



CLEVELAND HEIGHTS

Planning and Development Committee

December 12, 2024

10:30 AM

City Hall – Executive Conference Room

Community Development Block Grant (CAC), Economic Development, Community Development, Physical Planning, Public Construction, Zoning Code
Council members

Chair: Davida Russell | Vice Chair: Craig Cobb | Member: Tony Cuda

Agenda

- 1) **Call to Order/Roll Call**
- 2) **Legislation Referred to Committee**
 - a. **RESOLUTION NO. 241-2024(PD): *First Reading***. A Resolution authorizing the Mayor to execute a contract with OHM Advisors for the preparation of a Parks, Recreation, and Open Space Master Plan.

Introduced by Mayor Seren
- 3) **Other**
- 4) **Adjourn**



Date: December 9, 2024

To: City Council

From: Eric Zamft, Director of Planning and Development; Andres Gonzalez, Director of Parks and Recreation

Subject: Parks, Recreation, and Open Space (PROS) Master Plan – OHM Advisors

Purpose Statement: To authorize the Mayor to execute a contract with OHM Advisors for an amount not to exceed \$205,000 to prepare a Parks, Recreation, and Open Space (PROS) Master Plan.

The City desires to create a community- and data-driven parks, recreation, and open spaces master plan that guides investments and strategies for the community's system of parks, open space, conserved lands, recreation, and programs over the next 10 years. As a result, on or about July 18, 2024, a Request for Proposals ("RFP") was issued by the City for a consultant to such plan. A number of responses were received and reviewed, and a short-listed number of firms were interviewed. OHM Advisors was selected as the team to recommend retaining. Per the administration's request, OHM Advisors provided a supplemental response proposal on December 5, 2024. As a result, the Mayor is recommending retaining OHM Advisors to prepare the plan.

\$125,000 was set aside for the PROS Master Plan in the 2024 capital budget. However, almost all of the respondents had budgets higher than \$125,000. To that end, the administration requested \$80,000 in supplemental funding in the 2025 capital budget.

Therefore, Council would be unable to approve the resolution until the 2025 capital budget is approved. However, the administration is recommending that Council have a First Reading and refer this resolution to the Community Relations and Recreation Committee for further discussion and deliberation, which would still allow for the Second Reading and potential adoption to occur after Council has adopted the 2025 capital budget on December 16, 2024.

Is this legislation recurring: Yes: _____ No: X

Is emergency language necessary: Yes: _____ No: X

If yes, why?

Is passage on first reading necessary: Yes: _____ No: X

If yes, why?

If funding is required, is it already budgeted for? Yes: X* No: _____

If not already budgeted for, where will funding come from? *Note, supplemental funding in the 2025 budget has been requested; Council approval of the 2025 capital budget first is necessary.

Proposed: 12/09/2024

RESOLUTION NO. 241-2024(PD), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to execute a contract with OHM Advisors for the preparation of a Parks, Recreation, and Open Space Master Plan.

WHEREAS, the City of Cleveland Heights (the “City”) has a wide variety of parks, open spaces, and recreational activities, which serve as a pride for the community; and

WHEREAS, parks master plans typically drive a city’s near- and long-term projects for 15 to 20 years; and

WHEREAS, the City does not have a recent city-wide park master plan; and

WHEREAS, the City desires to create a community- and data-driven park, recreation, and open spaces master plan that guides investments and strategies for the community’s system of parks, open space, conserved lands, recreation, and programs over the next 10 years; and

WHEREAS, on or about July 18, 2024, a Request for Proposals (“RFP”) was issued by the City for a consultant to prepare a Parks, Recreation, and Open Space Master Plan; and

WHEREAS, the City received ten responses, which were all deemed complete; and

WHEREAS, each of the responses was first reviewed by staff from the Department of Planning and Development, Department of Parks and Recreation, and Mayor’s Office; and

WHEREAS, after evaluating responses, 4 teams were short-listed to interview; and

WHEREAS, after the interviews, staff from Planning and Development, Parks and Recreation, and the Mayor’s Office recommended to the Mayor that OHM Advisors, with offices located at 6001 Euclid Avenue, Suite 130, Cleveland, OH 44103, would provide the best service to the City and best meet the City’s needs; and

WHEREAS, after the interviews and at the suggestion of staff, OHM Advisors amended their proposal to include Seventh Hill Design, as indicated in a Proposal Letter dated December 5, 2024; and

RESOLUTION NO. 241-2024(PD)

WHEREAS, the cost of the services to be provided by OHM Advisors is not to exceed \$205,000.00; and

WHEREAS, this Council wishes to authorize a contract with OHM Advisors, for the preparation of a PROS Master Plan.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor shall be and is hereby authorized to execute a contract with OHM Advisors to a Parks, Recreation, and Open Space Master Plan. Compensation for the services detailed therein shall not exceed \$205,000.00. All agreement hereunder shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

TONY CUDA
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

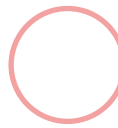
Presented to Mayor: _____ Approved: _____

KAHLIL SEREN
Mayor

Request for Proposals for

Preparation of a Parks, Recreation, & Open Space (PROS) Master Plan

City of Cleveland Heights, Ohio



LET'S GET
TO THE
GOOD STUFF!



Parks and public
spaces bring the kid
out in all of us to play.

★ ★ ★
★ **Hi, there!**

The City of Cleveland Heights, Ohio, has made great strides in enhancing the recreational opportunities for its residents. These upgrades notably enriched the community. Developing a community and data-driven Parks, Recreation, and Open Space (PROS) Master Plan is a critical next step in the journey, and the City is in the fortunate position of building upon a solid foundation. With 10 park sites spanning 135 total acres, the City possesses substantial existing recreational infrastructure.

A thoughtfully crafted plan is key to guiding both current decision-making and future endeavors. Such a plan not only sets forth a vision but provides a strategic direction for achieving your goals. As the Community Advancement firm, OHM Advisors will be the perfect partner for the City of Cleveland Heights and its residents as we closely collaborate to shape the future of your park system. Our primary goal is *establishing a trusted partnership with you*, which leads to better plans for the communities we serve.

Our collective team is intimately familiar with the park system, and are dedicated to ensuring project success. Project Manager Jeremy Hinte, PLA, brings specialized experience crafting park master plans and dedication to timely project delivery. Our unwavering commitment ensures that your project is a priority and is backed by a team with outstanding leadership, expertise, and commitment. We have partnered with the best in the business, PROS Consulting and RDL Architects, to give you the best product possible!



Josh Slaga, PE
Principal & Authorized Officer
OHM Advisors

We appreciate the opportunity to present our planning approach for your consideration, offering a team of seasoned professionals with a wealth of experience in similar projects within neighboring communities, intimate local knowledge of Cleveland Heights, and strong connections with local leadership and supporting agencies.

TOGETHER, OUR TEAM OFFERS

- Local insight backed by national best practices in park planning and design.
- Comprehensive consideration of design, maintenance, operations, and fiscal elements.
- A holistic team of planners, landscape architects, engineers, and parks and recreation specialists developing a plan rooted in community aspirations.
- A long-term commitment to the success of the Plan and the City of Cleveland Heights.

Our collective team is available to answer any questions you may have and wish you the best of luck throughout your review and the selection process.

T (216) 280-3022 **E** josh.slaga@ohm-advisors.com **W** ohm-advisors.com
CONTRACT OFFICE 6001 Euclid Avenue, Suite 130, Cleveland, Ohio 44103

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KEEP SCROLLING FOR THE STATEMENT OF QUALIFICATIONS & REFERENCES.

Introducing Your 'A' Team



OHM Advisors (Prime) is the community advancement firm delivering award-winning work across the architecture, engineering, and planning spheres. OHM Advisors will assume the central role of serving as the primary project lead and point of contact for the city from our Cleveland office. Additionally, we will guide key aspects of the project, including leadership in landscape architecture, planning and community engagement and architecture, engineering, and water resources as needed, all provided in house.

Since our founding in 1962, we've stayed true to our roots—our people, our values and our mission—as we cultivate innovative solutions for the future.

T (216) 865-1335

W ohm-advisors.com

A 6001 Euclid Avenue, Suite 130,
Cleveland, Ohio 44103



After a successful career managing the design studios of nationally recognized firms, Ron Lloyd founded RDL Architects (Sub-Consultant) in 1996. Blossoming from Ron's desire for freedom of expression and his commitment to providing innovative design and superior service to his clients, today, RDL continues to create experiences that connect people to place through meaningful architecture and design. From comprehensive planning and design to construction documentation and administration, we serve our clients' needs throughout the entirety of their project by using our collective expertise. Comprised of architects, planners and designers for a holistic approach to each project from start to finish, RDL contains five studios: Placemaking, Commercial, Residential, Senior Living and Interior Design.

T (216) 752-4300

W rdlarchitects.com

A 21111 Chagrin Boulevard, #110
Beachwood, Ohio 44122



PROS Consulting (Sub-Consultant) is a professional management consulting and planning firm with roots as parks and recreation practitioners across the country. PROS Consulting is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation.

They are leaders in the field of management consulting for non-profits, public and private entities with extensive experience in parks and recreation planning, assessments, development, and training.

T (877) 242-7760

W prosconsulting.com

A 35 Whittington Drive, Suite 300,
Brownsburg, Indiana 46112



Our team is ready to collaborate with the city, residents, stakeholders, and officials to develop a parks and recreation master plan that enhances Cleveland Heights. Our team brings expertise in landscape architecture, parks and recreation planning, community engagement, and technical support in civil engineering, water engineering, and architecture. Joining forces, because we are **better together.**

KEEP ON SCROLLING FOR PROOF.

Circle East District

Cuyahoga Land Bank & City of East Cleveland

The Circle East District Visioning project is an opportunity for the City of East Cleveland and the Cuyahoga Land Bank to provide a new vision that enhances East Cleveland's identity and quality of life. RDL worked with the City and the Land Bank to develop a design that empowers the community to overcome long-standing challenges posed by poverty and vacant properties.

Through the use of photorealistic renderings and animation, RDL crafted a community-focused design centered around mixed-use development, infill residential construction, improved pedestrian streetscapes, and a large plaza for outdoor gatherings. Our proposed design creates a strong connection with the street through the implementation of new porches, balconies, and re-orientation of the buildings toward public space.

Not only did this vision preserve and build upon the historic fabric of the neighborhood through the reutilization of older buildings, it also leveraged current assets of the area. A collective vision for the district has been made possible through community engagement events, giving East Cleveland residents opportunities to meaningfully engage in the process.

OHM Advisors, working closely with the City of East Cleveland and Cuyahoga Land Bank, helped secure funding to reconstruct Woodlawn Avenue to support to the first phase of the Circle East District. Creatively leveraging funding, OHM Advisors positioned for multiple grants and partnerships to program the project at no cost to the city's general fund. The project is currently under detailed design building upon the concepts developed by RDL and Cuyahoga Land Bank. The first three phases are fully funded with detailed design to begin in future years.



CLIENT Cuyahoga Land Bank & City of East Cleveland

CONTACTS Kamla Lewis (Land Bank), Project Manager |
Mayor Brandon King (City of East Cleveland)

T (216) 698-2319 (Land Bank) | (216) 681-5020 (City of East Cleveland)

FIRM(S) RDL Architects (Prime — Visioning),
OHM Advisors (Sub — Detailed Design)

Preserved and built upon the historic fabric of the neighborhood through the reutilization of older buildings, while also leveraging assets of the area.



Prepared a system-wide parks master plan to create and define a vision for its park system, and to develop an implementation strategy to achieve this vision.

McGill Park Master Plan

City of Canal Winchester

In 2017, the City of Canal Winchester initiated a process with OHM Advisors to prepare a system-wide parks master plan to create and define a vision for its park system, and to develop an implementation strategy to achieve this vision. OHM Advisors worked closely with the city and the community through a series of working group meetings, stakeholder interviews, public meetings, and a survey to ensure the Plan's recommendations were informed and supported by park users.

Following the recommendations within the Plan for additional recreational amenities and park space within the community, OHM Advisors designed a Master Plan for a new 83-acre community park which is currently in Phase I implementation. The design pays homage to the site's agricultural heritage through the preservation of a farmhouse on the property while adding amenities including soccer fields, a baseball complex, kayak/canoe launch, overlooks along a multi-use trail, outdoor amphitheater, dog park, tennis/pickleball courts, playgrounds, a new three-season pavilion, and multiple shelters.

