CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

4(i)

ITEM:

DATE: March 9, 2015

Motion – Approving Amendment #1 Professional Services Agreement
Community Center Interior Renovations
OPN Architects, Inc.

FINANCIAL IMPACT:

The original professional services agreement associated with the design of this project was approved by City Council on December 1, 2014. The not to exceed cost of the original agreement was $59,680.00 for basic services. Amendment #1 will increase the basic services by $67,365.00 for a not to exceed total of $127,045.00 and the resident services will be added for a not to exceed cost of $40,875.00. The not to exceed total for the amended contract is $167,920.00.

Part of the funding for this contract is included in the current fiscal year budget and the remainder is included in the recently approved FY 15-16 budget. To coordinate with scheduling for the building, Staff is recommending bidding the project in July, starting construction soon after that. To accommodate that schedule, a portion of the resident services originally anticipated to be funded from the FY 15-16 budget will be required before the fiscal year starts. A funding request to accommodate those services is anticipated to be included in a future budget amendment. Costs for these services can be paid from budgeted account number 6554.75.840.6.7920 (Community Center - Renovation).

Should the cost for the professional services be projected to exceed the amounts set forth in the contract, staff would not authorize such expenditures without further approval by the City Council. All work will be billed on an hourly basis using the established hourly fee structure as set forth in the contract.

BACKGROUND:

Until March of this year, the lower floor of the Community Center building provided program and meal service space for the Polk County Senior Center. With the transition of those activities to the new Polk County Community Center, Parks and Recreation staff proceeded with an analysis of program needs within the community that could occur in the building. In conjunction with this process, several discussions occurred within the Public Works subcommittee on the possibility of the restroom facilities serving as public restrooms outside of normal building hours for special events in the Valley Junction district. Recommendations for the interior renovations of the building were reviewed with the City Council at a workshop on January 12, 2015. Approval of this action authorizes OPN Architects, Inc. to continue with the renovation design based on the workshop presentation and provide construction documentation and construction phase services.

OUTSTANDING ISSUES: None

RECOMMENDATION:

City Council Adopt:
- Motion Approving Amendment #1 to the Professional Services Agreement.

Lead Staff Member: Linda Schemmel, AIA, Planner LS

STAFF REVIEWS

Department Director	Duane Wittstock, City Engineer
Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney JBW
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Works		
Date Reviewed	March 2, 2015		
Recommendation	Yes	No	Split

February 26, 2015

Ms. Linda Schemmel, AIA, Planner, City of West Des Moines Development Services – 4200 Mills Civic Parkway, Suite 2D, West Des Moines, Iowa 50265

RE: AMENDMENT to Agreement for Professional Consulting Services Professional Services for Community Center Interior Renovation (217 5th Street)

LINDA: OPN Architects, Inc., hereinafter referred to as the Consultant, subject to the approval and acceptance of this proposal by the City of West Des Moines, hereinafter referred to as the Owner, agrees to provide professional services to the Owner as set forth below.

A. Project Name: Professional Services for Community Center Interior Renovation
(217 5th Street)

B. Project Description and Construction Budget:

1. Refer to the original contract scope of services (see attached) for the original and unabridged anticipated scope of work items.

2. Added scope of work items for the community center shall include design and documentation for additional phases of work originally described in the OPN Proposal dated 11.21.2014. Current contract addresses Schematic Design and Design Development phases. This amendment authorized the remaining phases of service – Construction Documents, Bidding, and Construction Administration [resident services].

3. Construction Budget: The estimated construction budget for the original scope was $950,000 to $1,150,000. The current SD estimate is now $990,018 to $1,005,582 with scope of work unchanged.

C. Basic Services to be provided by the Consultant:

1. Refer to the services listed in the original contract scope of services. Services provided will remain as outlined.

D. Fee:

1. For Basic Services as described in Paragraph C to support the added scope of work items described in Paragraph B, compensation shall be a lump sum Not-To-Exceed fee as follows:

Total original lump sum fee (see attached)	$ 59,680
Amended Architectural and Engineering Fees	$ 108,240
TOTAL AMENDED PROFESSIONAL FEE	**$ 167,920**

E. The Consultant agrees to perform the services described in Paragraph C by the end of December, 2015.

OPN ARCHITECTS

Daniel J. Thies, AIA
Steven K. Knierim, AIA
Bradd A. Brown, AIA
Terry L. Gebard, AIA
David J. Sorg, AIA
Roger B. Worm, AIA
Richard S. Seely, AIA
Wesley T. Reynolds, AIA

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F. Other Conditions or Services: None

Please acknowledge agreement by signing three copies and returning one copy to our office. We look forward to working with you on this project.

Respectfully submitted,

OPN Architects, Inc.

Rick Seely, AIA
Principal

City of West Des Moines

Ryan Jacobson
City Clerk

Date

Cc: Linda Schemmel, City of West Des Moines
Gary

File – contracts owner job #

November 21, 2014

OPN ARCHITECTS

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Greg Hansen
City of West Des Moines Parks and Recreation
4200 Mills Civic Parkway, PO Box 65320
West Des Moines, IA 50265

RE: West Des Moines Community Center Renovation – Phase II
Building Interior & Restroom Upgrades.

Greg:

I appreciate the invitation to offer the city our proposal for improvements to the Community Center. Our discussion and reacquainting me with the facility was helpful and provided a better understanding of the recently completed work and your next objectives for the project.

We offer the following as our understanding of the Scope of Work and include a Summary of Fees for our professional services for your review:

Community Center – 217 5th Street

PreDesign Services
- Visit the project site to review and document existing conditions.
- Review Program and Design Intent provided by Owner with occupants to confirm expectations and Scope of Work.

