the study of the project as soon as possible.


**VOTE RECORD:**

Mr. Kellums Aye

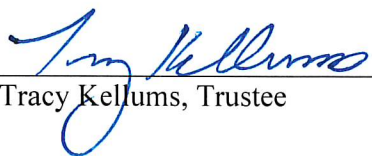
Ms. Schwegmann Aye

Mr. Weidman Aye

**PASSED** at a meeting of the Board of Township Trustees this 9<sup>th</sup> day of January, 2024.


  
\_\_\_\_\_  
Thomas J. Weidman, Chairman

  
\_\_\_\_\_  
Tracy Schwegmann, Vice Chairman

  
\_\_\_\_\_  
Tracy Kellums, Trustee

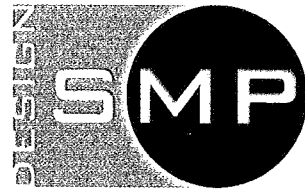
**AUTHENTICATION**

This is to certify that this Resolution was duly passed and filed with the Sycamore Township Fiscal Officer this 9<sup>th</sup> day of January, 2024.

  
\_\_\_\_\_  
Jonathan T. Deters  
Sycamore Township Fiscal Officer

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Lawrence E. Barbieri, Law Director



December 12, 2023

Mike Gould  
Assistant Superintendent/Project Manager  
Sycamore Township  
8540 Kenwood Road  
Sycamore Township, Ohio 45236

**RE: Letter of Proposal – Fire Station 92 – Feasibility Study**

Dear Mike,

Thank you for the opportunity to submit this proposal for Professional Services for the Fire Station 92 Feasibility Study located in Sycamore Township. We are very excited to be part this project, and Sycamore Township's growth and success.

**THE PROJECT**

This proposal is for Feasibility Professional Services for renovations and possible additions to the existing Fire Station 92 located at 8540 Kenwood Road in Sycamore Township, Ohio:

**EXISTING CONDITIONS**

1. Drawings of the existing fire station 92 were provided by Lt. Tim Feichtner via email on November 28, 2023. Major concerns regarding the existing fire station include:
  - a. Sleeping rooms are located on the second floor. Separated from showers on first floor and apparatus bays on first floor.
  - b. Showers on the second floor leak to story below, and are unusable
  - c. The second floor, floor structure is sagging along the south wall of the training room. (assessment previously completed by Julie Cromwell Associates)
  - d. The entrance to the showers on the first floor are in direct view of the main entrance.
  - e. There is no secured separation between the entry lobby and the main fire station.
  - f. The elevator is inoperable.
  - g. The chief's office is adjacent to the main entry lobby.
  - h. The emergency shower is not accessible for emergency use.
  - i. There is an odd step from the living space into the apparatus bay.
  - j. There is not airlock between the apparatus bays and the living area of the fire station.
  - k. The CO detection system is not operating.

- l. The emergency air change system in the apparatus bay does not have consideration for intake of fresh air.
- m. There are no shower facilities in the basement, where gym and locker room is located
- n. The building sprinkler system has been removed from service due to corroding and leaking sprinkler pipes.
- o. Gear lockers split between two adjacent spaces.
- p. SCBA space need to be in a more secure clean space.

## **SCOPE OF SERVICES**

The general approach to the Feasibility study will be to identify deficiencies in the existing building arrangement and serviceability of systems and structures. The overall goal being to assess the requirements to improve the existing fire station to be comparable to a modern efficient, well-planned fire station.

1. Site Assessment: A Physical assessment of the existing fire station. Much of this work was completed on our initial site visit. The site assessment will help provide a baseline for the required modifications and upgrades.
2. Program Understanding: Develop a needs assessment document that will form the basis of the program of required spaces.
3. Concept Planning: Development of concept planning based upon the site assessment and the Program of Required Spaces. Examination of building repairs and improvements, and study of potential additions to the building.
4. Code Assessment: Review of current building code requirements, and documentation of recommended improvements.
5. Cost Analysis: Square foot based cost of improvements defined within the recommendations of the final feasibility study.
6. Deliverable will be comparable to the London Fire Station Feasibility Study which was shared with you.

## **NOT INCLUDED IN SCOPE OF SERVICES**

The following scopes are to be by others and are not included in our base fee;

1. Site Survey - legal and topographical as required for legal boundaries and existing grades.
2. Geotechnical Engineering
3. Civil Engineering
4. Structural Engineering
5. Building Systems Engineering (MEP-FP)
6. Scientific Investigative Services

7. Special Inspection services
8. Detailed Cost Estimating

### **ADDITIONAL SERVICES**

The following additional services can be provided Ala Carte' in addition to the Feasibility Services described above.

1. Concept three dimensional interior and exterior renderings for public presentation.
2. Detailed line item cost estimating by a local construction manager experienced with Fire Station construction.

### **COMPENSATION**

1. This fee proposal is for services outlined in this proposal.
2. Our fee will be adjusted with any added scope items that may not have been communicated yet or that may be requested or may become required.

<b>Feasibility Study</b>	<b>\$11,000.00</b>
<b>Concept Renderings (For public presentation)</b>	<b>\$4,000.00</b>
<b>Detailed Cost Estimate</b>	<b>\$3,850.00</b>

### **Reimbursable expenses:**

Customary Reimbursables +10% are in addition to the proposed fee for Basic Services.

SMP invoices monthly with payments to be received within 30 days.

Please contact me at your convenience regarding the acceptance of this proposal or if you have any questions.

I thank you for considering SMP design for your project.

Best Regards,

  
Greg Phillips, AIA, NCARB, LEED AP  
Director of Architecture

\_\_\_\_\_  
Authorization to Proceed

\_\_\_\_\_  
Date