

CITY MANAGER'S REPORT  
September 11, 2023 Council Meeting

1. W. Main Street Infrastructure Improvement Project Bid update: As everyone was aware, our bid opening was scheduled for last Thursday at noon. However, we left open the option of delaying it one week if we felt it was necessary. As it turned out, that's exactly what we did. As such, we sent out an addendum to all plan holders of record announcing the opening will be changed from September 7 to September 14 at noon. Additionally, the opinion of probable construction cost changed from \$7,400,000 to \$8,250,000. Under this revised schedule, we still have time to present to council a bid recommendation at the September 25 council meeting, keeping us on track for several other deadlines.
2. Revised Cost Proposal from The Mannik & Smith Group (MSG): As discussed last month, our Construction Manager for the W. Main St. Project, MSG, undertook a review and revision of their proposal for Construction Inspection and Construction Administration Services, originally submitted in May, 2022. Their updated proposal, based on a 74-week construction period (and other assumptions), down from an estimated 90-week duration, came in at \$644,000 (in comparison to their original submission, \$642,360). It would be my recommendation to accept this proposal at the same time we accept a successful bid for construction.
3. RFP- Event Planner status: We're at the point where we're moving to the next round of interviews for a potential Event Planner. In this round, we're looking for the best fit for both the city and the candidate and will be discussing terms and conditions of a prospective agreement with the successful candidate.
4. RFQ/RFP- Stormwater Master Plan status: Because we're seeking a professional design services contract, as per the ORC, we will need to evaluate the statements of qualifications submitted by professional design firms specifically regarding the project. Therefore, this will need to be a two-step process. We will need to advertise for qualifications (RFQ) first, then for a proposal (RFP) from the highest rated firm.

Upon the receipt of interested parties, we will have follow-up discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide and the various technical approaches the firms may take toward the project. After this initial evaluation, we will follow the process as outlined in the ORC for evaluating and selecting firms.

Prepared for advertisement of the Stormwater Master Plan RFQ/RFP is the Legal Notice and the Specifications Outline. We've also prepared the Rating Sheet to be used for each applicant in the process. Without objection, I'd like to advertise the RFQ/RFP Sept. 15 & 22 (with a possible third week as optional).

5. Geneva City / Geneva Twp Fire Services Contract update: Regarding the Fire Service contract that expires at the end of 2023, Chief Shook and I have met on different occasions with the Township's representatives and have come to an agreement for a new 5-year contract. Given that we had a

very good working contract in place, there weren't many changes to be made. Mr. Pasqualone is currently reviewing the updated contract, which I'll present more detail on at a later meeting.

6. SRO Agreement: FYI- The SRO contract with the Geneva Area City Schools is now signed off on by both parties. There were no significant changes from the previous contract. This is a 1-year contract that runs through the 2023/2024 school year. We appreciate the ongoing partnership with the schools as this position is extremely valuable for both sides.
7. Grape Jamboree- Departmental Readiness: FYI- As we get closer to the annual Grape Jamboree weekend (Sept. 23/24), preparations have long been under way to assure everyone is ready. In leading up to the big weekend, we're having Grape Jamboree President Brian Kelly attend our Staff Meeting tomorrow morning to cover any last-minute details. We're anticipating a great Grape Jamboree weekend!
8. Geneva Area Chamber of Commerce Fall Dinner: FYI- The Chamber's Annual Fall Dinner and Wine Tasting will be held next Monday, September 18<sup>th</sup> starting at 6 PM at Ferrante Winery & Ristorante. I will be attending this event.
9. Growth Partnership Annual Best of the County Dinner: FYI- The Growth Partnership's annual Best of the County Dinner will be held Tuesday, September 19<sup>th</sup> starting at 5:30 PM at the Spire Banquet Hall. I, and a few Dept. Heads and Staff will be attending this event.