

RESOLUTION NO. 37-2022

Introduced by Joel Hagy

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH OHM ADVISORS FOR THE PROVISION OF COMMUNITY ENGAGEMENT, SURVEYING AND ENGINEERING DESIGN SERVICES RELATED TO THE MAIN STREET CORRIDOR PROJECT AT A COST NOT TO EXCEED FIFTY-SEVEN THOUSAND THREE HUNDRED AND 00/100 DOLLARS (\$57,300.00)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. That the City Manager is authorized and directed to accept the proposal and enter into an agreement with OHM Advisors for the provision of community engagement, surveying and engineering design services relating to the Main Street Corridor Project at a cost not to exceed Fifty-Seven Thousand Three Hundred and 00/100 Dollars (\$57,300.00), which agreement shall be substantially in the form of Exhibit "A" attached hereto and made a part hereof.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

SECTION 3. That this Resolution shall be in full force and effect from and immediately after its adoption.

ATTEST: Jessie Wellkeney
Clerk of Council

Monty Tapp
Monty Tapp, Mayor

ADOPTED: 22 MAR 2022



March 17, 2022

Mr. Matthew Lasko, City Manager
City of Huron
417 Main Street
Huron, OH 44839

RE: Main Street Corridor Plan – Planning Services
Proposal #22124

Dear Mr. Lasko:

Thank you for the opportunity to partner with the City of Huron (Huron, Client) in developing a plan for Main Street. Huron is a special place, both distinctly geared to the joys of being at the waterfront while also being a true year-round community. OHM Advisors (OHM, Consultant) is excited to help you expand opportunities while maintaining the characteristics that make Huron both a great hometown and place to visit.

This proposal represents our understanding of the project, work plan, schedule and cost of services.

Project Understanding

Main Street is the north-south corridor that links Huron together and establishes direct ties between downtown and the water. Main Street has different characteristics throughout the corridor that must be understood individually to create a successful whole. There are three general areas that contain distinct sets of opportunities and challenges, and the strategic approach proposed below considers each section separately, and also within the context of the whole. The three sections are:

- **Main Street south of US 6:** This portion of the corridor is typical of numerous smaller cities in the region. It is a rural residential corridor upon entering the city from the south. It is typified by larger-lot single family houses strung along the street with individual driveway access to each lot and a small paved or gravel berm on the street without sidewalks. Once Main Street merges with SR 13, the character initially stays similar, although with a continuous sidewalk along the east side of the street and local access roads to adjacent development between some houses. Nearing Forest Hills Drive, there are sidewalks on both sides of the street and a large church campus begins to indicate the change of uses that will be seen heading north, including commercial uses mixed with residential. This gives way to predominantly commercial uses north of Bogart Road, mostly developed in an auto-oriented style. North of the railroad, there is an even more uneven mix of industrial and auto-oriented commercial, with a scattering of historic pedestrian-scale buildings as well. This area also holds some larger potential redevelopment sites along the corridor.
- **Main Street north of US 6 to South Street:** This section of the corridor could be described as the “village center” portion. While there are still numerous commercial uses, the street is more pedestrian-scaled and focused around civic, institutional, and residential uses. This is the area where Main Street begins to interface with the waterfront, including the complementary restaurants and lodging, as well as a water’s edge park and amphitheater areas.



- **Main Street north of South Street:** This portion of the corridor provides the lakefront access, and most defines the destination character of Huron. For all of us who grew up in the area, this is an area that reminds us of summer days and autumn evenings, walking along the shoreline and enjoying the food and drink of lakeside patios with friends and family. Beyond the businesses that dot the southern portion of this area, Main Street quickly transitions to access for the naturalized areas of the fishing pier and the lighthouse.

While each of these areas has unique aspects, all can be joined by a cohesive vision, phased over time. Our proposed project approach outlines a process to gather the best ideas of the community and apply those to a plan that is both aspirational and practical.