CLIENT City of Canal Winchester (Ohio)

CONTACT Lucas Haire, Development Director

T (614) 837-1894

FIRMS OHM Advisors (Prime)



Goal to create a distinctive neighborhood that serves as a regional destination. Utilizing the rich entertainment and recreational centerpiece that is Cain Park along with the neighborhood's unique cultural history.

Cain Park Village

WXZ Development

RDL has approached the rehabilitation of Cain Park Village in Cleveland Heights, Ohio with the goal to create a distinctive neighborhood that serves as a regional destination. Utilizing the rich entertainment and recreational centerpiece that is Cain Park along with the neighborhood's unique cultural history, RDL has endeavored to create a human-scaled neighborhood featuring housing, retail, office space, district parking, a performance venue, an enhanced pedestrian experience, a central public plaza, and an interconnected green space.

A component of the proposed Cain Park Village is to convert the existing street to one that is green, welcoming, and universal. RDL envisions a new design for the public right-of-way, which would include on-street parallel parking, protected bike lanes, a reduction in driving lanes, a wide barrier-free pedestrian through zone, and an amenity zone with landscaping and furniture to promote gathering. The design takes into consideration safety and security concerns by promoting natural surveillance. This is accomplished through the inclusion of a centrally located plaza that opens onto the public right-of-way, an amenity zone in the new streetscape, a mix of uses, and the improvement of sightlines.

The proposed contemporary architecture includes human-scale design elements that allow the new structures to live in harmony with the historic nature of the existing buildings in the district.

CLIENT WXZ

CONTACT Confidential

FIRM(S) RDL Architects (Prime),
OHM Advisors (Sub)

Chippewa Lake Master Plan

Medina County Park District

Chippewa Lake is a historical site in Medina County owned and operated by the Medina County Park District (MCPD). Native inhabitants used the area as a gathering place and in the late 1800s, Chippewa Lake became destination picnic grounds for the local population. The picnic grounds quickly evolved into a family-friendly amusement park and grew over time, thriving for several decades until its 1978 closure due to amusement park competition and local industry decline. MCPD acquired the lake in 2007, then the amusement park site in 2020, and partnered with OHM Advisors to create a vision for reinventing the area as an iconic regional park.

Our design team's planning process began with the core historical use of the lake area as public gathering space. We first collected data and completed a site analysis, then held initial client meetings and exploratory conversations with stakeholder groups, finding significant issues of concern to include flooding, lake health and residents' concerns regarding potential lake overcrowding. From this information we crafted the plan principles of Ecology, Recreation and Equity to guide the creation of our initial recommendations for the lake area and initial concepts for the abandoned amusement park site.

Next, we engaged the public via an online survey garnering feedback from over 1000 participants on desired uses and improvements and followed this with a presentation of the information at the first public meeting. Over 150 community members attended and provided additional feedback—all of which we used to refine a draft master plan.



We presented this in a second public engagement meeting consisting of three in-person sessions adhering to applicable COVID-19 protocols. At these sessions we gathered instant feedback from over 100 community members via a live survey and visual concept boards inviting attendees to choose preferred plan elements and used the feedback to further hone the plan recommendations. This extensive public engagement process charted the course to a transformative vision for the reinvigorating Chippewa Lake Master Plan.

CLIENT Medina County Park District

CONTACT Nate Eppink, Director

T (330) 722-9364

FIRM(S) OHM Advisors (Prime)



Parks & Active Transportation Plan

City of Wadsworth

The City of Wadsworth has made advancements in enhancing the recreational opportunities within the community by providing park space but has the need for park improvements meeting current needs and trends of the community. OHM Advisors was selected to craft an updated Comprehensive Parks and Active Transportation Plan based on a thorough planning and public engagement process that guides improvements for generations to come. Out of this plan, stemmed the Brickyard Athletic Complex Master Plan and Memorial Park Destination Play Area.

BRICKYARD ATHLETIC COMPLEX MASTER PLAN (2023)

OHM Advisors collaborated with the City of Wadsworth to develop a master plan for a new park located at The Brickyard property. The team completed a conceptual master plan for the parcel consisting of an athletic complex, ballfields, bleachers, concessions/restroom facilities, paved and unpaved trail network, mountain biking, bridle, pond access, and ATV opportunities. OHM Advisors developed multiple conceptual plans with consensus from the city, refined the developed conceptual plans into a unified master plan, and included a concept level cost estimate for the developed plan. The team gathered all current condition information, via Medina County GIS data, available maps, CAD or GIS data provided by the city, site reconnaissance, and developed base maps to prepare the master plan. The mapped site conditions included parcels, roads, drives, parking, structures, trails, play and natural features, grades/slopes, utilities, and vegetation masses within the project area.



MEMORIAL PARK DESTINATION PLAY AREA

(On-going, Phase 1 Construction Estimated Complete in Fall 2024)

OHM Advisors is collaborating with the City on multiple phases of enhancements to Memorial Park, a highly utilized community hub offering diverse amenities, including a beloved, but outdated wooden playground. Phase 1 includes the destination play area which is currently under construction and estimated to be completed in Fall 2024. Initial design involved gathering public input through on-site engagement events and online surveys, with input from a dedicated local stakeholder group during development. The Destination Play Area aims to honor Wadsworth's history, integrating topographic changes to enhance play options and accessibility. The selection of play equipment prioritizes diverse sensory experiences and inclusivity, featuring custom structures to foster interactivity for children of all ages and abilities. The completion of Phase 1 will be in conjunction with the completion of OHM Advisors designed tennis and pickleball courts. OHM Advisors and the City are in detailed design for future phases which include restroom facilities, splash pad, parking lot, and access drive improvements.

CLIENT City of Wadsworth (Ohio)

CONTACT Robin Laughbaugh, Mayor

T (330) 335-2705

FIRM(S) OHM Advisors (Prime)



Civic Center Park Master Plan

City of Middleburgh Heights

The Civic Center Master Plan focuses on promoting the park for community gathering, creating safe pedestrian and bicycle connections, integrating stormwater management practices, considering land assembly strategies, and ensuring safe multimodal access to local destinations while maintaining surrounding residential neighborhoods.

CLIENT City of Middleburgh Heights

CONTACT Matt Castelli, Mayor

T (440) 234-8811

FIRM(S) OHM Advisors (Prime)

Forest Hill Park Infrastructure Inventory & Assessment

Cleveland Metroparks

OHM conducted a project surveying 200+ acres of Cleveland Metroparks using an EOS GNSS receiver and Samsung tablet. Real-time data collection, synced to the cloud and ESRI web map, facilitated swift and accurate mapping. OHM Advisors' GIS expertise created base maps, including historic and publicly available data, and analyzed park utility infrastructure through coordination with municipalities. The GIS data enables ongoing park evaluation for Cleveland Metroparks post-assessment.

This confidential project involved surveying and assessing over 200 acres of parkland for a Cleveland Metroparks facility. The data was collecting using an EOS GNSS receiver and a Samsung tablet. The tablet was connected to a mobile hotspot and ODOT VRS system for real-time data collection, which was synced to the cloud and ESRI web map. The field team was able to swiftly and accurately map and assess the park using the custom GIS form built for the Cleveland Metroparks. OHM Advisors used its GIS expertise to create base maps from publicly-available information, historic maps, and record drawings, and map all site features. The project went beyond surface features and included a complete analysis of the parks existing utility infrastructure. This involved the coordination of multiple municipalities and utility providers. The GIS data will allow Cleveland Metroparks to continue to evaluate the park, after the assessment is complete.

CLIENT Cleveland Metroparks

CONTACT Sean McDermott, Chief Officer

T (216) 635-3258 **E** sem1@clevelandmetroparks.com

FIRM(S) OHM Advisors (Prime)



Locate, catalog, and analyze the condition of all known buildings and open-air structures, athletic facilities, and surface and underground infrastructure. Infrastructure includes roads, parking areas, walks and trails, stairs, walls, site furnishings, and utilities: water, electrical, lighting, storm sewers, and sanitary sewers.



Estimate the cost to repair or replace, in-kind, the facilities and infrastructure that are in less than acceptable condition.



Organize all of the information, and deliver a report, summarizing the findings

Recreation Master Plan

City of Norton

The City of Norton, in northeast Ohio, aimed to enhance its community through civic improvements, particularly in its park system. Despite having less park space per resident compared to similar cities, Norton hired OHM Advisors in early 2022 to assess its parks and propose improvements based on public input. The resulting parks master plan prioritizes clear goals and tailored enhancements. Norton currently has five parks with basic amenities like play areas and trails, but seeks to better meet community needs. OHM Advisors collaborative approach yielded recommendations for general improvements and maintenance, including new restroom facilities, signage, and playground updates. Additionally, desires for increased site furnishings, trails, and play areas were identified.

Individual park enhancements include provisions for public performances, improved accessibility, and a shaded, fenced dog park. Williams Memorial and Peace Parks, situated downtown, are envisioned as focal points with art installations and a veterans memorial plaza. Enhancements like landscaping and sidewalks aim to boost pedestrian traffic and benefit local businesses.

CLIENT City of Norton

CONTACT Mike Zita, Mayor

T (330) 825-7815 EXT. 314

FIRM(S) OHM Advisors (Prime)



Active Transportation Master Plan

City of Garfield Heights

The City of Garfield Heights has made great strides in enhancing the recreational opportunities within the community by providing park space but has the need for park improvements meeting current needs and trends of the community. OHM Advisors was selected to craft a Comprehensive Parks and Active Transportation Plan based on a thorough planning and public engagement process that guides improvements for generations to come.

CLIENT City of Garfield Heights

CONTACT Matthew Burke, Mayor

T (216) 475-4388

FIRM(S) OHM Advisors (Prime)



Active Transportation Master Plan

City of Massillon

This planning project resulted in an assessment and recommendation report for Massillon's thirty-two city parks. The project team completed the assessment and development of recommendations for each park, with an emphasis on nineteen high-priority parks identified by the city for enhancement.

CLIENT City of Massillon

CONTACT Greg McCue, Eng. Manager

T (330) 830-1721

FIRM(S) OHM Advisors (Prime)



Parks & Active Transportation Plan

Village of Newburgh Heights

The Village of Newburgh Heights is taking initiatives to increase the number of residents by 2030. As part of this effort, the Village recognized the need to examine their parks and active transportation system and define a clear vision. In 2018, the Village of Newburgh Heights initiated a process to prepare a system wide parks and active transportation master plan to create and define a vision for both systems, and to develop an implementation strategy to achieve this vision. OHM Advisors was retained to lead the planning and design process.

At the start of the planning process, the project team toured each of the parks in Newburgh Heights, taking existing conditions photographs, and identifying challenges and opportunities unique to each park. The project team also analyzed the regional and local transportation network to determine where gaps and opportunities existed and develop a local network connecting the Village to the larger regional network. Through a series of group meetings, stakeholder interviews, a community survey, and public open houses (including the use of new engagement techniques), the project team ensured that the recommendations would be informed and supported by the Village residents and park users.

After conducting the existing conditions research, consulting with the public and taskforce committee, and researching best practices in both park planning and active transportation design, the project team developed master plans for each of the parks and developed an active transportation master plan. The master plans included a list of amenities and features, along with preliminary costs estimates.

