

RESOLUTION NO. 12-2025

INTRODUCED BY: Mayor Thomas

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH GALLAGHER ARCHITECTS, INC. FOR BUILDING OFFICIAL/MASTER PLANS EXAMINER AND BACK-UP RESIDENTIAL BUILDING OFFICIAL SERVICES IN 2025.**

WHEREAS, William G. Gallagher, AIS NCARB, formerly associated with CT Consultants, Inc., has performed services for the City as its Commissioner of Building, Zoning and Housing, including Building Official and Plans Examiner services, under a professional services agreement authorized by Resolution No. 21-2024, passed by this Council on February 27, 2024;

WHEREAS, Gallagher Architects, Inc. has offered to continue the performance of more limited professional services for the calendar year 2025 at the rate of two hundred dollars (\$200.00) per hour for a maximum of four (4) hours per week, as set forth in the proposal dated November 20, 2024, attached hereto as Exhibit A;

WHEREAS, this Council desires to enter into an agreement with Gallagher Architects, Inc. for professional services for the term beginning January 1, 2025 and ending December 31, 2025, as set forth in the proposal attached as Exhibit A.

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

Section 1: The Mayor is authorized to enter into an Agreement with Gallagher Architects, Inc. for the services of William G. Gallagher for professional services for the term beginning January 1, 2025 and ending December 31, 2025, as set forth in the proposal attached as Exhibit A and under such other terms and conditions as may be approved by the Director of Law.

Section 2: The Director of Finance is authorized to utilize General Fund #100 for the cost of the Agreement authorized in Section 1 above.

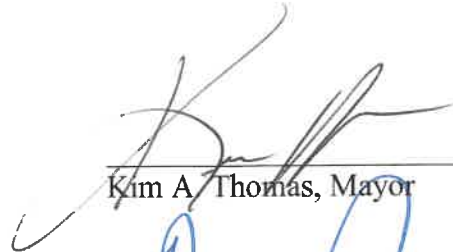
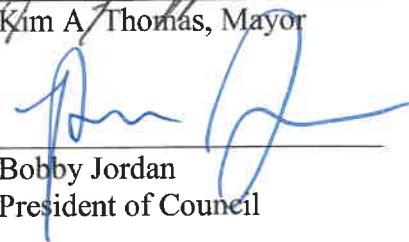
Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Section 4: This Resolution shall take effect and be in force at the earliest time allowed by law.

PASSED: January 14, 2025

APPROVED: January 14, 2025

ATTEST: Tracey Blair  
Tracey Blair  
Clerk of Council

  
\_\_\_\_\_  
Kim A. Thomas, Mayor  
  
\_\_\_\_\_  
Bobby Jordan  
President of Council

## **EXHIBIT A**

**GALLAGHER ARCHITECTS, INC.**

November 20, 2023

Mayor Kim Thomas  
City of Richmond Heights  
26789 Highland Road  
Richmond Heights, Ohio 44143

***Re: City of Richmond Heights Proposal for  
Building Department Services***

Dear Honorable Thomas:

Gallagher Architects, Inc. (GAI) is pleased to submit this proposal for Building Department Services to the City of Richmond Heights, in accordance with the terms and conditions set herein.

### **SCOPE OF SERVICES**

GAI will provide contract Building Official/Master Plans Examiner and Back-Up Residential Building Official services required in Section 104.2. of the Building Codes as follows:

Building Official services include approving commercial projects for conformance with the Ohio Building Code (OBC), signing building and occupancy permits, addressing contractor's questions relating to the plans examination letters and the construction process, issuing certificate of occupancy/completion and meeting with appropriate City representatives, as needed.

Master Plans Examination services include performing reviews for Architectural, Structural, Mechanical, Plumbing, Electrical, and Fire Alarm as required by the State of Ohio. Building Code items may include the following:

- Ohio Building Code
- Ohio Mechanical Code
- Ohio Plumbing Code
- National Electrical Code
- NFPA Fire Protection Systems

Back-Up Residential Building Official services may be provided on an as needed basis when the primary Residential Building Official is not available to perform those services.

**Gallagher Architects, Inc. | PO Box 24133 | Lyndhurst | OH | 44124**

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Richmond Heights Building Department  
November 20, 2024  
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#### **SERVICES PROVIDED by the CITY**

The Client hereby agrees to provide the following:

1. Designate a person to function as the City's representative with respect to the services to be rendered under this Agreement who shall have complete authority to transmit instructions, receive information, interpret, and define the City's policies and decisions with respect to the services for the project.
2. Elements that are not considered in the realm of GAI's responsibilities includes performing Engineering reviews, commercial/residential inspections, staff supervision or residential property maintenance enforcement.
3. GAI will coordinate Fire Prevention Review Services, which may include duties as required in the Ordinances, Ohio Fire Code, and applicable standards adopted by the City.

#### **FEE AND BILLING**

Work will be performed by William G. Gallagher, AIA NCARB, Building Official and Master Plans Examiner Certificate No. 509. Billing rates for these services are \$200/hour. Work hours at the City will be limited to 4 hours per week unless approved in advance.

We will accomplish the work outlined in our Scope of Services on an hourly basis. Invoices will be submitted monthly based on that portion of work completed during the month. Invoices are due upon receipt and past-due 30-days after receipt. These services and rates are valid through December 31, 2025. This Agreement may be extended one (1) year, if agreed to by both parties.

#### **CLOSURE**

If you concur with these terms and wish to proceed with the aforementioned work, please sign and return one (1) copy of this Agreement along with the Standard Terms and Conditions. Upon receipt of this Agreement, GAI can proceed with the work.

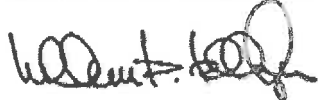
If you have any additional questions, please do hesitate to contact us. We at Gallagher Architects, Inc look forward to the continued opportunity to provide professional services to you and the City of Richmond Heights.

**Gallagher Architects, Inc. | PO Box 24133 | Lyndhurst | OH | 44124**

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Respectfully,

**GALLAGHER ARCHITECTS, INC.**



William G. Gallagher, AIA NCARB  
President

**ACCEPTED BY:**

\_\_\_\_\_  
City of Richmond Heights

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Enclosure

WGG:wgg

**Gallagher Architects, Inc. | PO Box 24133 | Lyndhurst | OH | 44124**