Throughout the planning process, there will be staff and community engagement at a variety of levels. The following is a summary of the ways input will be gathered and the process used to organize the approach:

- **Working Group:** A core group of city staff will be engaged throughout the project. This working group will steer the overall progress of the plan, regularly attending progress meetings, reviewing key project findings and recommendations, and providing input and approval as work advances. We will convene with this group on a regular basis through online meetings to track project progress and prepare for public engagement sessions.
- **Steering Committee:** Key decision-makers from the community and city staff (approximately 10-12) will be regularly engaged at key milestones to provide guidance and feedback on the development of the plan. Members from throughout the corridor will provide the needed input regarding opportunities for each segment. To ensure ongoing interface with the Planning Commission, it is recommended that a member of that board be on the Steering Committee. This group will be engaged through in-person workshop style-meetings which will include engagement exercises aimed at soliciting targeted feedback, as well as presentations and review of corridor plan progress. Engagements may be conducted virtually or in an online/in-person hybrid manner depending on health circumstances at the time. This group will meet approximately monthly throughout the process.
- **Community Workshops:** This group is the community at large, including those who interact daily with the project area. Engagement of the greater community will focus on gathering input, communicating a vision, and building momentum and excitement regarding plan outcomes. Engagement activities will include two community engagement events (in-person, virtual or hybrid workshops, health conditions permitting), as well as related materials to outline the proposed concepts.
- **Web-Based Survey:** The consultant team will provide a web-based survey (and paper-based if requested). The survey will mirror the community workshop activities and include broader community context questions.



Work Plan

Task 1: Project Kick-Off (Months 1 & 2)

OHM will collaborate with staff to outline expectations for the process and set the stage for success through the following tasks:

- 1.1 **Working Group Meeting:** OHM Advisors and the working group will have a project kickoff meeting. The intent of this session is to familiarize the OHM Advisors team with key planning issues, develop a steering committee structure and invite members, finalize the project schedule, and set goals for the outcome of the project.
- 1.2 **Define Extents of the Study Area (By City Staff):** During this task, the client team will work with OHM to review and define the project boundaries. This is a particularly important step in this process, due to the three overall corridor segments as described in the Project Understanding. Careful consideration of the study area at the outset of the planning process will ensure all infrastructure, critical land use, and target development areas are included in the planning study.
- 1.3 **Assemble Data and Prepare Maps:** As part of this task, the planning team will collect and assemble data to create base maps of the study area. This step will utilize data provided by the city and Erie County. The data will be compiled and organized to create a series of maps using AutoCAD and GIS software. These maps will be used in later tasks.
- 1.4 **Review Current Plans and Policies:** OHM will review all relevant city-provided planning documents that directly impact corridor planning. This may include land use, community, and transportation plans, and existing zoning.
- 1.5 **Steering Committee Meeting #1:** OHM will begin the project by facilitating an initial meeting with the steering committee to review the project work plan and project schedule. This meeting will serve to make sure all the participants in the planning process understand the deliverables that will result from each task. The result of the discussion will be a set of project goals, project vision, and a potential list of stakeholders.

Meetings:

- Working Group Meeting
- Steering Committee Meeting #1

Deliverables:

- Meeting minutes
- Project basemap

Task 2: Existing Conditions and Opportunities Analysis (Months 2 & 3)

Existing conditions inventory and analysis will be necessary to establish a framework for future strategy and design. This includes the following tasks:

- 2.1 **Inventory of Existing Infrastructure:** OHM will inventory the existing right-of-way conditions to determine the general condition of the streetscape as it relates to identified plan goals. While not a full survey at this time, this task will use existing mapping data to outline overall right-of-way characteristics and inventory typical roadway sections throughout the corridor segments.



2.2 Inventory of Existing Land Use (By City Staff): The client team will assemble information regarding corridor-area land use to identify potential focus areas, for delivery to . This may include:

- Inventory of key commercial areas
- Inventory of vacant land
- Inventory of civic and institutional uses
- Inventory of government owned property
- Identification of potential redevelopment sites

2.3 Technical Analysis: Building on the outcomes of the previous tasks, OHM will conduct an analysis of the existing conditions in the study area and best practices research as relevant to the corridor plan. This will inform the upcoming strategy and scenario development of the plan.

2.4 Steering Committee Meeting #2: OHM the consultant team will meet with the steering committee to review the results of the contextual inventory, technical analysis, and market conditions analysis.

Meetings:

- Working Group Meeting
- Steering Committee Meeting #2

Deliverables:

- Meeting minutes
- Existing conditions inventory and analysis summary maps

Task 3: Outlining the Options (Months 5 & 6)

With an understanding of existing conditions and input from the community and key stakeholders, potential options will be outlined for focus area development and streetscape improvements in the following tasks:

3.1 Focus Area Concepts: Analysis and input from previous tasks will be used to establish conceptual land use and redevelopment strategies in up to three of the identified focus areas. These will be general land use concepts to understand potential capacities and the mix of uses. This will be a key component in determining the strategy for each corridor section, overlapping with potential streetscape improvements in determining a final implementation strategy in the next task.

