

COUNCIL ACTION FORM

**SUBJECT: ARCHITECTURAL SERVICES FOR CITY HALL RENOVATION PHASE
2 PROJECT**

BACKGROUND:

Several years ago, the Police Department closed its jail facility and the space formerly allocated to the prisoner cells became vacant. The availability of that space sparked a space utilization study to identify issues, needs and opportunities within the building. Eventually it was determined that renovating and remodeling space within City Hall offered the following benefits:

1. Police Department space on the first floor could be renovated to improve the efficiency of the department.
2. Space in the basement could be renovated in a way that would allow the City's Information Technology (IT) Division to move into City Hall after years occupying rented space outside of City Hall.

In 2011, the City began a project to renovate portions of the first floor and the basement. A full space-use review and design-development phase was completed for all relevant space. Construction drawings for the full project were developed and bids for the project were received in June 2012. All bids received were well over budget. In an attempt to salvage the project, the City made a minor re-design and issued another bid package in July 2012. The second set of bids came in significantly over budget, so the project scope was re-evaluated. Recognizing that the project could not be completed as originally designed, the City went through a significant restructuring of the project, dividing it into two phases. Phase 1 would remodel most, but not all, of the space occupied by the Police Department on the first floor. The scaled down Phase 1 proceeded and Phase 2, which would remodel the basement and the remaining space occupied by the Police Department on the first floor, was held in abeyance. In March 2013, acceptable bids were received for Phase 1 with construction beginning in April 2013. Phase 1 was successfully completed in November 2013.

The departments and divisions affected by the renovation in Phase 2 include Police, Public Works Engineering, and Finance (IT and the Print Shop). With Council's approval of additional funding in the approved 2014/15 Budget, staff is moving ahead with Phase 2 of the project to improve the basement of City Hall and complete the renovations on the first floor. Based on the design originally created for the full remodel project, Phase 2 will need to be adapted to recognize the changes created by Phase 1.

This portion of the project is for architectural services which involve the analysis, design, drawings, specifications development, construction contract preparation, and detailed cost estimates for the City Hall Renovation Phase 2 project. All drawings and

documents from the 1988 and 2013 City Hall projects (Frevert-Ramsey-Kobes and Shive-Hattery) will be made available to architectural firm to expedite the design phase. The scope of work also requires the architectural firm to provide a list of potential bidders and a detailed engineer's estimate. In addition, the selected firm will provide construction management services.

On March 6, 2014, a Request for Proposals (RFP) was issued to thirty-five firms. The RFP was advertised on the Current Bid Opportunities section of the Purchasing webpage. On March 27, 2014, staff received proposals from five firms. These proposals were then sent to an evaluation committee consisting of the Finance Director, the Police Support Services Manager, the Public Works Engineering Construction Manager and the Purchasing Manager. The committee members independently evaluated and scored all five of the proposals.

The proposals were evaluated based on the cost proposal, completeness of proposal, project understanding, design team and key personnel, previous experience and project performance, project approach, responsiveness, availability of staff and other resources, and proposed schedule to perform the work.

Based on the matrix combining these criteria, the total scores are shown below:

Consultants	Total Score	Rank	Cost Proposal
Walker Coen Lorentzen Architects, Des Moines, IA	294.48	1	\$84,840
Design Alliance, Waukee, IA	292.00	2	\$60,000
Roseland Mackey Harris Architects PC, Ames, IA	262.12	3	\$99,000
FRK Architects + Engineers, West Des Moines, IA	258.00	4	\$80,000
Vermillion Design Group, Ankeny, IA	254.36	5	\$85,000

Each score was based on a scale of 1 to 5. Overall, 400 possible points were available cumulatively for each firm that responded. **The top three firms were then invited to participate in an on-site interview.**

The interviews were evaluated based on accuracy in cost projections of previous projects, demonstration of the ability to meet the proposed project schedule, evaluation of alternatives, creativity, communications skills of the firm's team members, ability to successfully demonstrate a cohesive team, and the interaction during the question and answer period of the interview.

Based on the matrix combining these criteria, the total scores for the interviews are shown below:

Consultants	Total Score	Rank	Cost Proposal
Walker Coen Lorentzen Architects, Des Moines, IA	316.48	1	\$84,840
Roseland Mackey Harris Architects PC, Ames, IA	294.00	2	\$99,000
Design Alliance, Waukee, IA	242.00	3	\$60,000

Each score was based on a scale of 1 to 5. Overall, 400 possible points were available cumulatively for each firm that was interviewed.

Based on the total scores and a unanimous decision by the evaluation committee, it is recommended that a contract be awarded to Walker Coen Lorentzen Architects, Des Moines, Iowa, in an amount of \$84,840 plus reimbursables of \$6,000.

A large constraint for this project is the need to complete the renovation and move the IT staff into City Hall prior to their lease expiring in September 2015. The schedule established allows for a limited time for design and construction. The architect's ability to properly evaluate the potential construction costs prior to issuance of the bid with a strong team to meet the tight schedule is critical to the success of the project. Although other firms showed a solid ability to achieve these goals, Walker Coen Lorentzen Architects demonstrated the greatest commitment to this project, and showed the strongest ability to complete previous projects within budget and on time.

The funds for the architectural services are contained within the CIP budget for the City Hall Renovation Phase 2 project. The total project budget is \$1,080,000 from the General Fund.

ALTERNATIVES:

1. Award a contract to Walker, Coen Lorentzen Architects, Des Moines, IA, for the architectural services for the City Hall Renovation Phase 2 Project in the amount of \$84,840 plus reimbursables of up to \$6,000.
2. Reject all proposals and delay design of the City Hall Renovation Phase 2 Project.

MANAGER'S RECOMMENDED ACTION:

This project will improve the basement in City Hall and complete the Police Department renovations on the first floor. In doing so, the City will better utilize the space in City Hall. This will include moving IT staff to City Hall prior to the expiration of the lease in September 2015.

The established schedule allows a limited time for design and construction. The recommended architects have demonstrated their ability to properly evaluate the potential construction costs prior to issuance of the bid with a strong design team and can meet the tight schedule. This is critical to the success of the project.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 awarding a contract to Walker, Coen Lorentzen Architects, Des Moines, IA, for architectural services for the City Hall Renovation Phase 2 project in the amount of \$84,840 plus reimbursables of up to \$6,000.