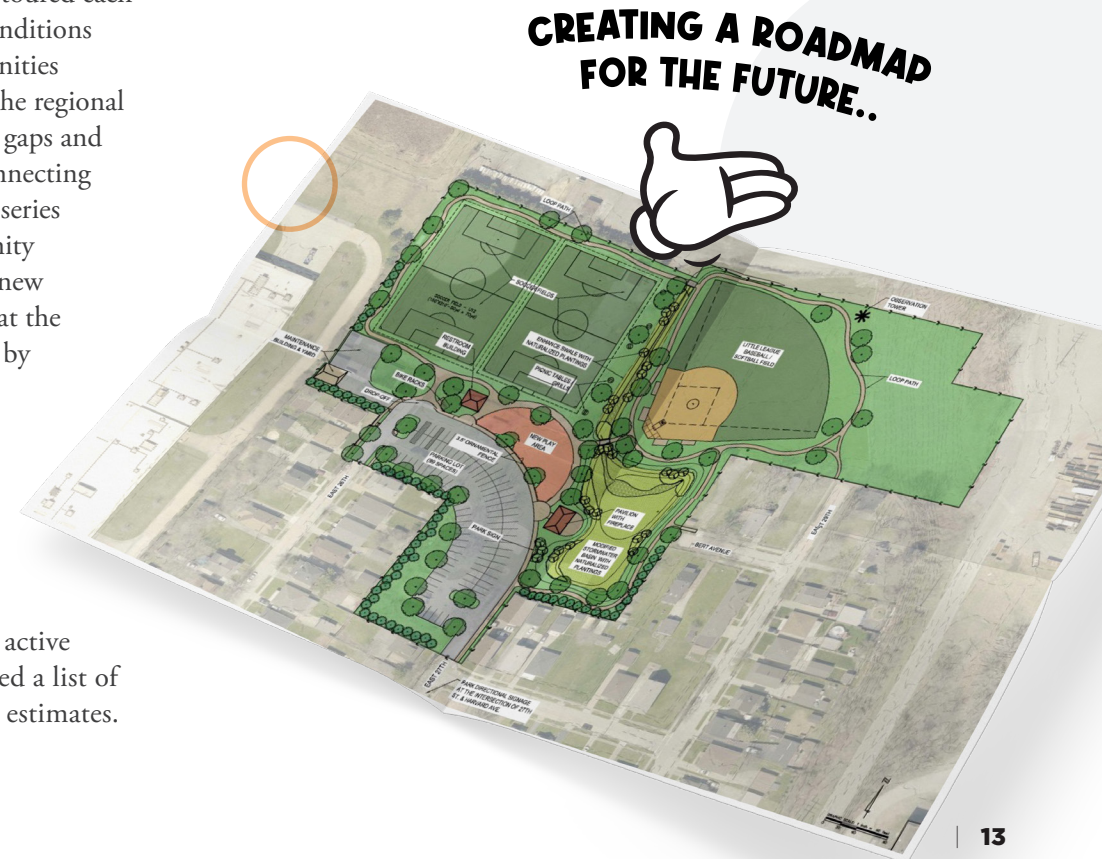
Finally, an implementation strategy was identified for each park and recommended trail routes to assist the Village stakeholders and staff with carrying out the vision for the parks and active transportation system. This includes identifying specific funding options and prioritizing the list of parks and trail routes to guide the resources of the Village.

CLIENT Village of Newburgh Heights

CONTACT Trevor Elkins, Mayor

T (216) 641-2717

FIRM(S) OHM Advisors (Prime)





Comprehensive Parks Master Plan

City of Upper Arlington

PROS Consulting, along with OHM Advisors and ETC Institute, completed a Comprehensive Parks and Recreation Master Plan for the City of Upper Arlington. The Upper Arlington Parks and Recreation Department manages parks, recreation facilities, and recreation program services to the citizens of Upper Arlington that greatly contributes to the quality of life for residents of the City. Upper Arlington is also home to The Ohio State University. In order for the Department to continue to be viable, it needed a solid planning document to guide the City's efforts.

The master plan provides a framework to respond to citizens' needs and expectations, as well as identifies priorities for the staff to work toward successful implementation.

The Upper Arlington Parks and Recreation Master Plan followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders.

The project process followed a logical planning path.

CLIENT City of Upper Arlington

CONTACT Debbie McLaughlin, Director

T (614) 583-5307 **E** dmclaughlin@uaoh.net

FIRM(S) PROS Consulting (Prime), OHM Advisors (Sub)

The goal of the Master Plan is to be a guide in the delivery of excellent parks, trails, public facilities, activities, programs, and services that will contribute to community prosperity and improve the quality of life for residents and visitors to Upper Arlington.



Parks & Recreation Master Plan

City of Dublin



The City of Dublin (“City”) has a strong commitment to provide parks, facilities, and recreational services for residents. As such, the City desired a Parks and Recreation Master Plan (“Plan”) to provide a vision for the future. Key components of the master planning process included research, public involvement, and the development of recommendations for all aspects of the City’s park services with a focus on park, recreational amenities, and facility needs, recommended goals and policies, maintenance, and financing and implementation measures.

The City desired a Plan to align new investments with a strong community-driven mission and vision that integrates the City’s strong pursuit of recreation activities to the community. The outcome was a Plan that will be heavily used as a resource for future development and redevelopment of the City’s parks, recreation services, and facilities.

This plan details the current state of the system and outlines plans for future improvements and investments based on a comprehensive assessment of community priorities and values.

Community input was collected via focus groups, key leader and stakeholder interviews, open public forums, project website, a community on-line survey and a statistically valid survey. The information gathered from the community engagement process was combined with technical research to produce the final Master Plan.

Unique technical analyses that were completed as part of the master plan included a Climate Resiliency Analysis of the park system on how it can play a role in helping cities and region manage the impacts of climate change on resident and the ecosystem. Also, a Walkshed Analysis was completed. By identifying the accessibility and current amenities of each park compared to the populations it serves, recommendations were developed to ensure equitable access and programming throughout the city parks and recreation system. Furthermore, the plan also included a Diversity, Equity and Inclusion (“DEI”) Framework. Dublin’s DEI Framework Plan sets the stage for the City’s commitment to DEI. Building on this cornerstone diversity, equity, and inclusion were important community elements considered when creating this plan to build and manage Dublin’s parks and recreation system.

PROS Consulting in partnership with OHM Advisors, developed the plan for the City and provided recommendations based upon publicly driven input as obtained and analyzed throughout 2022 and early 2023.



CLIENT City of Dublin

CONTACT Matt Earman, Director

T (614) 410-4710 **E** mearman@dublin.oh.us

FIRM(S) PROS Consulting (Prime),
OHM Advisors (Sub)



Comprehensive Parks & Recreation Master Plan

Carmel Clay Parks & Recreation (CCPR)



Founded in 1991, Carmel Clay Parks & Recreation (CCPR) was established through an Interlocal Cooperation Agreement between the City of Carmel

and Clay Township in Indiana. CCPR manages and maintains more than 500 acres of park land and numerous recreation facilities, providing more than 5,000 annual classes and programs for all ages. CCPR contributes to the community's outstanding quality of life by providing enriching, enjoyable escapes through recreation, fitness, and nature. The agency is CAPRA Accredited and won the 2014 and 2020 Gold Medal for Parks and Recreation at NRPA.

To continue to serve the City of Carmel and Clay Township, CCPR desired an updated Parks and Recreation Comprehensive Master Plan to guide development and actions for the next five years, as well as use as part of the agency's CAPRA Requirement. The purpose of the Parks and Recreation Comprehensive Master Plan was to identify current and future needs of the community, while also updating level of service standards, reviewing the financial strength of CCPR, and providing an action plan with funding and revenue strategies.

PROS Consulting, as well as ETC Institute, worked with CCPR to complete the master plan, which included extensive community input and distinct analysis. The Master Plan was an updated of the previous master plan completed by PROS Consulting for the CCPR, and built off other plans completed by PROS (marketing plan, maintenance management plan, The Monon Community Center Business Plan). The Master Plan scope included:

Community & Stakeholder Input

Focus Groups, Key Leader Interviews, & Public Meetings; Joint Meetings with Fiscal Bodies; Community Survey; Demographics & Trend Report; Benchmark Analysis

Parks, Facilities & Program Assessment

Park assessment; Facility Assessment; Level of Service Standards; Equity Mapping/Service Area Analysis; Program Assessment, Priority Ranking Needs Assessment; Capital Improvement Plan

Operations, Financial, & Benchmark Analysis

Operations Review; Finance Review; Funding Sources Review

Master Plan Development

Review vision, mission, values; Master Plan themes, initiatives and goals; Plan briefings/public meetings. The master plan built off a great legacy of parks and recreation within Carmel. Recently, Carmel was named one of the "Best Places to Live in America" by CNN Money Magazine, and parks and recreation played an integral role in the quality of life of residents. Also, as part of the study, a park impact fee was completed concurrently with the master plan.

CLIENT Carmel Clay Parks & Recreation (CCPR) **CONTACT** Michael Klitzing, Director

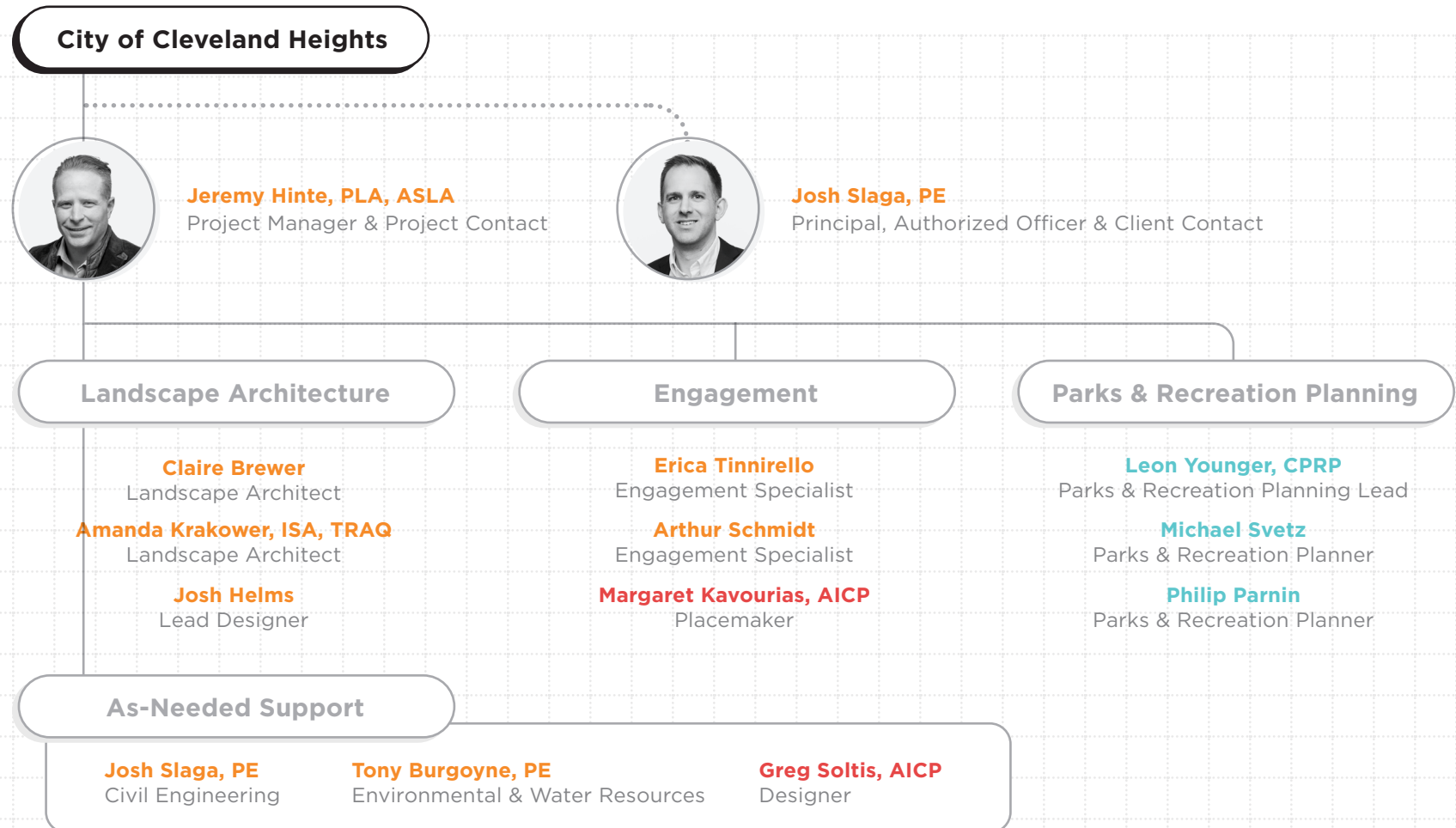
T (317) 573-4018 **E** mklitzing@carmelclayparks.com

FIRM(S) PROS Consulting (Prime)

In 2023, PROS Consulting began working on an update to the Comprehensive Master Plan that will be completed in February 2024.

Organization Chart

OHM Advisors, **RDL Architects** and **PROS Consulting** have assembled a team of leaders in landscape architecture, park planning, community engagement, civil engineering, architecture, and water engineering. Project Manager, Jeremy Hinte, will be responsible for coordinating with the City. We have evaluated the anticipated level of effort and the timeline to allow for the creation of a successful Master Plan.