Design Services
- Retain a licensed mechanical engineer and coordinate project documentation for HVAC replacement and electrical system revisions necessary for project.
- Prepare preliminary design solutions and meet with the Owner to review the preliminary design solutions and discuss options.
- Prepare construction drawings and specifications for a single bid once preliminary design solutions are approved.
- Meet with the Owner to review final construction documents.
- Prepare an Opinion of Probable Cost for construction.

Bidding Phase Services (bid can be bundled with Human Services project)
- Attending a pre-bid meeting.
- Attending the bid opening.
- Responses to bidder's questions.
- Prepare addenda.
- Review requests for product substitutions.
- Assist in the review of bids and construction contract.

Construction Administration Services
- Attending a pre-construction meeting.
- Shop drawing review.
- Responses to Contractor RFI's.
- Review change order requests.
- Payment application review and certification.
- Attend monthly project construction progress meetings and prepare minutes and a site observation report for each visit.

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- Attend a final project review meeting and facilitate the preparation of a punch list.

Final Drawings

- Provide electronically updated Record Drawings. Final Documents to be prepared in AutoCad.

Anticipated Scope of Work shall include:

- Remodel of west end of the building on 1st and 2nd floor.
- 1st floor is to incorporate new expanded restrooms for public access, a new retail [white box] space with new exterior entry, relocation of office/reception area, and adjacent support/storage areas.
- 2nd floor is to be remodeled to allow creation of one large multi-purpose room on the west end, remodeled restrooms adjacent support/storage areas.
- Study improvements to allow better after hours security and access to portions of the building.
- Consideration for fire suppression in the building will be studied as an added option to the project scope.

Assumptions:

- The preliminary budget assumes that the building construction cost will range from $950,000 to $1,150,000. This is based on a scope of work provided by City representatives and noted in this proposal. Our fees for services represent the time necessary to address a project of this size and scope.
- To evaluate the existing building conditions limited destructive demolition may be necessary. All areas necessary to the evaluation are assumed to be visible or accessible.
- If access to roof and exterior areas above grade is deemed necessary for observations, access is assumed to be by lift and will be provided by others.
- No material testing is anticipated. If suspicious materials are found during observations hazardous material sampling services will be provided by the City's independent consultant. Abatement services are to be provided by the City if required.
- We anticipate 6 visits to the site for field verification, one trip to present findings and concepts for consideration, and 4 trips for construction observation. Trips noted will be combined visits to both projects.
- If necessary a licensed structural engineer for evaluation of existing building structural condition may be obtained thru OPN Architects. This fee includes an allowance for evaluation services and modest structural improvements only should they be needed.
- Estimates of probable cost will be prepared at 50% completion of Design Development documents and at 90% Construction Documents.
- Design of pathways for data and telecommunications are included in fee. The systems equipment design, selection and installation is assumed to be by others.
- Record drawings are to be prepared for the work included in this phase of the work.

Proposal Summary:

Schedule: The OPN team is prepared to begin the design immediately. The following suggested dates and phases comprise our preliminary schedule:

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December 15	Preliminary Plans and SD pricing set
January 15	SD/DD preliminary Construction Cost Estimate Complete
February 2	DD Complete
February 27	90% CD Construction Cost Estimate Complete
March 9	Documents Complete
March 20	Owner Review of Documents Complete
TBD	Release for Bids
TBD	Award of Bid
July 1	Construction Start
Sept 15	Construction Complete

Compensation: Professional fees to complete design and construction services as outlined for each scope of services of this proposal will be a lump sum Not-To-Exceed as follows:

Primary Project Scope

A. Basic Services:

Architectural Services – OPN Architects	
Design, Const Document & Bid Phases	$ 88,400
Mechanical / Electrical Engineering Services – Alvine & Associates	
Design, Const Document & Bid Phases	$ 15,800
Add for Fire Sprinkler System Design	$ 1,900
Structural Engineering Services – TBD [allowance]	$ 7,500
Cost Estimation Services at SD and CD	
Stecker Harmsen	$ 5,270
Alvine & Associates	$ 500
Add for Fire Sprinkler	$ 200
Record documents – OPN Architects	$ 2,000
Alvine & Associates	$ 400
Add for Fire Sprinkler	$ 200

B. Resident Services:

Architectural Services – OPN Architects	
Construction Administration Phase	$ 33,050
Mechanical / Electrical Engineering Services – Alvine & Assoc	
Construction Administration Phase	$ 5,700
Add for Fire Sprinkler System Design	$ 500
Professional Fee	$161,420
Estimated Reimbursable Expenses	$ 6,500

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Fees and scope of services may be adjusted to the specific needs of your project.

Total Fee + Expenses	**$167,920**

Reimbursable expenses include authorized travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, and mileage.

OPN will invoice monthly based on a percentage of work completed-to-date. Payment is due the Architect within (30) days from the date the invoice.

Contract will be City of West Des Moines - AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES [v.03.03.2010]

Again, we thank you and the City of West Des Moines for offering us the opportunity to present our proposal. The additional areas to be renovated for the project will undoubtedly better serve your staff and the community.

If you find you have any questions or desire additional information, please do not hesitate to call. Should you find our proposal acceptable, I would welcome the opportunity to schedule a start date and formalize our agreement.

We thank you for considering OPN Architects and I look forward to your response.

OPN ARCHITECTS

Rick Seely, AIA
Principal

Cc: Proposals

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Location Map
Community Center - 217 5th Street

N

0 37.5 75 150 225 300 Feet