3.2 Streetscape Improvements Options: An initial set of streetscape options will be outlined in the form of a toolkit of components. Having reviewed the overall right-of-way, built environment, and related plans in previous tasks, aspects for infrastructure development will be identified. This will include an evaluation of ease, effectiveness, magnitude of relative cost, and adherence to plan goals for each option. This will be based on both local conditions and comparisons to comparable benchmarks. OHM will present this information in a graphic format, for ease of understanding of stakeholders and the general public. This step will inform the upcoming strategy and scenario development of the plan.

3.3 Steering Committee Meeting #3: The OHM team will share the findings from the small group meetings, community survey (outlined in Task 3), and technical and best practice research. It is not the intention to reach agreement on every aspect at this point, but rather to facilitate a discussion related to initial



development and streetscape options. The result will be a draft set of outcomes and strategies, in alignment with the project goals and vision from the earlier steering committee meeting.

3.4 Joint PC/Council Work Session: The OHM team will facilitate a discussion related to the overall goals of the process as well as initial development and streetscape options. The intent of this interactive work session is to gain alignment with city leaders as the more detailed part of the process takes shape going forward.

3.5 Community Workshop #1 (City Staff Support): The OHM team will coordinate an interactive community session to gather feedback on the research performed to date, with support from the client team. Identified corridor goals will be discussed along with strategies for the corridor based on best practice research and existing opportunities. This will be an extension of materials discussed at the Steering Committee meeting and will be presented in a highly graphical and engaging way. (This engagement may be in-person, virtual or hybrid depending on health conditions.)

Meetings: Working Group Meeting

- Steering Committee Meeting #3
- Community Workshop #1

Deliverables:

- Focus area concept plans
- Streetscape plans, sketches, and character imagery
- Meeting minutes

Task 4: Determining the Strategy (Months 7 & 8)

During this phase, the consultant team will work closely with the steering committee to build and reach consensus around the core areas of the plan. The plan will be built around strategy areas that leverage the economic opportunities of the city, and the Main Street corridor. This will include and include short-term, mid-term and long-term implementation strategies, redevelopment approaches for up to three target focus areas, and an overall conceptual streetscape approach. The specific elements of this task will be:

4.1 Policy Review (By City Staff): The Main Street Corridor Plan will be a strategic implementation approach, intended to supplement and support existing city plans and policies. Areas where there are specific overlaps or conflicts with existing land use, zoning or other guiding/regulatory documents will be outlined to establish related implementation strategies.

4.2 Refinement of Focus Areas: Based on feedback from the Steering Committee and the Community Workshop, the initial focus area plans will be further detailed and updated. This will include conceptual development footprints that relate to real-world buildable outcomes, as well as concepts for public space linkages to proposed streetscape improvements. The outcome will be updated options that can be reviewed and prioritized through the next round of input.

4.3 Conceptual Streetscape Improvement Plans: Based on the feedback to the initial toolkit of options, a conceptual streetscape plan will be developed. This will include a set of typologies for the corridor



portions, street cross sections, and graphic renderings illustrating the proposed built environment. The outcome will be updated options that can be reviewed and prioritized through the next round of input.

4.4 Creative Strategies to Advance Plan Objectives (By City Staff): (e.g., public private partnerships, funding strategies)

4.5 Steering Committee Meeting #4: Determining the Framework: OHM will present the plan framework, linking the goals, objectives and strategies with the development of three target development areas to the steering committee for review and feedback. Each target redevelopment area will be graphically illustrated in a clear diagrammatic approach to indicate potential development capacity and layout, based on preferred and highest best use scenarios. Conceptual streetscape and related infrastructure improvement scenarios will also be presented for steering committee review and input.

4.6 Community Workshop #2 (City Staff Support): The OHM team will coordinate an interactive community session to gather feedback on the concepts created for the focus areas and the overall corridor streetscape, with support from the client team. (This engagement may be in-person, virtual or hybrid depending on health conditions.)

