

COUNCIL ACTION FORM

**SUBJECT: PHASE II LIBRARY ARCHITECTURAL CONTRACT FOR AMES
PUBLIC LIBRARY RENOVATION AND ADDITION**

BACKGROUND:

On July 21, 2009, the Library Board of Trustees approved a contract for architectural services with Meyer, Scherer & Rockcastle, Ltd. The contract included programming, schematic design, public meetings, assistance with fund raising, artist renderings, electronic documentation of the existing conditions, and cost estimates for the project. The contract allowed for a Phase II of the project in the event the referendum passed.

In a decision made at a special meeting of the Library Board on January 9, 2012, the Board unanimously decided to deliver the construction project via a single prime bidder. In its January 9 resolution, the Board then directed "Library staff to develop, in collaboration with the architect for the project, Meyers Scherer & Rockcastle, Ltd., a list of duties and responsibilities for the administration of the project as will be required by the Owner-Architect agreement and the Owner-Contractor Agreement." The Library staff was directed to "complete the negotiation with Meyer Scherer & Rockcastle, Ltd. for the Phase II Agreement, in accordance with the resolution."

This second phase now includes design development, contract documents, cost estimations, bid procedures, construction administration, building commissioning, and all work required under the contract for the conclusion of the project. This phase also includes all work required for selection and procurement of furnishings, fixtures, signage, equipment and interior design.

The Library Board is now prepared to enter into this contract for Phase II. At the request of the City Administration, the architect has been asked to add, as an additional service, the cost of preparing "as-constructed" documents at the conclusion of construction. These documents will be helpful for future work or repair of the building.

The contract has been reviewed by the City Attorney, Finance Director, and Purchasing Manager. All adjustments to the contract recommended by the aforementioned staff and Library administration have been agreed to by the architect.

The contract specifies professional services fees of nine percent (9%) of the estimated costs of construction and furnishings, less a lump sum credit of \$102,223 for work done during Phase I that is applicable to Phase II. A nine percent fee is within the industry standard for a project of this scale, especially considering the level of renovation the Library building requires. The fee calculations that appear in the proposed contract are shown below:

<i>Professional Services Contract for Phase II</i>	<i>Project Budget</i>	<i>\$15,144,200</i>
Architecture and Engineering	9%	\$1,362,978
Credit for Phase I Design Work Applicable to Phase II		(\$102,223)
Total Architecture + Engineering Fee for Phase II		\$1,260,755
<i>Furnishings, Fixtures and Equipment</i>	<i>Project Budget</i>	<i>\$2,284,110</i>
Total FF&E Fee for Phase II	9%	\$205,570
Grand Total Professional Fee for Phase II		\$1,466,325
Additional Service for As-constructed Contract Documents		\$21,000
Total including Additional Service		\$1,487,325

Not included in the above amount are reimbursable expenses, which are estimated at \$37,670 but are not to exceed \$40,000, excluding bid reproduction costs. The contract includes a provision for a review of expenses at the conclusion of each phase and an agreement to make any necessary adjustments to the schedule of reimbursable expenses to ensure they are reasonable and fair.

One issue that has been resolved is the cost of printing the contract documents (bid reproduction costs as referenced above) for distribution to potential contractors. While these documents can run hundreds (if not thousands) of pages, Iowa law requires them to be made available in paper rather than in an electronic format. The price of printing will be paid directly by Ames Public Library. The architect will assist in preparing a bid for the printing of the documents and the distribution to the contractors. The invoice will be sent directly to the Library.

At its meeting on February 16, the Library Board of Trustees unanimously recommended that the City Council approve the contract between the Ames Public Library and Meyer, Scherer & Rockcastle, Ltd. for Phase II of the Ames Public Library Renovation and Addition.

ALTERNATIVES:

1. Approve the contract between Ames Public Library and Meyer, Scherer & Rockcastle, Ltd. of Minneapolis, MN, in the amount of \$1,487,325 plus reimbursable expenses in an amount not to exceed \$40,000, for Phase II of the Ames Public Library Renovation and Addition.
2. Reject the proposed contract and re-open the search for another architectural firm for the project.

MANAGER'S RECOMMENDED ACTION:

Staff is aware that the City Council may have reservations about issuing a contract for Phase II architectural services in excess of \$1.4 million without having gone through an RFP process. In order to keep the renovation project on schedule and insure consistency between the project presented to the voters and the one finally realized, it would be very difficult to change architects at this point in the process.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract between the Ames Public Library and Meyer, Scherer & Rockcastle, Ltd. of Minneapolis, MN, in the amount of \$1,487,325 plus reimbursable expenses in an amount not to exceed \$40,000, for Phase II of the Ames Public Library Renovation and Addition.