

REQUEST FOR COUNCIL ACTION

Date: Dec. 12, 2011
Item No.: 12.9

Department Approval

Timothy O'Neill

City Manager Approval

W. Mahinen

Item Description: Request For Contract Approval for Architectural Services

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 September 26, 2011 City Council meeting, approval was given to the Fire Department to enter into contract for architectural services using CNH Architects for Phase I of the fire station project. Phase I of the project will conclude upon approval of the conceptual drawings. The Fire Department has been very pleased with the work product of CNH Architects and recommends we continue the design and build relationship by entering into contract for Phase II of the project.

Phase II of the process would include the following:

Project Phase II

Scope of services

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

- **Design Development and Construction Documents**
- Detailed design drawings, construction documents, and specifications for construction will be developed.
- Documents will include all necessary documents needed for receiving contractor bid proposals and building permits.

- Documents will include all schematic designs, site, work, electrical, mechanical, engineering, structural, architectural, and civil engineering, and any other documents deemed necessary for project completion.

- **Job Meetings**

- Conduct job meetings with contractors, which will be date and time certain. This is to review the progress of the work and to assure that the project is being built in accordance with contract documents.
- Identify building code issues and compliance with ADA standards.
- Prepare and issue an RFP for geotechnical services and construction testing/inspection services.
- Proactively communicate with the City designated representative(s) and project team on a regular basis concerning the status of the project.
- Provide timely progress reporting to the City staff and City Council.
- Always be available to the City representative.

FINANCIAL IMPACTS

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

Phase II architectural services costs for CNH Architects is in the amount of \$506,250. These costs are within our projected estimates and funding will be used from the sale of bonds.

STAFF RECOMMENDATION

Staff recommends Council authorize the fire department to award the contract for Architectural Services for Phase II of the new Fire Station Project to CNH Architects in the amount of \$506,250. Staff will be utilizing the standard professional service contract and incorporating the scope of services as described in the RCA in accordance with review and preparation by the City Attorney.

REQUESTED COUNCIL ACTION

Motion to authorize the fire department to award the contract for Architectural Services for Phase II of the new Fire Station Project to CNH Architects in the amount of \$506,250.

Prepared by: Timothy O'Neill, Fire Chief