

COUNCIL ACTION FORM

SUBJECT: ARCHITECTURAL SERVICES FOR WATER POLLUTION CONTROL FACILITY ADMINISTRATION BUILDING RENOVATION

BACKGROUND:

The Water Pollution Control Facility (WPCF) Administration Building was constructed in 1988. Most of the interior finishes to the building are original and showing significant wear and deterioration. The building originally housed the Laboratory Services Division which is now located in the Technical Services Complex on E. 5th Street. The renovations will convert the old lab space into a training and meeting room. Other updates to restrooms, lockers, break room, and other spaces are included as well.

On April 29, 2022, a request for proposals (RFP) for architectural services was issued for the WPCF Administration Building Renovations. On May 27, 2022, the City received ten proposals in response to the RFP. Firms were asked to submit their fee proposals in separate sealed envelopes from their qualification-based proposals to allow staff to make a selection based strictly on the firms' qualifications for the project.

A nine-member internal team comprised of operations, maintenance, engineering, and managerial staff each independently reviewed and scored each proposal. The scoring was performed using a rubric that was prepared prior to the RFP being issued and that was shared with the proposing firms in advance so they could be certain of the areas that were most important to the City. The results of the ranking are shown below. As you can see, before opening the fee proposals, HDR scored the highest of the ten firms.

Firm	Overall Firm Score (115 pts max)
HDR	97.9
INVISION Architecture	94.9
SVPA Architects	94.1
FEH Design	86.6
ASK Studio	85.3
ISG	85.1
10Fold Architecture and Engineering	83.4
Farnsworth Group	83.4
Genesis Architectural Design	81.9
Hartman Trap Architecture Studio	81.9

Following the ranking of each firm, the fee proposals were opened for each of the ten firms. The question for the evaluation team to consider was whether the fee of the preferred firm seemed reasonable based on the proposed scope of work when compared to other high-scoring proposals. **Although HDR was the highest-scoring proposal initially, the firm’s fee proposal was more than double the next highest fee. Therefore, staff did not find HDR’s proposal to be reasonable in comparison to other highly rated firms, and did not select HDR.**

Firm	Fee Proposal
Genesis Architectural Design	\$55,000
ASK Studio	\$56,800
INVISION Architecture	\$61,000
ISG	\$61,200
SVPA Architects	\$70,700
Hartman Trap Architecture Studio	\$70,855
FEH Design	\$79,760
Farnsworth Group	\$83,963
10Fold Architecture and Engineering	\$97,500
HDR	\$191,405

The second- and third-rated firms were very close in overall ranking, followed by a clear set of second-tier scores. Because of this, staff chose to interview both SVPA and INVISION. **Following the firm interviews, staff all agreed that SVPA would be the best fit for the project.** Their emphasis on staff involvement, project communication, and similar past projects all contributed to their selection.

WPCF staff has not worked with SVPA before, so multiple reference calls were made. These included talking to cities where SVPA performed similar work. The calls were all positive and reinforced staff’s perceptions.

Staff next met with SVPA to discuss their scope of work and add items not originally included in the RFP. These items include 3D modeling of the garage/shop area, a “net-zero ready” evaluation of the building (a goal included in the draft Climate Action Plan), and updated HVAC controls design. **Following these scope additions, the updated fee for SVPA is not to exceed amount of \$85,100, plus reimbursable expenses not to exceed \$1,000.**

The initial scope of work being recommended to Council covers only the design and bidding phases of the project. Construction phase services will be added once the actual construction plan is finalized. Staff will also evaluate whether design services related to furniture procurement will be necessary in the future.

The adopted CIP includes \$1,010,000 for this project (WPC Plant Facility Improvements Project), which includes \$164,000 for design expenses.

ALTERNATIVES:

1. Award a contract for architectural services to SVPA Architects Inc. of West Des Moines, Iowa, for the WPCF Administration Building Renovation Project in an amount not to exceed \$86,100.
2. Award a contract to one of the other firms.
3. Do not award a contract to SVPA Architects Inc. and do not proceed with the project.

CITY MANAGER'S RECOMMENDED ACTION:

The WPCF Administration Building contains space formerly used as a laboratory that is no longer needed for that purpose and is poorly utilized. This space will be converted to a training and meeting room to meet the needs of the facility for decades to come. In addition to better use of the space, the existing interior finishes throughout the building are showing wear and deterioration. This project is included in the adopted CIP in the WPC Plant Facility Improvements Project.

A competitive process that followed the City's Purchasing Policies and Procedures was utilized to select a design firm. The process utilized a "two-envelope" selection method that makes the primary decision based on qualifications followed by an evaluation of the reasonableness of the proposed fees. A cross-discipline team reviewed all ten proposals, selected two firms to invite to interview, and ultimately selected the proposal that was determined to be in the best interests of the utility.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as stated above.