

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: September 26, 2011  
Item No.: 12.h

Department Approval

City Manager Approval

*Timothy O'Neill*

*W. J. Malinen*

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Item Description: Request For Contract Approval for Architectural Services

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**BACKGROUND**

On March 21, 2011 the Fire Department Building Facility Needs Committee presented the following recommendations to the City Council regarding direction for future fire stations.

After an extensive evaluation of fire department operations, services offered, current building conditions and shortcomings, station locations, and future shared services the committee made a recommendation that the fire department move to a single new fire station on the grounds of the current Fire Station #1 at 2701 Lexington Ave. This recommendation would consolidate the department's current three station out-dated model into a centrally located station that would better serve the community both today and into the future.

At the March 21, 2011 City Council meeting, approval was given to the Fire Department to request proposals for architectural services using the overall best value selection process. Request for Proposals (RFP's) were issued on August 4, 2011 and closed August 25, 2011. Ten proposals were received and evaluated using the overall best value process. The process evaluated potential architectural firms using the following five criteria areas. Past performance, fees, background and qualifications, risk assessment and value added, and firm interviews. The evaluation team reviewed both Phase I and Phase II proposal data in determining the overall best firm to provide architectural services. Due to the large number of proposals received a finalist list was established prior to the interview stage. The finalist list was based on the scoring of all categories other than interview.

Evaluation criteria were weighed according to the following categories:

CATEGORY	WEIGHT	CRITERIA
Fees	20 %	Proposal
Past Performance	20 %	Surveys of Past Performance
Interview	20 %	
Background and Qualifications	20 %	Background/Qualifications
Risk Assessment -Value Added	20%	Risk Assessment and Value added plan

26 The five finalist firms results are included in the below table.

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<b>Proposal Firms</b>	<b>Best Value Score</b>
Buetow & Associates	223
<b>CNH Architects</b>	<b>249</b>
CDG- Collaborative Design Group	216.5
Five Bugles Design	240.5
DLR/KKE Group	236

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29 The best value evaluation team consisted of Fire Chief Tim O’Neill, Fire Marshal John Loftus,  
30 Shift Commander David Brosnahan, Police Chief Rick Mathwig, resident Hugh Thibodeau, and  
31 Construction Managers Tom Ginter and Steve Kilmer.

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33 Through this process, the evaluation team determined the apparent best value submittal.

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35 The Fire Department requests approval to award a contract to CNH Architects of Apple Valley  
36 Minnesota, for Phase I scope of services as described in the request for proposals.

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38 Phase I of the process would include the following:

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### 40 **Project Phase I**

#### 41 **Scope of services**

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43 The listed services are not intended to exclude other services that the firm believes necessary and  
44 is able to provide. Required services include:

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46 ➤ **Sustainable design coordination:**

47 Architectural firm must be able to transition from Phase I of the project into Phase II of  
48 the project which will include final design and construction. Lead Architect must be  
49 capable of assuring a consistent design management team through the full length of both  
50 Phase I and II of the project.

51 ➤ **Program development:**

52 Develop preliminary program. Because of the interest of various groups in the planning  
53 for this facility, focus groups for specific components have been structured. The architect  
54 will need to translate the desires and intentions of each of the focus groups into a  
55 complete plan, resolving conflicts in design. The architect, based on past experiences,  
56 will also be called upon to suggest/explore additional enhancements to the facility.

57 ➤ **Preliminary architectural drawings & design development:**

58 The architect shall prepare conceptual design and design development drawings and  
59 perspectives to illustrate the building’s design. Alternatives to the design shall also be  
60 considered. A preliminary palette of material will be identified and a cost projection will  
61 be required. The building location, approaches, parking and relationship to other exterior  
62 elements shall be defined. Workings with the Project Planning Team identify all needed  
63 space needs.

64 ➤ **Geotechnical engineering:**

65 Ability and experience in geotechnical design and planning. Develop a geotechnical  
66 report analysis for proposed site, including practicality of use, cost/ benefit analysis, and  
67 return on investment.

- 68 ➤ **Risk Analysis**
- 69 ➤ Perform risk analysis or design/planning issues associated with site layouts, including
- 70 environmental evaluation.
- 71 ➤ **Preliminary planning process:**
- 72 Regular attendance at Project Planning Team meetings is expected. The Fire Department
- 73 has developed a PPT for the purpose of assisting design professional in the design
- 74 development to assure departmental and community focus.
- 75 ➤ **Project cost estimates:**
- 76 Based upon the preliminary architectural drawings, design development, and using all
- 77 building equipment and components as provided by the Project Planning Team, a project
- 78 cost estimate will be required through a coordinated effort of the architectural and
- 79 construction management firms.
- 80 ➤ **Site review:**
- 81 Review the site of the proposed building assuring that all site issues have been addressed.
- 82 ➤ **Project time line**
- 83 ➤ Develop a Phase II master project schedule that identifies all major project design and
- 84 construction milestones.
- 85 ➤ **LEED/Green Globes planning**
- 86 Ability to assure for the design, operation, and building management utilizing an
- 87 environmentally friendly commercial design.
- 88 ➤ **Regular attendance at Planning Project Team**
- 89 Regular attendance at Planning Project Team (PPT) meetings and City Council
- 90 meetings/presentations is expected. The Fire Department has developed a PPT for the
- 91 purpose of assisting design professional(s) in the design development to assure
- 92 departmental and community focus.
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#### 94 **FINANCIAL IMPACTS**

95 The new fire station project incorporates two phases. Phase I will include the preliminary design  
96 phase and Phase II will be the final design, planning, and construction elements.

97 Phase I architectural services costs for CNH Architects is in the amount of \$50,800.

98 These costs are within our projected estimates and funding will be used from the future sale of  
99 capital improvement bonds.

#### 100 **STAFF RECOMMENDATION**

101 Staff recommends Council authorize the fire department award of a contract for Architectural  
102 Services for Phase I of the new Fire Station Project with CNH Architects in the amount of  
103 \$50,800.

#### 104 **REQUESTED COUNCIL ACTION**

105 Motion to authorize the fire department to award the contract for Architectural Services for  
106 Phase I of the new Fire Station Project to CNH Architects in the amount of \$50,800.

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108 **Prepared by: Timothy O'Neill, Fire Chief**

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