Your Team Roster

Our team attests to the fact that the personnel provided within this proposal have adequate availability to provide the services as outlined in this document. In addition to the key staff that will support the project directly, OHM Advisors has over 700 professionals firm-wide to provide as-needed support to the City of Cleveland Heights.



Jeremy Hinte, PLA, ASLA

Your Project Manager

T (216) 865-1337

E jeremy.hinte@ohm-advisors.com

For 18 years, Jeremy has integrated his passion for high quality design, improving our environment, and strengthening local communities through creative planning and design solutions. Jeremy focuses on collaboration and technical excellence to deliver projects that stand the test of time. Jeremy is responsible for the design, construction documentation, and construction administration of all the Cleveland office’s landscape architecture and urban design projects.

RELEVANT PROJECT EXPERIENCE

Education

Bachelor of Landscape Architecture, Virginia Polytechnic Institute & State University (2006)

Registration(s)

Landscape Architect: OH, #0901222

Local Office

Cleveland, Ohio

Chippewa Lake Master Plan; Medina County Park District (OH)

Parks & Recreation Master Plan; City of Norton (OH)

Parks & Active Transportation Master Plan; Village of Newburgh Heights (OH)

Parks & Active Transportation Master Plan; City of Wadsworth (OH)

Parks & Active Transportation Master Plan; City of Massillon (OH)

Parks & Active Transportation Master Plan; City of Garfield Heights (OH)

Matthew Thomas Park; Village of Boston Heights (OH)



Josh Slaga, PE Principal, Authorized Officer & Civil Engineering

Josh is a proven leader in public works with over 15 years of experience delivering public projects in communities throughout northeast Ohio. Josh's commitment extends beyond deadlines and budgets, focusing on projects that not only meet the initial vision but also positively impact communities. From the initial stages of securing funding and navigating public involvement, Josh excels at building consensus and translating community needs into tangible solutions. His experience in planning, design, and construction ensures smooth project execution, minimizing delays and keeping stakeholders informed.

Education Master of Science in Civil Engineering (2014), Bachelor of Science in Civil Engineering (2009), University of Akron



Tony Burgoyne, PE Environmental & Water Resources

For more than 24 years, Tony has advised communities throughout Ohio in support of place making and critical infrastructure initiatives aimed at operations, maintenance, and regionalization. As a versatile engineer, he has extensive experience leading planning and design improvements that require large and diverse discipline teams including regional and local sanitary and stormwater collections and conveyance, water supply, wastewater treatment, best management practices, green infrastructure (GI), waterway and ecological restoration, and floodplain management.

Education Bachelor of Science in Civil Engineering, The University of Akron (2003)



Greg Soltis, AICP Designer

The combination of Greg's education, experience and intuition allows him to creatively capture and translate a Client's vision through both hand renderings and computer aided 3-dimensional visualization. Greg's contribution in planning for Cleveland's Waterloo arts district neighborhood is significant. The overall plan he created is being used to guide the development of the neighborhood. Greg is also experienced in environmental graphic design.

Education Masters of Urban Planning, Design & Development, Cleveland State University | B.S. in Architecture, University of Las Vegas | B.A. in Geography, Kent State University



Claire Brewer Landscape Architect

Claire is an avid gardener and award-winning photographer who channels her passions into designing beautiful spaces as a landscape architect. She worked as a landscape architect/designer at Hoerr Schaudt Landscape Architects for one year, and as a professional photographer for five years. She was a graduate teaching associate at the Knowlton School of Architecture while earning her Master of Landscape Architecture degree.

Education Master of Landscape Architecture, The Ohio State University (2019) | Bachelor of Arts in International Relations, Minor in Studio Photography, The Ohio State University (2011)



Amanda Krakower, ISA, TRAQ Landscape Architect

Amanda specializes in urban forestry and the future of land use planning, design, and management. She was previously a Park Planner for the Geauga Park District. Amanda has a background in landscape architecture and has been involved in various projects related to mapping, visualizing urban evolution, and climate change impact on forests in Northeast Ohio. She is also an ISA-certified arborist and has experience as a consulting arborist on infrastructure projects (including tree risk assessments) for sidewalk and roadway construction projects.

Education Master of Landscape Architecture, Kent State University (2022) | Bachelor of Environmental Design, Architecture Minor, University of Buffalo (2016)



Josh Helms Lead Designer

Josh has 21 years of experience in all areas of landscape architecture ranging from large planning projects to small urban design projects. As the lead designer for most of OHM Advisors' planning and landscape architecture projects, Josh is intricately involved in the conceptual design and schematic design phases of most projects and stays involved through construction administration to ensure continuity and provide his clients a seamless design experience.

Education Bachelor of Science in Landscape Architecture, The Ohio State University (2003)



Erica Tinnirello Engagement Specialist

Erica is a planner with a passion to create memorable and unique places. Her experiences focus on historic preservation, transportation initiatives, graphic development, and community and stakeholder engagement. She believes that planning is an effective tool that cities can use to reimagine viable spaces. She has been able to work on a variety of projects that help further her experience to create unique solutions.

Education Master of Urban Planning & Development (2022), Bachelor of Arts, Urban Studies, Regional Planning (2020), Historic Preservation Certificate (2020), Cleveland State University



Arthur Schmidt Engagement Specialist

Arthur brings a collaborative and place-based approach to each project. Arthur's 12 years of experience include community and transportation planning, public policy, zoning codes, economic development and public engagement. Prior to joining OHM Advisors, Arthur worked in the public sector where he coordinated local design review boards, collaborated with local communities on neighborhood-based plans with developers, and managed grant programs to assist in funding planning and implementation projects and efforts.

Education Master of Planning in Design & Development, Cleveland State University (2013) | Master of Urban Design (2013), Bachelor of Arts in Architecture Studies (2011) Kent State University



Margaret Kavourias, AICP Placemaker

Margaret's vision and leadership over the past 20 years are key elements in the continued growth of RDL Architects' multidisciplinary practice. Her philosophy that placemaking is at the core of our practice, she aptly utilizes her depth of expertise working with clients and stakeholders to recommend policies to transform space into meaningful places. As director, Margaret also manages the LIHTC application process and teams across multiple states, coordinating all the application requirements needed to ensure accurate and timely submissions.

Education Bachelor of Science in Landscape Architecture, The Ohio State University (2003)

**Leon Younger, CPRP** Parks & Recreation Planning Lead

Leon is the founder and President of PROS Consulting. He has more than 40 years in parks, recreation, and leisure services. Leon is a recognized leader in applying innovative approaches to managing parks and recreation organizations. He has held positions as Director of Parks and Recreation in Indianapolis, Indiana; Executive Director of Lake Metroparks in Lake County, Ohio (Cleveland area); and Director of Parks and Recreation in Jackson County, Missouri (Kansas City).

Education M.P.A., University of Kansas (1988) | B.S., Kansas State University (1975)

**Michael Svetz** Parks & Recreation Planner

Michael has nearly 30 years in the field of parks and recreation for local governments, the last 15 of which were at the executive management level. Throughout his career, Mike has successfully developed and implemented strategic master plans for the parks and recreation departments that he led and the city and state associations that he served. As a dedicated public servant, Mike developed a deep knowledge of, and sincere appreciation for, organizational development, citizen engagement, board involvement, and political acumen, all of which are critical elements in the successful creation and implementation of any parks and recreation plan.

Education B.S., Miami University | M.S., Miami University

**Philip Parnin** Parks & Recreation Planner

Philip has 25 years of experience in the field of parks, recreation, and leisure services. He has managed park development and sustainable operations at the executive level for over 16 years (including over a decade as director). Philip established standards for improved efficiencies and operations by developing system-wide business plans, enterprise fund business plans, strategic master plans, recreation plans, marketing plans, site master plans, capital improvement plans, maintenance plans, trails and greenways plans, emergency action plans, and feasibility studies.

Education B.S. Recreation & Parks Management, Indiana University

Keys to Success

As the community advancement firm, our passion lies in improving all facets of community life, ultimately enhancing the well-being of residents and supporting the success of local businesses. We understand there is a need to create a Parks, Recreation, and Open Space (PROS) master plan to serve as a strategic compass, directing Cleveland Heights' investment in parks, programs, and facilities to ensure a thriving community for generations to come. The PROS master plan needs to be rooted in community values, driven by national and local standards (data), all the while acting as a guide for the 135 acres of parks and open spaces (including the community center).

Its purpose is to preserve the vitality of the current parks and recreational facilities, while paving the way for their development and growth. This entails integrating best practices in programming and design with a dash of the 'WOW factor': innovation and creativity. This endeavor will be meticulously balanced, ensuring understanding and consideration of the city's budget and long-term maintenance expectations.

Moving forward, our focus is clear:

Building trust with our client and the community. We come to this project ready to listen and learn from our neighbors and the stakeholders who know the Cleveland Heights community best. The fruits of the community's hard work are already showing brightly in Cain Park and in the pride contained in other community parks, such as Cumberland Park. We are committed to building upon these achievements.

Our design experience is defined by the diverse input and feedback we receive throughout the design process, blending both in-person and digital channels to ensure comprehensive community involvement. Drawing from our extensive repertoire of engagement strategies, we will collaborate openly and innovatively with the project team and stakeholders to develop the most effective engagement strategy.

Inspiring happiness, joy, and

energy. We define recreation as more than just leisure – it's a way of refreshing the mind, body, and spirit through play and relaxation. In Cleveland Heights, residents already frequent the parks and open spaces to various degrees to fulfill their recreational needs. Members of our team live in the community, and rely on these spaces for those various needs. Through our planning process, we will have the opportunity to evaluate the park sites and align them with evolving community trends, ensuring a bright future for the residents of Cleveland Heights.

Conducting a comprehensive

assessment. Our approach includes performing a detailed needs and asset management assessment that encompasses programming, as well as the condition, maintenance, and replacement of key assets within the parks. This includes a comprehensive, data driven, examination of the operational aspect of the Parks and Recreation Department. The assessment serves as the foundation of the plan, shaping recommendations and preparing the department to achieve and maintain the objectives effectively.



Crafting holistic, artistic, and timeless solutions. At OHM Advisors, our mission and design culture drive us to deeply understand the impact of each project on its surrounding community and vice versa. We will determine service standards to guide our actions in enhancing parks, recreation programs, and facilities. Through collaboration with diverse design disciplines, both internally and externally, we develop solutions that address not only immediate end users' needs but broader community challenges. We believe that great design is context-sensitive, flexible, intuitive, timeless, and beautiful, which informs every aspect of our approach.

Creating a plan that serves as a playbook, not a “bookend”. What good is a plan if it's unusable? All the effort, time, and resources invested shouldn't be wasted on a plan that no one uses. A good plan should always answer the question “What's next?” and serve as the roadmap for how to get there. Through our comprehensive planning process and collective expertise, we will create this roadmap for long-term success and financial sustainability. Our focus is on delivering a forward-thinking, ten year strategic plan that guides decision-making, benefiting both immediate and future projects for the City of Cleveland Heights.

Engagement Plan

Inclusive, Fun & Inspiring.

By collaborating on our engagement plan for this project, we reach people where they are and create an environment where everyone feels welcomed and valued. Equity and inclusion are essential to creating a thriving Cleveland Heights community. By engaging all members of the community, we gain the insight necessary to build a well-rounded strategy, while cultivating excitement around the project. The methods listed below establish the foundation that taps into the power of diversity to be effective in achieving the goals of the plan.

Community Meetings & Design Charrettes: Design Charrettes allow for collaboration and idea sharing and serve as an arena for participants to share their aspirations, insights, and feedback for the plan. OHM Advisors and RDL Architects have expertise in crafting and running these types of engagements.

Online Engagement: OHM Advisors' digital and social engagement ensures equitable participation and maximum engagement. We utilize tools such as Zoom, Miro, Mentimeter, Google Jamboard, Typeform, QR codes, social media platforms, and project websites.

Community Pop-ups: Pop-ups are a great way to meet people where they're at — whether it be coffee shops, recreational centers, grocery stores, etc. Making engagement convenient by bringing it to them is as, if not more, effective than attending a formal public meeting.

Virtual Reality: Through immersive engagement tools such as illustrative conceptual renderings, Virtual Reality, clear graphics, and concise reports, we provide real, substantive ideas of what the plan is recommending, generating excitement and support for the recommendations.

Community Surveys: Community surveys are vital for engaging the public in decision-making. They gather valuable feedback, allowing residents to actively participate and ensure projects align with community needs. Well-designed surveys provide insights for informed decision-making and foster a sense of collaboration and ownership.