Meetings:

- Working Group Meeting
- Steering Committee Meeting #4
- Community Workshop #2

Deliverables:

- Draft executive summary, covering existing conditions inventory and analysis, project process, summary of engagement, focus area concept plans, and conceptual streetscape concept plans.
- Meeting minutes

Task 5: Final plan (Months 9-11)

During this phase, OHM will finalize the preferred scenarios for each of the corridor areas, define options, and outline implementation steps in a detailed action plan for Main Street.

5.1 Final Draft Main Street Corridor Plan: A draft plan for the entire corridor study area will be created, based on the preferred focus area and streetscape scenarios. This will include graphic elements related to the key features, related analysis, and overall benefits/costs of the scenarios. This will include conceptual streetscape design, illustrated through aerials, cross sections and plan diagrams, including designations for potential impacts to corridor site access and parking. The draft document will include a detailed set of implementation steps. Aspects of land use and zoning related to the proposed scenarios will be outlined. As an appendix to the document, project engagement, research, and analysis will be included for reference.



5.2 Steering Committee Meeting #5: Final Plan: At this meeting, OHM will present the final concepts developed for the overall Main Street Corridor Plan. The steering committee will make final recommendations in advance of review by city officials.

5.3 Present Final Study to City Officials: OHM Advisors will present the final study findings and preferred scenario to appointed/elected city officials in up to two meetings.

5.4 Final Main Street Corridor Plan: Deliverables developed as part of the planning process will be provided to the City of Huron. A final copy of the plan document will be submitted as an electronic PDF and a printed hard copy. An executive summary document will also be developed for the purposes of sharing with community members and stakeholders.

Meetings:

- Working Group Meeting
- Steering Committee Meeting #5

Deliverables:

- Final report, including executive summary, cost estimate, proposed phasing, and implementation strategies.

Anticipated Schedule

The scope of work is anticipated to be performed over the course of 11 months. This schedule is subject to adjustment as the process unfolds and will require ongoing coordination among the Project Team. Potential schedule-related items that may impact task durations include:

- Inclement weather
- Client review times
- Timing of coordination of stakeholder, interviewees, and public participation
- Response timing of public agency staff

We are prepared to commence work on this project within 2 weeks of receipt of your written authorization to proceed.



Compensation

OHM Advisors will provide the above-outlined professional services in accordance with the following lump sum fee schedule.

Task	Cost
Task 1: Project Kickoff	\$ 5,200
Task 2: Existing Conditions and Opportunities Analysis	\$ 8,600
Task 3: Outlining the Options	\$ 18,700
Task 4: Determining the Strategy	\$ 21,500
Task 5: Final Plan	\$ 10,100
Subtotal	\$ 64,100
City Staff Support	(\$8,700)
Subtotal	\$ 57,300
Reimbursable Expenses (Budget)	\$1,000

Reimbursable expenses cover other direct costs including but not limited to printing, reprographics, courier/shipping services, mileage, and travel expenses. These will be invoiced per the standard terms and conditions. A budget amount is indicated above as a suggested amount; this may be adjusted as expenses are incurred.

Additional Clarifications and Assumptions

This Scope of Services was prepared based on the following assumptions:

- The Standard Terms and Conditions contained in the Annual Engineer contract (as approved by Council Legislation) shall also apply to this contract.
- Scope not described in our Work Plan will be considered additional services. If additional labor effort or change in schedule is required beyond described herein, OHM Advisors will negotiate an amendment with the Client. OHM Advisors will not proceed with additional services without written authorization to proceed from the Client.
- 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 Client shall pay OHM for work performed through the effective date of termination.
- The Client will provide a single point of contact to OHM Advisors who is knowledgeable about the project needs and desired outcomes.
- The Client will provide existing conditions information, as available.



Authorization and Acceptance

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as our authorization to proceed. Upon execution, this Proposal and the Standard Terms and Conditions contained in the Annual Engineer contract will form our agreement.

Thank you for giving us the opportunity to be of service! We look forward to working with you on this project. This proposal is valid for 30 days from the date of this letter. If you have any questions or comments, please contact me at Russ.Critelli@ohm-advisors.com or 216-704-4025.

Sincerely,
OHM Advisors

Russ Critelli
Name

Manager of Cleveland
Title

February 11, 2022
Date

Acceptance
City of Huron

Signature

Matthew Lasko
Name

City Manager
Title

3/23/2022
Date