



MAYFIELD  
VILLAGE

MAYOR BRENDA T. BODNAR  
mayfieldvillage.com

6622 Wilson Mills Road  
Mayfield Village, OH 44143  
440.461.2210 • Fax 440.461.7349  
ContactUs@mayfieldvillage.com

**MEMORANDUM**

**TO:** Council President Schutt and Members of Council

**FROM:** Diane Wolgamuth, Director of Administration  
John Marrelli, Building Commissioner

**DATE:** April 30, 2021

**RE:** **Civic Center Restroom/Kitchen Renovation – Fee Agreement with Brandstetter Carroll, Inc.**

---

As Mayor Bodnar reported in her State of the Village address, Mayfield Village has been granted \$200,000 in State Capital Appropriations Budget funding for ADA improvements to the Civic Center, particularly as those improvements benefit the continued and increased use of Reserve Hall. We have been working with Nancy Nozik at Brandstetter Carroll, Inc. (BCI) to come up with plans to increase the size of both of the building's main restrooms and make them ADA compliant. In order to achieve this result, we must utilize some of the kitchen's square footage.

Attached is letter dated April 26, 2021, outlining BCI's scope of services and fees as well as an estimate of probable costs totaling \$365,879. These projected costs include completely new restrooms, upgrades to the HVAC system and controls, and a full renovation of the kitchen. As you can see, BCI proposes to complete the design, prepare all the construction documents, take the project through the bid phase, and perform construction administration for a fee of \$30,000. We believe that this is a reasonable fee, representing less than 10% of the total project cost.

An anticipated schedule is included in BCI's letter and, if Council is agreeable to the proposed fee, an AIA Agreement will be prepared for approval at the regular meeting of Council on May 17, 2021.

John and I will both attend Monday evening's meeting. We look forward to discussing this project with you further and answering any questions that you might have.

cc: Mayor Brenda T. Bodnar  
Department Heads



**BRANDSTETTER  
CARROLL INC**  
ARCHITECTS • ENGINEERS • PLANNERS

2360 Chauvin Dr  
LEXINGTON  
KY 40517  
859.268.1933  
FX: 859.268.3341

300 Falls Church Rd  
CINCINNATI  
OH 45202  
513.651.4224  
FX: 513.651.0147

1220 West 6<sup>th</sup> St  
Suite 300  
CLEVELAND  
OH 44113  
216.241.4480

PO Box 940173  
DALLAS  
TX 75207-1  
214.762.2535

Ms. Diane Wolgamuth  
Mayfield Village  
6222 Wilson Mills Road  
Mayfield Village, Ohio 44143

April 26, 2021

RE: Mayfield Village Civic Hall Restroom Renovations – **PROFESSIONAL DESIGN SERVICES**

Dear Ms. Wolgamuth:

Having prepared a concept design concept for the renovation of the entry level restrooms for the Mayfield Village Civic Hall, Brandstetter Carroll, Inc. proposes the following professional design services and fees to prepare the documents for bidding, permitting, and construction. Our services will follow those outlined in the AIA B104 Standard Abbreviated Form of Agreement Between Owner and Architect, attached for reference.

The scope of renovations includes 850sf within the existing structure including the areas of the existing Women's Restroom 1, Men's Restroom 1, and Kitchen. The two restrooms will be expanded to provide a Women's Restroom with three toilets and two sinks, a Men's Restroom with two toilets, two urinals, and two sinks, and upgrades to the kitchen area. The opinion of probable construction cost (OPC) for this project is \$320,000. See attached Concept Plan and OPC.

**Scope of Services:**

- |  |            |
|--|------------|
| 1. Design Phase:   | \$9,000.00 |
| a. Further the concept design, determine final layout and materials. |            |
| 2. Construction Documents Phase:                                     | 12,000.00  |
| a. Drawing and Specifications (Project Manual)                       |            |
| b. Submit to regulatory agencies for Permit Review.                  |            |
| 3. Bidding:  | 1,500.00   |
| a. Answer RFI's as required.   |            |
| b. Issue Addenda as required.  |            |
| 4. Construction Administration:                                      | 7,500.00   |

**TOTAL FEE           \$30,000.00**

**Anticipated Schedule:**

Design Phase	May 2021
Construction Documents	June 2021
Bidding	July 2021
Construction	August – September 2021

If this proposal is acceptable, the AIA B104 agreement will be prepared for execution.

Sincerely,  
Brandstetter Carroll Inc.