Focus Groups: Focus groups are dynamic forums for in-depth community discussions, providing nuanced insights and diverse perspectives on specific topics. They encourage open dialogue, fostering inclusivity and contributing to informed decision-making for policies or projects.



Building trust in a community is crucial. **TRUST** fosters cooperation, open communication, and a sense of belonging, ultimately creating a supportive environment where individuals work together towards a common goal. By placing engagement and **COLLABORATION** at the forefront of our process, we can ensure that the resultant plan is rooted in the community. Success in the previous two tenets, trust and collaboration, leads to a strong **VISION** that our team will guide the community in bringing to life.

KEEP ON SCROLLING FOR OUR PLAN FOR YOUR SUCCESS.

Plan of Attack

PHASE 1: PROJECT LAUNCH

Task 1.1: Kickoff Meeting

At the beginning of the project, OHM Advisors will facilitate a kickoff meeting with the client team to finalize the project work plan and project schedule (the project management plan), identify the technical advisory committee, preview the engagement and communications plan, and discuss high-level issues and opportunities. The kickoff meeting will also ensure that all participants in the planning process understand the work schedule, roles, and responsibilities of the team.

Task 1.2: Engagement & Communications Plan

Stakeholder & Community Engagement Plan
OHM Advisors will work with the client team to define and develop an engagement and communications plan. This plan will include strategies to communicate in a multitude of mediums such as a project website, print, social media, virtual platforms, and the City's online engagement platforms. A variety of mediums will allow residents to have a sense of ownership over the process. The plan will also include preferred options for in-person engagement and interactions which could include workshops/charrettes, pop-ups, office hours, and others means to meet people where they go.



A list of stakeholders and community groups will be outlined to ensure all parties are included in the plan process. The plan will also include metrics that will be used to measure engagement, experience, and impact by participants.

Task 1.2: Existing Conditions Inventory & Assessment

The consultant team will gather all current conditions information, via Cuyahoga County GIS data, maps provided by the City, and site reconnaissance of all City of Cleveland Heights parks. The team will also review all relevant plans and documents including but not limited to the 2017 City Master Plan, Forest Hill Park Master Plan, and the on-going Active Transportation and Climate Action Plans.

This will include parcels, roads, drives, parking, structures, trails, play and natural features, grades, and vegetation masses for each city open space. The data will be compiled and organized to create a series of maps using AutoCAD and GIS software. We will develop an assessment and rating system for the parks' existing conditions including park feature community benefits, deficiencies, and necessary improvements.

All mapping files will be organized and packaged for delivery back to the client team. The inventory and assessment will also identify City of Cleveland Heights community assets, active transportation facilities, and assets adjacent to the City, to understand connectivity needs and goals.

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Finally, the consultant team will examine the previous parks strategic plan. The findings and analysis will be summarized graphically to inform all participants in the planning process.

Task 1.3: Demographic & Recreation Trend Analysis

The Consulting Team will utilize the City of Cleveland Heights projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS). ESRI specializes in population projections and market trends. For comparison purposes data will also be obtained from the U.S. Census Bureau.

This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City of Cleveland Heights and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Service Area Analysis

The City's demographic analysis will be based on US 2020 Census information, 2024 updated projections, and 5 (2029) and 10 (2034)-year projections. The following demographic characteristics will be included:

- Population Density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association's (SFIA) 2023 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

Task 1.4: Technical Advisory Committee (TAC) Meeting #1

During this task, OHM Advisors will meet with the technical advisory committee (TAC) to conduct a visioning exercise and identify the wants, needs, issues, and opportunities associated with the development of the plan. This meeting will ensure that all participants in the planning process understand the schedule and deliverables that will result from each Phase.

OHM Advisors will also conduct an idea-gathering exercise and SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and mapping activity to identify challenges and opportunities for the parks, park facilities, and active transportation facilities. The planned outcome of these activities will be to develop an opportunity statement, goals, and guiding principles to consider throughout the planning process.

Task 1.5: Special Interest Group #1

Following TAC Meeting #1, OHM Advisors will conduct up to four special interest group meetings identified and confirmed by the technical advisory committee and client team. The purpose of these sessions is to further engage with specific stakeholders and community-based groups who are interested and/or invested in the community recreational facilities and parks. These sessions will also serve as a method to inform the community about the planning process and further develop the opportunity statement, goals, and guiding principles.

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PHASE 2: ENGAGE & UNDERSTAND

Task 2.1 Program Assessment

Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the agency aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings.

Everything we do is grounded in the need to help communities solve problems and make places better for people.

The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age Segment Distribution
- Lifecycle Analysis
- Core Program Analysis & Development
- Similar provider analysis and duplication of service.
- Market Position & Marketing Analysis
- Review of Program Development Process
- Backstage support, or service systems and agency support needed to deliver excellent service.

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues.

Additionally, it will help focus staff efforts in core program areas and create excellence in those deemed most important by program participants.

Task 2.2: Project Website

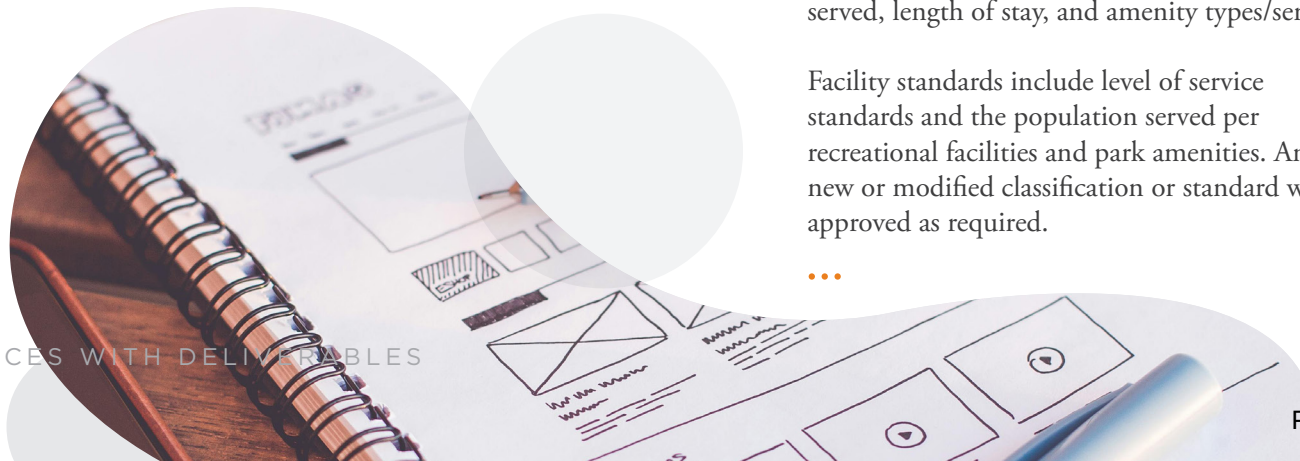
In conjunction with the tasks in phase one, OHM Advisors will create a project website for the parks, recreation, and open space (PROS) master plan to serve as the landing page for all communication and virtual engagement for the project. The site will clearly articulate the process, schedule, and purpose while informing residents and stakeholders on opportunities to interact with the process.

Task 2.3: Park/Facility Classification & Level of Service Standards

The Consulting Team will work with the Department to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services.

Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required.

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These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team's national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the Department.

Task 2.4: Online Survey

OHM Advisors will prepare and host an online community survey, soliciting participant input on existing assets, needs, desires, and impressions of the parks, recreation, and open spaces. Survey questions will be sent to the technical advisory committee for review and confirmation prior to advertisement. We will prepare advertisement flyer's (digital and hardcopy) for the committee and city team to distribute, while working directly with the stakeholders to distribute to the various community groups. This process will aide in achieving a representative sample of the community. At the conclusion of the survey, we will present the results graphically to guide the planning process.

Task 2.5: Pop-Up Sessions

In this task, the consultant will collaborate with the client team, technical advisory committee, and stakeholders to identify up to two sessions where the team can engage the community where they are at to understand their needs.

We tailor our planning process to each client.

These sessions will be conducted while the online survey is active. The sessions can take place at local restaurants, coffee shops, community centers, park spaces, or at scheduled community/school events. A variety of methods including mapping boards and interactive exercises will be used based on the event type and location.

Task 2.6: TAC Meeting #2

At this meeting, OHM Advisors will present the results and findings from the previous tasks. A facilitated and interactive discussion will be conducted to further refine the opportunity statement, goals, and guiding principles. This will be followed by discussion regarding priorities for the parks, recreation, and open spaces based on the analysis conducted and the engagement results to date.

PHASE 3: BUILD THE FRAMEWORK

Task 3.1: Preliminary Park, Recreation, & Open Space Recommendations

Preliminary Plan

Based on the outcomes of the previous phases and discussion with the technical advisory committee in the previous task, the consultant team will develop preliminary recommendations for the parks, recreation facilities, and open space in the City as well as identify areas of potential development for future park needs.

The recommendations will be in both written and graphic form. These recommendations will form the base for continuing discussion with the technical advisory committee, stakeholders, and community in the followings tasks.



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Task 3.2: Government Analysis

As part of this analysis, we will provide an assessment and analysis of the Parks & Properties Department's current level of programs, services and maintenance in relation to present and future goals, objectives, and directives. In addition, an analysis of boards, commissions, and committees that are involved in parks, recreation, and open space will occur to establish roles. Finally, we look at involvement of volunteer groups and other non-governmental partners.

The Consulting Team will review and refine, if necessary, maintenance protocols for parks, open spaces and greenways to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment managements.

Always at the core of that process is engaging public and private stakeholders and the **whole community through channels that reach people where they are.**

The Consulting Team will also perform an analysis of the current practices of the Department to evaluate its operational situation. This analysis will identify future department organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This review will include a comparison of current policies with national standards of best practice agencies.

The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

Task 3.3: TAC Meeting #3

The consultant team will present the preliminary recommendations to the committee for review and input. The group will engage in a series of exercises to help inform and refine the recommendations, while also outlining short, medium, and long term action steps. Additionally, the group will collaborate to confirm elements for review and feedback by special interest groups.

Task 3.4: Special Interest Group #2

Following TAC Meeting #3, OHM Advisors will conduct another series of special interest meetings with the same identified groups from Task 1.4. The purpose of these sessions will be to share the preliminary recommendations.



Feedback will be recorded for evaluation by the technical advisory committee and will help further prepare the project team for community engagement tasks.

Task 3.5: Public Open House

OHM Advisors will host an open house, welcoming members of the community, stakeholders, and the technical advisory committee to review the analysis and preliminary recommendations. The format will be stations, to provide equal opportunity and participation for all attendees. Each station will engage attendees in activities to gather additional input and insight. The event can be duplicated online to provide increased involvement and access. We will prepare advertisement flyer's (digital and hardcopy) for distribution to the public. At the conclusion of the open house, we will present the results graphically to guide the planning process.

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Task 3.6: Funding & Revenue Alternatives

Funding strategies and alternatives will be developed based in part on our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:

- Fees/charges options and recommendations.
- Endowments/non-profits opportunities for supporting operational and capital costs.
- Sponsorships to support programs, events, and facilities.

- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships.
- Dedicated funding sources to support land acquisition and capital improvements.
- Development agreements to support park acquisition, open space and park and facility development.
- Earned income options to support operational costs.
- Land or facility leases to support operational and capital costs.
- Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines.

PHASE 4: PLAN DEVELOPMENT

Task 4.1: Implementation Matrix

Building on the work from the previous phases and tasks, the consultant team will collaborate with the client team and technical advisory committee to formalize an implementation plan highlighting: Prioritization of the plan's recommendations, high-level cost estimates, parties responsible for implementation of specific plan recommendations/elements, current applicable funding sources and revenue alternatives as discussed in Task 3.6, and a long-term maintenance plan.

This matrix will be based on the plan recommendations developed in the previous phases.

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Task 4.2: Plan Development

Draft Final Plan

The Plan will be comprehensive, incorporating all the analysis, findings, and work from the previous phases. It will be informed both technically and intuitively, drawing from input provided by the technical advisory committee, community, city staff, and industry trends. The plan will clearly articulate the opportunity statement, goals, and guiding principles, that shaped the recommendation. Specific recommendations will encompass:

- Recreation programming needs.
- Recreation program spaces catering to all ages and abilities.
- Park-specific improvements addressing facility conditions and programming needs.
- Prioritized phasing (short, medium, and long-term) recommendations (Implementation Matrix).
- List of potential funding resources.

