

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF CHANGE ORDER #1 TO THE CONTRACT WITH MEYER SCHERER & ROCKCASTLE, LTD. FOR THE LIBRARY EXPANSION FEASIBILITY STUDY

BACKGROUND:

At the October 23, 2008 meeting of the Library Board of Trustees, the architectural firm of Meyer Scherer & Rockcastle was selected for a Library Expansion Feasibility Study that is to be completed in two phases. Phase I of the study is to provide a schematic design, artist renderings for promotional purposes, and a cost estimate for an expansion project that will give the Ames Public Library a 94,000 square foot building on either the current site or a nearby site within the downtown area. The process for Phase I was defined in the Request for Proposal (RFP) and agreed upon via the contract recommended by the Library Board at its meeting on January 22, 2009 for approval by the City Council. The cost of the study was to be a figure not to exceed \$282,000, and an allowance for reimbursables (travel and ancillary expenses) not to exceed \$24,000. The total cost was not to exceed \$306,000. The costs were itemized as follows:

- Building program: \$20,000
- Existing building feasibility and alternate site studies (concept designs): \$60,000
- Schematic design: \$190,000
- Fundraising materials (artist renderings): \$12,000

The building program has been completed and paid for, and has been incorporated into the concept designs presented at the public forums. The schematic design phase will not begin until we have selected one option to pursue. Once approved, fundraising materials will be produced, thereby concluding Phase I of the process. The agreed-upon schedule was to have concluded public forums in May and have completed Phase I entirely by September of this year.

At present, the community has not reached consensus on a site through public forums. While such a consensus may be an elusive goal, many outstanding issues do remain to be addressed. At the May meeting of the Library Board, it was agreed that Phase I should be extended to allow additional forums for citizen input before a recommendation is made, and schematic design can begin. The Historic Preservation Commission has also indicated that it favors this plan, so that it would have more opportunity to consider the possible impacts an expansion proposal may have on the city's historic resources.

The proposed extension of Phase I will allow three more visits by Jeff Scherer to hold public forums, and more time for concept development by the architectural and engineering team working on the project. These activities will impact both the cost of the study and the reimbursable allowance. To save costs as much as possible, Library administration recommended shortening the architect's public forum visits to two days, rather than three, per visit. With the proposed changes, Phase I will not be completed before January 21, 2010.

The attached chart specifies the cost increases needed to allow for more public input by extending Phase I. In summary, this proposal raises the amount that may be billed for hourly service for "existing building feasibility and alternate site studies" by \$41,787 (or from \$60,000 to \$101,787). Reimbursable expenses will be raised by \$9,000 (or from \$24,000 to \$33,000). Total cost increase will be \$50,787.

On June 18, 2009, the Library Board of Trustees adopted a resolution approving Change Order 1 in an amount not to exceed \$51,000, and recommended like approval by the City Council.

ALTERNATIVES:

1. The Council may approve Change Order 1 to the contract with MS&R in an amount not to exceed \$51,000, of which up to \$42,000 will be applied toward services billed on an hourly basis for "existing building feasibility and alternate site studies" and up to \$9,000 will be applied to "reimbursables." Under Change Order 1, the total cost of the study under will be an amount not to exceed \$324,000, plus an allowance for reimbursables not to exceed \$33,000. The total contract cost will not exceed \$357,000.
2. The Council may deny the request and direct staff to continue under the original contract or explore other options.

MANAGER'S RECOMMENDED ACTION:

The Library Board of Trustees is concerned that more community discussion is needed before an option for either expansion of the Library at the current site, or relocation of the Library to another site, can be presented to the City Council and the public for consideration of a bond issue to finance such an expansion or relocation. The City's Historic Preservation Commission is in support of continued dialog to assist both it and the Library Board in making informed recommendations to the Council.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Change Order 1 in an amount not to exceed \$51,000, to the contract with Meyer Scherer & Rockcastle, Ltd., for additional services in connection with the Library Expansion Feasibility Study, Phase I.

**Cost Detail of Proposed Change Order to
Library Feasibility Study Contract
with Meyer Scherer and Rockcastle, LTD**

	Fee Allocation in Original Contract	Projected Fee for Extending Phase I*	Projected Additional Cost
Building Site Studies:			
Public Forums			
February 16-17	\$3,360	\$3,360	\$0
March 10-11	\$3,360	\$3,360	\$0
May 19-21	\$3,360	\$5,040	\$1,680
June 16-18	\$0	\$5,040	\$5,040
July 21-22	\$0	\$3,780	\$3,780
September 16-17	\$0	\$3,780	\$3,780
Subtotals for Forums	\$10,080	\$24,360	\$14,280

Concept Designs

Architects, consultants & related fees	\$49,920	\$77,427	\$27,507
Total for Building Site Studies:	\$60,000	\$101,787	\$41,787

Reimbursables:

Travel, phone, shipping	\$14,000	\$18,000	\$4,000
Printing, Misc.	\$10,000	\$15,000	\$5,000
Total for reimbursables:	\$24,000	\$33,000	\$9,000

Grand Totals:	\$84,000	\$134,787	\$50,787
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"Not To Exceed" Amount of Change Order Request: \$51,000

*Includes Architect's Fee at \$210/hour