Nancy K. Nozik, AIA  
Division Principal

**RESTROOM CONCEPT**

	area/ qty	unit	unit cost	unit	area costs
<b>1 GENERAL REQUIREMENTS</b>					<b>\$ 67,836.87</b>
Field Office / Supplies / Printing	4	mo	1148	mo	\$ 4,592.00
Field Superintendent	4	mo	10500	mo	\$ 42,000.00
Contractor's Bonds (7/8% of construction cost, 0.00875)	1	ls	\$ 1,682.37	ls	\$ 1,682.37
Testing Inspection	2	ea	500	ea	\$ 1,000.00
Temporary phone/fax/internet	4	mo	650	mo	\$ 2,600.00
Progress Cleaning	4	mo	500	mo	\$ 2,000.00
As Built Drawings	1	ls	2500	ls	\$ 2,500.00
Final Cleaning	1	ls	2000	ls	\$ 2,000.00
Building Permit allowance	1	allow	3862.5	allow	\$ 3,862.50
Dumpster / Trash Hauling (2 per month)	8	picks	700	pick	\$ 5,600.00
<b>2 DEMOLITION</b>					<b>\$ 6,800.00</b>
Interior Demolition - selective	850	sf		8 sf	\$ 6,800.00
<b>3 CONCRETE</b>					<b>\$ 2,275.00</b>
Slab-on-grade					<b>\$ 2,275.00</b>
4" concrete slab on 4" stone	350	sf		6.5 sf	\$ 2,275.00
<b>8 OPENINGS</b>					<b>\$ 12,620.00</b>
Doors					
Interior Single WD/HM Door with Frame	4	ea	1850	ea	\$ 7,400.00
Door and Hardware installation	4	ea	305	sf	\$ 1,220.00
Coiling Counter Door	1	ea	4000	sf	\$ 4,000.00
<b>9 FINISHES</b>					<b>\$ 66,400.00</b>
Gypsum board wall assemblies					
Gyp bd over 5-5/8 mtl studs, sound batt insul	650	sf	11.85	sf	\$ 7,702.50
Gyp bd over furring on kitchen walls	700	sf		6 sf	\$ 4,200.00
Flooring					
ceramic floor tile	850	sf	\$20.00	sf	\$ 17,000.00
ceramic tile base 6"	200	lf	\$22.00	lf	\$ 4,400.00
Walls					
Ceramic tile	360	sf	\$15.00	sf	\$ 5,400.00
Millwork					
Wood Base Cabinets	25	lf	\$300.00	lf	\$ 7,500.00
Wood Wall Cabinets	25	lf	\$168.00	lf	\$ 4,200.00
Countertops					

**BRANDSTETTER CARROLL, INC.**

**MAYFIELD VILLAGE CIVIC HALL RESTROOM RENOVATION**

Granite: kitchen	65 sf	\$100.00 sf	\$	6,500.00
Granite: Restrooms	20 sf	\$100.00 sf	\$	2,000.00
Painting				
Interior Doors & Frames	4 ea	\$125.00 ea	\$	500.00
Interior walls	2450 sf	\$1.00 sf	\$	2,450.00
Ceiling				
2x2 acoustical ceiling	850 sf	\$5.35 sf	\$	4,547.50
<b>10 SPECIALTIES</b>				<b>\$ 14,312.00</b>
Toilet Accessories				
Mirrors	4 ea	365 ea	\$	1,460.00
Paper Towel/Waste Dispenser	2 ea	322 ea	\$	644.00
Soap Dispenser	4 ea	81 ea	\$	324.00
Toilet Paper Dispenser	5 ea	70 ea	\$	350.00
Grab Bar - 42"	2 ea	70 ea	\$	140.00
Grab Bar - 36"	2 ea	68 ea	\$	136.00
Grab Bar - 18" vertical	2 ea	60 ea	\$	120.00
Electric hand dryer	2 ea	600 ea	\$	1,200.00
coat hooks	5 ea	40 ea	\$	200.00
sanitary napkin disposal	3 ea	276 ea	\$	828.00
baby changer	2 ea	460 ea	\$	920.00
Toilet Partitions: solid polymer				
Regular stall	3 ea	1350 ea	\$	4,050.00
ADA stall	2 ea	1550 ea	\$	3,100.00
Urinal Screen	2 ea	420 ea	\$	840.00
<b>11 EQUIPMENT</b>				<b>\$ 14,260.00</b>
Food Service - commercial				
Cooler - solid double door reach-in	1 ea	3500 ea	\$	3,500.00
Freezer - solid double door reach-in	1 ea	3500 ea	\$	3,500.00
Ice Maker	1 ea	3000 ea	\$	3,000.00
Dishwasher - commercial grade	1 ea	2000 ea	\$	2,000.00
SS hand sink	1 ea	1000 ea	\$	1,000.00
24x72 SS table (Regency)	1 ea	300 ea	\$	300.00
36x36 SS table (Regency)	2 ea	400 ea	\$	800.00
12x48 SS wall shelf (Regency)	2 ea	80 ea	\$	160.00
<b>21 FIRE SUPPRESSION</b>				<b>\$ 3,697.50</b>
Fire Suppression System - w/eng, valves, etc	850 sf	4.35 sf	\$	3,697.50

22 PLUMBING			\$ 22,393.50
General - renovation	850	6 sf	\$ 5,100.00
Plumbing Fixtures			
Water closet - floor mount	5 ea	1170 ea	\$ 5,850.00
Urinal - wall mount - with sensor flush valve	2 ea	1700 ea	\$ 3,400.00
Countertop lavatory w/faucet	4 ea	1150 ea	\$ 4,600.00
Electric water cooler w/bottle filler	1 ea	2168 ea	\$ 2,168.00
Cast Iron Floor Drains	2 ea	500 ea	\$ 1,000.00
Vent through roof	2 ea	137.75 ea	\$ 275.50
23 HVAC			\$ 20,612.50
General - renovation	850 sf	21 sf	\$ 17,850.00
Controls - typical areas	850 sf	3 sf	\$ 2,550.00
Testing, balancing, start-up	850 sf	0.25 sf	\$ 212.50
26 ELECTRICAL			\$ 28,900.00
General - renovation	850 sf	19 sf	\$ 16,150.00
Interior Lighting - typical areas	850 sf	15 sf	\$ 12,750.00
<hr/>			
SUB-TOTAL CONSTRUCTION COSTS			\$ 192,270.50
General Requirements (from above)			\$ 67,836.87
10% Bonds and Insurance			\$ 26,010.74
Design Contingency (10%)			\$ 19,227.05
CONSTRUCTION SUB-TOTAL			\$ 305,345.15
Professional Design Fees			\$ 30,000.00
Construction Contingency (10%)			\$ 30,534.52
<b>PROJECT COST</b>			<b>\$ 365,879.67</b>