Task 4.3: TAC Meeting #4

The consultant team will present the Plan and the implementation matrix for input and final comments.

Task 4.4: Final Report, Unveil, & Adoption

OHM Advisors will assemble a PROS Master Plan Booklet, containing the following:

- Color plan of the entire city, showing existing community assets, facility types, and park locations.
- Written summary of the plan process, development, and community engagement.
- List of park descriptions, observations, and recommendations.
- Implementation matrix, including a summary of proposed funding sources and prioritized recommendations.

Both hard copies and online materials will be provided as final deliverables. OHM Advisors will attend and present at one meeting to a select audience as determined by the city. Final deliverables will be distributed to the general public as well as the technical advisory committee through the project and city website.

ADDITIONAL SERVICE (IF AUTHORIZED) CAIN PARK YEAR-ROUND ARTS PARK PLAN

Cain Park is a unique, but underutilized asset that is in Cleveland Heights but serves all of Greater Cleveland. There are no other outdoor amphitheater venues in the metropolitan area that are as intimate as the Evans Amphitheater. It possesses a history that is engrained into the fabric of Greater Cleveland's cultural scene going back almost a century. Furthermore, the architecture and facilities make the experience of being at the Evens Amphitheater in Cain Park feel intentional. When you are there, what you see and experience tells you it was designed for this use and to be a permanent part of Greater Cleveland. It is a place of intention.

Cain Park, as one of the greatest assets of the City of Cleveland Heights, has the potential to unlock a flurry of cultural and economic activity for the city. To accomplish this, our team envisions a planning process that would build upon Cain Park's cultural legacy beginning with an in-depth dive into the story of Cain Park. A review of the people and activities that have resulted in the collective memory of Cain Park we all carry with us and share in the stories we tell. Some questions we would want answered might be; *What was the intention for the creation of Cain Park? Why was it designed the way it is? What types of creative arts have been practiced there? Who has performed at Evens Amphitheater over the past century?*

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The history of Cain Park is the foundation to build upon; it makes everything else intentional and rooted in the people and our experiences there. These would be integrated into our engagement and communication approach, and would also entail a specific Cain Park special interest group, to dive deeper into the understanding.

After understanding the local impact of Cain Park, a review of the arts in Greater Cleveland would allow for the team and the city to understand where Cain Park fits in with the bigger arts scene. The team would be seeking to answer questions such as; *Does Cain Park occupy any niches in the local arts scene? Where do the current uses overlap with other venues in the metro area? Are there any opportunities in the local arts scene where there is demand but it is underserved or not met at all?*

With the story of Cain Park understood, a physical analysis of the park space and the surrounding neighborhoods would be conducted as part of the overall city wide assessment and analysis.

The purpose of this exercise, specific to Cain Park, would be to fully understand the place so that any proposed interventions are contextual and create the maximum positive impact.

The design process would then seek to translate everything gleaned through research, community engagement and physical analysis into a design that will unfold the story of Cain Park into a three-dimensional stage set for future generation to create their chapters. This would be reflected in the pathways, uses, buildings, and landscape of Cain Park and its points of connection to the city. The process would run in conjunction with the development of the PROS master plan, using the outlined engagement outreaches and events to share and gather feedback on the design.

If desired by the client, a separate meeting or event could take place to focus solely on the final recommendations to Cain Park.

To us, each client relationship is unique, so every solution is tailor-made to your goals. We view success as creating places that capture the vision and aspirations of the community of people who live and work there—**both now and for generations to come.**

The final deliverable would be a Master Plan for Cain Park that would outline the following, but not be limited to:

1. Physical design features such as improved connectivity and visibility, gateways, facilities, etc.
2. The integration of art into the three-dimensional facilities and park spaces. These would be concepts that go beyond public art applied to existing structures or standing alone as points of triangulation, but rather art that is a part of what is built as was done during the birth of Cain Park as part of the WPA.
3. Active arts programming that is unique to Cain Park and is designed to connect residents to Cain Park and extend the reach of Cain Park outside its physical boundaries.
4. Intentionally beautiful design to inspire and delight.

Proposed Timeline

From kickoff until celebration, you can expect collaboration from a multidisciplinary team that's in lockstep with you from idea to reality. **We Share Your Vision.**



Project Launch



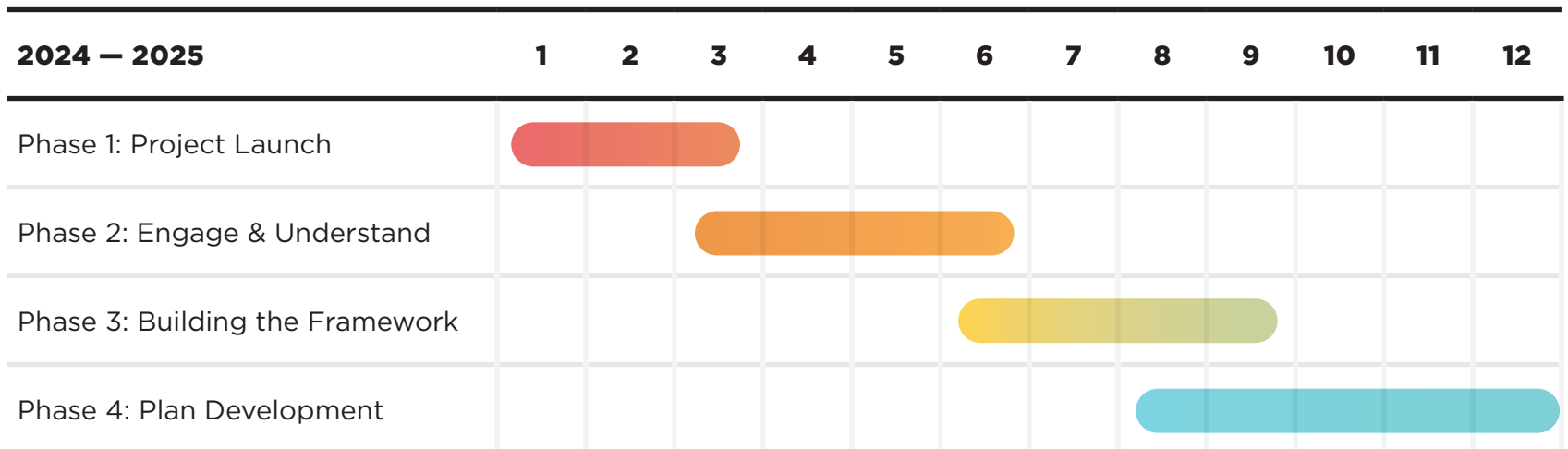
**Engage
& Understand**



**Building the
Framework**



Plan Development



Our Clients, Our Reputation



Sean McDermott
Chief Planning & Design Officer

CLIENT Cleveland Metroparks
T (216) 635-3258
E sem1@clevelandmetroparks.com
FIRM(S) OHM Advisors
PROJECT HIGHLIGHT
 Forest Hill Park Infrastructure
 Inventory & Assessment (2018)



Nate Eppink
Director

CONTACT Medina County Park District
T (330) 722-9364
FIRM REFERENCE OHM Advisors
PROJECT HIGHLIGHT
 Chippewa Lake Master Plan
 (2020–2022)



Matt Castelli
Mayor

CONTACT City of Middleburg Heights
T (440) 234-8811
FIRM REFERENCE OHM Advisors
PROJECT HIGHLIGHT
 Civic Center Master Plan (2024)

Everything we do is grounded in the need to help communities solve problems and make places better for people. Not just today, but well into the future. Our singular forward-thinking focus on putting the needs of people first in our solutions drives our thinking and innovation from conception through completion—and guides us in everything we do.

Scan these Examples



Wadsworth Parks Master Plan

The City of Wadsworth has made great strides in enhancing the recreational opportunities within the community by providing park space but has the need for park improvements meeting current needs and trends of the community. OHM Advisors was selected to craft an updated Comprehensive Parks and Active Transportation Plan based on a thorough planning and public engagement process that guides improvements for generations to come.

CLIENT City of Wadsworth

CONTACT Robin Laughbaugh, Mayor
T (330) 335-2705

FIRM(S) OHM Advisors (Prime)



Chippewa Lake Master Plan

The Medina County Park District recently acquired the historic Chippewa Lake Amusement Park with a vision to transform the space into a perennial county park. Through a combination of public meetings, and steering committee sessions, Arthur led the engagement for the team which led to the development of the park masterplan, honoring the unique site history while creating a newly imagined gathering space.

CLIENT Medina County Park District

CONTACT Nate Eppink, Director
T (330) 722-9364

FIRM(S) OHM Advisors (Prime)



Civic Center Park Master Plan

The Civic Center Master Plan focuses on promoting the park for community gathering, creating safe pedestrian and bicycle connections, integrating stormwater management practices, considering land assembly strategies, and ensuring safe multimodal access to local destinations while maintaining surrounding residential neighborhoods.

CLIENT City of Middleburg Heights

CONTACT Matt Castelli, Mayor
T (440) 234-8811

FIRM(S) OHM Advisors (Prime)

Total Not-to-Exceed Price

Our approach to the project budget is based on the understanding of the request as outlined in the RFP, and our experience working on similar parks and recreation master plans across the Midwest. If selected for the project, we will work with the City to refine the scope and fee to meet the needs of the community and project objectives.

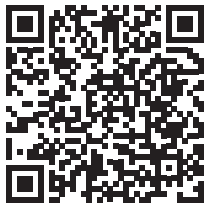
Phases	Hours	Cost
Phase 1: Project Launch	164	\$34,600.00
Phase 2: Engage & Understand	102	\$23,900.00
Phase 3: Building the Framework	136	\$43,400.00
Phase 4: Plan Development	188	\$26,700.00
TOTAL	590	\$128,600

The below proposed additional service fee will be negotiated with the client based on the desired outcomes and findings from the PROS Master Plan process.

ADDITIONAL SERVICE TOTAL	\$50,000 – \$70,000
---------------------------------	----------------------------

Statements & Proof of Insurance

10. Statement on Minority, Women-Owned, & Veteran-Friendly Business Enterprises (MBE/WBE/VBE) Inclusion; Prevailing Wage & Local Hiring



11. Statement of Non-Discrimination

At OHM Advisors, we are committed to attracting, retaining, and promoting a diverse workforce of highly talented people, enriching both our internal culture and our collaborative professional efforts for our clients, and reflecting the diversity of the client communities we serve. Putting people first drives our entire mission of Advancing Communities. We want all people to belong, thrive and innovate at OHM Advisors, so we've created a Diversity, Equity & Inclusion Action Plan as a framework for cultivating a culture that supports, empowers and respects diverse talent. We also feel it's our corporate responsibility to set an example for our industry and encourage more diversity in the overall workforce, outside of our walls, for the good of our profession and the communities we serve.

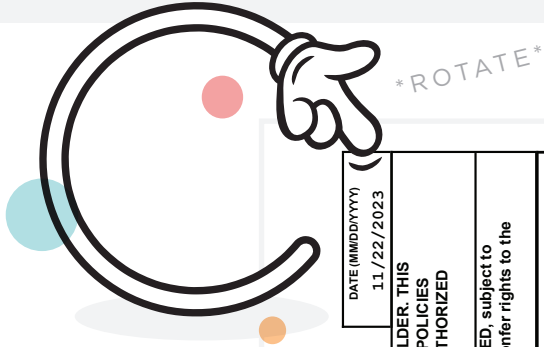
OHM Advisors joined in the signing of the CEO Action for Diversity & Inclusion™ pledge—the world's largest CEO-driven initiative to advance diversity and inclusion within the workplace. The firm has been working toward this day since 2017 as part of the launch of our firm's DEI program. We're thrilled to stand today with the many participating companies to publicly share our current and future program results.

For a team to work well together, its members need to understand each other. As part of our Diversity Action Plan created in 2018, we engaged a nationally recognized expert in strategic diversity leadership, Dr. Damon A. Williams, to conduct ongoing, in-house educational seminars designed to help us have important conversations with each other about diversity and inclusion. The firm's DEI elevation program has steadily expanded in scope since 2018 with programming, experts, and staff covering a range of important topics.

Our pledge is to continuously develop impactful initiatives that enhance our corporate culture and the world around us.

10. CONTINUED...

12. Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)
11/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT Certs@pciaonline.com	
Professional Concepts Insurance Agency, Inc.	PHONE (A/C No. Ext): (800) 969-4041	FAX (A/C No.): (800) 969-4081
1127 South Old US Highway 23	E-MAIL ADDRESS: Certs@pciaonline.com	
Brighton MI 48114-9861	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A: American International Co.	NAIC #
Orchard Hiltz & McCliment, Inc., DBA: OHM Advisors	INSURER B: National Union Fire Insurance Co	19445
34000 Plymouth Rd	INSURER C: McGowan Program Administrators	
Livonia MI 48150	INSURER D: XL Specialty Ins. Co.	37885
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 23-24 PL. W POL. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liability ☒ X, C, U	GL 3961062	12/1/2023	6/1/2024	EACH OCCURRENCE \$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
						MED EXP (Any one person) \$ 25,000
						PERSONAL & ADV INJURY \$ 2,000,000
B	AUTOMOBILE LIABILITY	☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER: ☒ ANY AUTO ☒ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☒ Comp. De.: \$1,000 ☒ Coll. Deed: \$1,000	AL 7107738	12/1/2023	6/1/2024	GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COM/PO/AGG \$ 4,000,000
						COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
						BODILY INJURY (Per person) \$
C	UMBRELLA LIAB	☒ EXCESS LIAB ☐ CLAIMS-MADE ☒ RETENTION \$ 10,000	CUP-4X416635-23-NF	12/1/2023	6/1/2024	BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						EACH OCCURRENCE \$ 10,000,000
						AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y/N ☒ N	WC 011967688 WC 011967689	12/1/2023 12/1/2023	6/1/2024 6/1/2024	PER STATUTE OTHER \$
						E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability	Pollution Liability	DPR5021105	12/1/2023	12/1/2024	Each Claim \$ 5,000,000
						Aggregate \$ 7,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mike Cosgrove/SUNNY
	<i>Michael Cosgrove</i>

ACORD 25 (2014/01)
INS025 (2014/01)

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THANK YOU & TALK SOON!



December 5, 2024

Mr. Eric Zamft, Director of Planning & Development
City of Cleveland Heights
40 Severance Circle
Cleveland Heights, OH 44118

RE: **Cleveland Heights Parks, Recreation, & Open Space Master Plan**
#24191

Dear Mr. Zamft:

Thank you for the opportunity to partner with the City of Cleveland Heights (Cleveland Heights, Client) in developing a parks, recreation, and open space master plan for the community. OHM Advisors (OHM, Prime consultant) is excited to team with RDL Architects (RDL, subconsultant), and Seventh Hill (SH, subconsultant) to form the project Consultant Team. Our team of experts is excited to gather feedback and create a plan that defines the vision for the future of Cleveland Heights parks and recreation.

We have prepared this letter proposal based on the information in our request for proposals and discussions with you and the staff. Based on our discussion of the proposed scope, this proposal represents our understanding of the project, with the work plan, schedule, and cost of services.

Project Understanding

Developing a community and data-driven Parks, Recreation, and Open Space (PROS) Master Plan is a critical next step in the journey for Cleveland Heights. With ten park sites spanning 135 total acres, the city possesses substantial existing recreational infrastructure. The PROS Master plan will help guide both current decision-making and future endeavors.

Work Plan

Phase #1: Project Launch

- **1.1 Project Kick-Off:** At the beginning of the project, the Consultant Team will facilitate a kickoff meeting with the client and consultant team members to finalize the project work plan and project schedule (the project management plan), identify the technical advisory committee, preview the engagement and communications plan, and discuss high-level issues and opportunities. The kickoff meeting will also ensure that all participants in the planning process understand the team's work schedule, roles, and responsibilities.
- **1.2 Engagement & Communications Plan:** The Consultant Team will work with the client team to define and develop an engagement and communications plan. This plan will include strategies to communicate in a multitude of mediums such as a project website, print, social media, virtual platforms, and the City's online engagement platforms. The plan will also include preferred options for in-person engagement and interactions to meet people where they go. A stakeholder mapping exercise will be conducted to identify



specific groups and community members who must contribute to the planning process. The team will also develop engagement metrics.

- ▼ **Sub-Task - Design Project Brand Identity:** Create a project name suitable for common use with the public and website domain name. Design project logo and brand guidelines for use on public outreach materials and presentations.

- **1.3 Existing Conditions Inventory & Assessment:** The Consultant Team will gather all current conditions information via Cuyahoga County GIS data, maps provided by the City, and site reconnaissance of all City of Cleveland Heights parks. The team will also review all relevant plans and documents, including but not limited to the 2017 City Master Plan, Forest Hill Park Master Plan, and the ongoing Active Transportation and Climate Action Plans. This will include parcels, roads, drives, parking, structures, trails, play and natural features, grades, and vegetation masses for each city open space. The data will be compiled and organized to create a series of maps using AutoCAD and GIS software. We will develop an assessment and rating system for the parks' existing conditions including park feature community benefits, deficiencies, and necessary improvements. All mapping files will be organized and packaged for delivery back to the client team. The inventory and assessment will also identify City of Cleveland Heights community assets, active transportation facilities, and assets adjacent to the City, to understand connectivity needs and goals. Finally, the consultant team will examine the previous parks strategic plan. The findings and analysis will be summarized graphically to inform all participants in the planning process.
- **1.4 Demographic & Recreational Trend Analysis:** The Consulting Team will utilize the City of Cleveland Heights projections and supplement them with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS). ESRI specializes in population projections and market trends. For comparison purposes, data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons: To understand the market areas served by the park and recreation system and to distinguish customer groups. To determine changes occurring in the City of Cleveland Heights and assist in making proactive decisions to accommodate those shifts. Provide the basis for Service Area Analysis. The City's demographic analysis will be based on US 2020 Census information, 2024 updated projections, and 5 (2030) and 10 (2035)-year projections. The following demographic characteristics will be included: population density, age distribution, households, gender, ethnicity, and household income. From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to determine the potential community participation base. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association's (SFIA) 2023 Study of Sports, Fitness, and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.
- **1.5 Technical Advisory Committee (TAC) Meeting #1:** During this task, the Consultant Team will meet with the technical advisory committee (TAC) to conduct a visioning exercise and identify the wants, needs, issues, and opportunities associated with the development of the plan. This meeting will ensure that all participants in the planning process understand the schedule and deliverables that will result from each Phase. The Consultant Team will also conduct an idea-gathering exercise and SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and mapping activity to identify challenges and opportunities for the parks, park facilities, and active transportation facilities. The planned outcome of these activities will be to develop an opportunity statement, goals, and guiding principles to consider throughout the planning process.
- **1.6 Special Interest Group #1:** Following TAC Meeting #1, the Consultant Team will conduct up to four special interest group meetings identified and confirmed by the technical advisory committee and client team. One of the group sessions will consider engaging the youth with specific activities designed for their



participation. These sessions aim to further engage with specific stakeholders and community-based groups interested and/or invested in the community recreational facilities and parks. These sessions will also serve as a method to inform the community about the planning process and further develop the opportunity statement, goals, and guiding principles.

- Meetings:
 - ▼ Project Kick-Off
 - ▼ TAC Meeting #1
 - ▼ Special Interest Group #1 Meeting
- Deliverables:
 - ▼ Updated Project Schedule
 - ▼ Engagement & Communications Memorandum
 - ▼ Project Brand Identity
 - ▼ Stakeholder List for the Special Interest Groups
 - ▼ Existing Conditions Memorandum
 - ▼ Demographic & Trend Analysis Data

Phase #2: Engage & Understand

- 2.1 Program Assessment: Recreation programs and special events are the backbone of park and recreation departments. This assessment will review how well the parks and recreation department aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of: age segment distribution, lifecycle analysis, core program analysis and development, similar provider analysis and duplication of service, market position and market analysis, review of program development process, and backstage support, or service systems and agency support needed to deliver excellent service. Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan resulting in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues.
- 2.2 Create and Launch Project Website: In conjunction with the tasks in phase one, the Consultant Team will create and launch a project website for the parks, recreation, and open space (PROS) master plan to serve as the landing page for all communication and virtual engagement for the project. Content for the website will include a project map, background information, public engagement schedule, FAQs, mailing list sign-up, and other relevant information to the project.
 - ▼ Sub-Task – Website and Social Media Ongoing Updates: The Consultant Team will review and update content on the project website throughout the project process. Targeted social media ads geofenced around Cleveland Heights will be used to expand digital outreach. Short videos and on-site interviews will be created, posted, and shared on the City's social media accounts.
- 2.3 Park/Facility Classification & Level of Service Standards: The Consulting Team will work with the City to review and confirm, modify, or add to existing park classifications and preferred facility standards for all park sites, trails, open space amenities, including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include the level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide, or nationally accepted parks and recreation standards, as well as the Consulting Team's



national experience and comparison with peer/survey agencies. These standards will be adapted based on the client's needs and expectations.

- 2.4 Street Team Leaders: In this task, the Consultant Team will distribute and recruit up to two street team leaders to be involved in the planning process. The client team and members of the TAC can assist. Interviews will be conducted for potential candidates. Following the selection(s), the consultant team will provide basic training on community outreach expectations and clarify the hourly tracking process.
- 2.5 Pop-Up Sessions: In this task, the Consultant Team will collaborate with the client team, technical advisory committee, and stakeholders to identify up to five existing public events in Cleveland Heights with high attendance to engage participants and gather feedback. These events will incorporate the street team leaders. Additionally, a walking tour of two priority areas in Cleveland Heights to discuss observations with community members, City staff, and the consultant team. These will provide both an opportunity to talk to residents about the surrounding environment and also include opportunities to share broader feedback on the entire Cleveland Heights geography.
- 2.6 Online Community Survey: The Consultant Team will prepare and host an online community survey, soliciting participant input on existing assets, needs, desires, and impressions of the parks, recreation, and open spaces. Survey questions will be shared with the technical advisory committee for review and confirmation before advertisement. This process will aid in achieving a representative sample of the community. At the conclusion of the survey, we will present the results graphically to guide the planning process. The team will create flyers and postcards with the project brand containing information on the online survey, pop-up events, street team leaders, and other ways to engage in the project process. These will be distributed via an email list, local events, public libraries, businesses, and through social media.
- 2.7 TAC Meeting #2: At this meeting, the Consultant Team will present the results and findings from all of the previous tasks. A facilitated and interactive discussion will be conducted to further refine the opportunity statement, goals, and guiding principles.
- Meetings:
 - ▶ TAC Meeting #2
 - ▶ Pop-Up Sessions (up to five sessions as determined by client and consultant team)
 - ▶ Parks & Rec Mobile Tour (up to two sessions as determined by client and consultant team)
- Deliverables:
 - ▶ Project Website
 - ▶ Online Digital Survey & Associated Marketing Materials
 - ▶ Public Engagement in Phase Two Summary

Phase #3: Build The Framework

- 3.1 Preliminary Park, Recreation, and Open Space Recommendations: Based on the outcomes of the previous phases and discussion with the technical advisory committee in the last task, the Consultant Team will develop preliminary recommendations for the parks, recreation facilities, and open space in the City as well as identify areas of potential development for future park needs. The recommendations will be in both written and graphic form. These recommendations will form the base for continuing discussion with the technical advisory committee, stakeholders, and community in the following tasks.
- 3.2 Government Analysis: As part of this analysis, the Consultant Team will provide an assessment and analysis of the Parks & Properties Department's current level of programs, services and maintenance in



relation to present and future goals, objectives, and directives. In addition, an analysis of boards, commissions, and committees that are involved in parks, recreation, and open space will occur to establish roles. Finally, we look at involvement of volunteer groups and other non-governmental partners. The Consulting Team will review and refine, if necessary, maintenance protocols for parks, open spaces and greenways to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback programs, performance measurements, staffing levels, and equipment management. The consulting team will also perform an analysis of the department's current practices to evaluate its operational situation. This analysis will identify future department organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This review will include comparing current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps identified.

- 3.3 TAC Meeting #3: The Consultant Team will present the preliminary recommendations to the committee for review and input. The group will engage in a series of exercises to help inform and refine the recommendations, while also outlining short, medium, and long term action steps. Additionally, the group will collaborate to confirm elements for review and feedback by special interest groups.
- 3.4 Special Interest Group #2: Following TAC Meeting #3, the Consultant Team will conduct another series of special interest meetings with the same identified groups from Task 1.4. The purpose of these sessions will be to share the preliminary recommendations. Feedback will be recorded for evaluation by the technical advisory committee and will help further prepare the project team for community engagement tasks.
- 3.5 Public Open House: The Consultant Team will host an interactive open house, welcoming members of the community, stakeholders, and the technical advisory committee to review the analysis and preliminary recommendations. The format will be stations, to provide equal opportunity and participation for all attendees. Each station will engage attendees in activities to gather additional input and insight. Promotional materials will be distributed through the project website, social media, TAC members, and street team leaders. The event will also include live music and hands-on activities to further attract and engage participants. Aspects of the open house can be duplicated online to provide increased involvement and access. At the conclusion of the open house, we will present the results graphically to guide the planning process.
- 3.6 Funding & Revenue Alternatives: Funding strategies and alternatives will be developed based in part on our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum: Fees/charges options and recommendations. Endowments/non-profits opportunities for supporting operational and capital costs. Sponsorships to support programs, events, and facilities. Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships. Dedicated funding sources to support land acquisition and capital improvements. Development agreements to support park acquisition, open space and park and facility development. Earned income options to support operational costs. Land or facility leases to support operational and capital costs. Identify grant



opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines.

- Meetings:
 - ▢ TAC Meeting #3
 - ▢ Special Interest Group #2
 - ▢ Public Open House
- Deliverables:
 - ▢ Open House Marketing Materials (note: this will be determined and finalized during Task 1.2)
 - ▢ Preliminary PROS Recommendations
 - ▢ Government Analysis Memorandum
 - ▢ Public Open House Results

Phase #4: Plan Development

- 4.1 Implementation Matrix: Building on the work from the previous phases and tasks, the Consultant Team will collaborate with the client team and technical advisory committee to formalize an implementation plan highlighting prioritization of the plan's recommendations, high-level cost estimates, parties responsible for implementation of specific plan recommendations/elements, current applicable funding sources and revenue alternatives as discussed in Task 3.7, and a long-term maintenance plan. This matrix will be based on the plan recommendations developed in the previous phases.
- 4.2 Plan Development (Draft Final Plan): The Plan will be comprehensive, incorporating all the analysis, findings, and work from the previous phases. It will be informed technically and intuitively, drawing from input from the technical advisory committee, community, city staff, and industry trends. The plan will clearly articulate the opportunity statement, goals, and guiding principles that shaped the recommendation. Specific recommendations will encompass recreation programming needs, recreation program spaces catering to all ages and abilities, park-specific improvements addressing facility conditions and programming needs, prioritized phasing recommendations, and a list of potential funding resources.
- 4.3 TAC Meeting #4: The Consultant Team will present the Plan and the implementation matrix for input and final comments.
- 4.4 Final Report, Unveil, and Adoption: The Consultant Team will assemble a PROS Master Plan Booklet containing the following:
 - ▢ Color plan of the entire city, showing existing community assets, facility types, and park locations.
 - ▢ Written summary of the plan process, development, and community engagement.
 - ▢ List of park descriptions, observations, and recommendations.
 - ▢ Implementation matrix, including a summary of proposed funding sources and prioritized recommendations.

Both hard copies and online materials will be provided as final deliverables. The Consultant Team will attend and present at one meeting to a select audience as determined by the client.
- Meetings:
 - ▢ TAC Meeting #4
 - ▢ Final Presentation (as determined by the client)



- **Deliverables:**
 - Updated Draft Final Plan
 - Draft Implementation Matrix
 - Final PROS Master Plan (electronic and 6 bounded hard copies)

Additional Services Tasks:

- #1 - Interactive GIS Storyboard Mapping: The Consultant Team will create an interactive GIS map to be integrated into the project website for digital community feedback. The map will allow users to access and view specific layers and information to help inform them of current or proposed conditions and provide specific comments.
- #2 - Additional Public Engagement Event: The Consultant Team will facilitate an additional public meeting to elicit feedback from the community.
- #3 - Building Analysis: The consultant team will provide a high-level assessment of existing city buildings function, observable condition, and historic significance. This is intended to be a high-level assessment of the general quality, functionality, and character of existing structures based upon the teams experience and judgement. The specific structures to be assessed have not yet been identified, therefore the level of assessment detail we are able to provide for this lump sum may vary based on the total number of structures to be reviewed. Findings will be based on readily observable conditions, and exclude structural assessment, field measurements and drawings, testing, and comprehensive code or accessibility assessments.
 - Attend on-site tours of city park buildings together with City staff to observe each building identified. Photograph general field conditions.
 - Research historical data through records available at local libraries and archives.
 - Note observed concerns related to building codes and accessibility standards.
 - Compile findings into a summary report.
 - Compile findings into a report summarizing findings, including photographs and diagrams.
 - General recommendations for next steps and potential options related to further investigation, restoration, adaptive upgrades, or decommissioning of facilities that do not meet standards. Conceptual suggestions for new buildings.
- #4 – Analysis of Park Land Use: The consultant team will evaluate existing park spaces to identify potential alternative use concepts that could benefit the community. Also conduct a general analysis of available vacant land that is not part of the park system that may be considered as a future public park site to fulfill an unmet need or underserved geography. This will also include research of best practices from similar city parks to provide insights into potential new uses.
 - Use geographic information systems (GIS) and other planning tools to analyze land characteristics and assess suitability for alternative uses.
 - Develop a report outlining observations and recommendations for recreation land use.
 - A report detailing the assessment of existing park land, including maps and community feedback.
 - Recommendations for potential new uses for both recreational and community development purposes.
 - Conceptual strategies for the implementation of proposed changes.
- #5 – Cain Park Planning Analysis: The consultant team will perform a comprehensive planning and land use analysis for Cain Park and the Evans Amphitheater in Cleveland Heights, Ohio. The goal of



this analysis is to assess the current conditions, identify potential improvements, and enhance the recreational opportunities and connectivity for residents and visitors. The analysis will encompass the following key components:

1. Amenity and Recreational Use Analysis: Inventory existing amenities (e.g., playgrounds, sports fields, picnic areas) and assess their usage. Identify what type of park space Cain Park is and should be moving forward and how the overall design, landscaping and built environment of the park can accommodate that while respecting the physical built history of the space.

- Conduct surveys and analyze usage data to gauge participation and satisfaction.
- Identify gaps in recreational offerings and potential for new amenities based on community needs.
- Recommend enhancements or new amenities that align with community preferences.

2. Tree Canopy & General Landscape Analysis: Assess the health and coverage of the urban forest in the park. Assess other important flora that define the character of Cain Park.

- Map existing tree canopy coverage and species diversity.
- Evaluate the ecological benefits of the tree canopy, including shade and wildlife habitat.
- Propose strategies for tree preservation, maintenance, and potential plantings to enhance canopy cover.

3. Connectivity Analysis: Evaluate connections between Cain Park, Evans Amphitheater, and surrounding neighborhoods.

- Map current pedestrian and bicycle pathways leading to the park from adjacent areas.
- Identify barriers to access and recommend improvements to enhance connectivity.
- Propose new pathways or enhancements to existing trails that link to community resources and neighborhoods.
- Identify important gateways and how to make them more accessible and identifiable.
- Assess visual accessibility into the park from the surrounding neighborhoods that maximize safety.
- Identify adjacent land uses and opportunities to maximize symbiotic relationships between the park and adjacent uses.

4. Pathway Analysis: Analyze internal pathways within the park for accessibility and connection to amenities.

- Review the existing pathway layout for functionality and safety.
- Recommend directional signage, lighting, and surface improvements to enhance user experience.
- Assess the flow of foot traffic to ensure convenient access to key amenities like the Evans Amphitheater.

5. Seasonal Use Analysis: Examine how usage of the park changes with the seasons.

- Analyze historical data regarding visitor numbers and activities throughout the year.
- Conduct observational studies to determine seasonal trends and preferences.
- Suggest programming or modifications in facilities to maximize seasonal use.

6. Historic Analysis: Review the historical significance of Cain Park and the Evans Amphitheater.

- Conduct research on the historical context of the park and amphitheater, including previous renovations and community engagement.
- Evaluate the cultural importance of the site to local residents and potential for heritage tourism or other historical markers and landmarks.
- Provide recommendations for preserving historic features while modernizing park amenities.

- Deliverables: A comprehensive report that includes:

- Executive summary
- Detailed findings from each analysis component



- ▼ Maps and diagrams illustrating key findings
- ▼ Recommendations for enhancement and development
- ▼ Actionable items for short, medium, and long-term improvements

Schedule

The following table outlines the phase durations for major project milestones. It is anticipated that the project will take a total of 12 months to complete, projected to be completed by December 2025, assuming a January 2025 kickoff:

Phase	PHASE DURATION (In Months)
Phase One	1-3
Phase Two	3-6
Phase Three	6-9
Phase Four	8-12

Compensation

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Our professional services will be performed on a lump sum, billed on a monthly, percent complete basis.

Phase	Cost
Phase One – Project Launch	\$34,500
Phase Two – Engage & Understand	\$38,000
Phase Three – Building the Framework	\$53,750
Phase Four – Plan Development	\$28,500
<i>Additional Services (if authorized)</i>	
#1 – <i>Interactive GIS Storyboard Mapping</i>	\$9,000
#2 – <i>Additional Public Meeting</i>	\$6,000
#3 – <i>Building Assessment</i>	\$13,875
#4 – <i>Analysis of Park Land Use</i>	\$13,875
#5 – <i>Cain Park Planning Analysis</i>	\$7,500
Total Fee (including additional services):	\$205,000

Clarifications and Assumptions

- ▼ The OHM Team will be led by Josh Slaga, Jeremy Hinte, and Arthur Schmidt, and will include input from our planning, landscape architecture, and engineering groups, as needed.
- ▼ Upon execution of this proposal, OHM will provide a detailed project schedule of all tasks identified, including anticipated meetings.
- ▼ All other work not listed above is excluded from this proposal but can be added as an additional service, if requested.



- ▶ If additional labor effort is required, due to additional meetings not described in the Work Plan, change in schedule, Client-directed changes to the design that are departures from the design direction or scope of work and require rework of information completed in previous submissions, OHM Advisors will negotiate an amendment with the Client for additional services. OHM will not proceed with additional services, without written authorization to proceed from the Client.
- ▶ All deliverables will be submitted electronically in CADD, GIS, and/or PDF format, as applicable.
- ▶ Force Majeure: In the event either party is delayed or prevented from performing this Agreement due to any cause beyond its reasonable control, including but not limited to, strike, labor or civil unrest or dispute, embargo, blockage, work stoppage, protest, pandemics, or acts of God, such delay shall be excused during the continuance of such delay, and the period of performance shall be extended to such extent as may be reasonable to perform after the cause of delay has been removed. In the event any such delay continues for a period of more than thirty (30) days, either party may terminate the Agreement upon written notice to the other party. In the event of any such termination, The Owner shall pay OHM for work performed through the effective date of termination.

Client Responsibilities

- ▶ Client will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes.
- ▶ Client will provide the following, if available, to assist us with the planning process: prior as-builts and existing plans, plat maps, site surveys indicating site boundaries, existing topography, access to structures, easements and utility line information, utility availability, building information, etc.

Authorization and Acceptance

Thank you for giving us the opportunity to be of service! If this proposal is acceptable to you, your signature on this letter, with a copy returned to us will serve as our authorization to proceed. Upon execution, this Proposal, the attached Exhibit 'A', Standard Terms & Conditions, and the other attachments will form our agreement. This proposal is valid for 30 days.

If you have any questions or comments, please get in touch with me at 216.339.7412. We look forward to working with you on this project.

Sincerely,
OHM Advisors

Authorization to Proceed:

Jeremy Hinte, PLA, ASLA, Project Manager
Jeremy.hinte@ohm-advisors.com
D: 216.865.1337 C: 216.339.7412

Signature

Date

Josh Slaga, Principal
josh.slaga@ohm-advisors.com
D: 330.913.1065 C: 216.280.3022

Printed Name

Title

Attachments: Exhibit 'A' Terms & Agreements

EXHIBIT A

TERMS & CONDITIONS



1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between OHM ADVISORS, a registered Ohio company, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day unless an error/defect was flagged in the invoice which triggered the non-payment of the invoice and the efforts to cure extend beyond 30 day period.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. ~~To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.~~
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Ohio will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.
17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM

ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term ~~hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for~~

~~consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.~~

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.