CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

4(e)

DATE: March 4, 2019

ITEM:

Motion – Approving Amendment No. 1 to Professional Services Agreement
Nature Lodge HVAC Replacement, Roof Repairs & Exterior Improvements

FINANCIAL IMPACT:

The original Professional Services Agreement included a maximum fee of $35,800.00 for Basic Services of the Consultant and $14,500.00 for Resident Consultant Services. Amendment No. 1 increases the Basic Services of the Consultant by $19,360.00 and the Resident Consultant Services by $8,200.00. The new maximum not-to-exceed fee thus becomes $77,860.00. All costs for these services will be billed at standard hourly rates plus expenses and can be paid from account no. 500.000.000.5250.495 with ultimate funding intended to come from General Obligation Bonds.

BACKGROUND:

Benjamin Design Collaborative is working under an existing Agreement dated August 20, 2018 to perform the professional services necessary for the HVAC replacement, roof replacement, and various exterior improvements at the Nature Lodge located at 2500 Grand Avenue within the Raccoon River Regional Park.

Amendment No. 1 includes additional Basic Services of the Consultant and Resident Consultant Services to accommodate updating public restrooms, modifying the fireplace from gas to electric, adding an exterior masonry enclosure for ground-mounted mechanical equipment, and replacing some additional lighting. These additional scope items were not anticipated as part of the initial Agreement, but are being included to accommodate City Staff desires for the project.

OUTSTANDING ISSUES: None.

RECOMMENDATION:

City Council Adopt:

- Motion Approving Amendment No. 1 to Professional Services Agreement for Nature Lodge HVAC Replacement, Roof Repairs & Exterior Improvements.

Lead Staff Member: Brian J. Hemesath, P.E., City Engineer BJH

STAFF REVIEWS

Department Director	Brian J. Hemesath, P.E., City Engineer
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	RTG

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	February 25, 2019		
Recommendation	Yes	No	Split

AMENDMENT NO. 1
TO THE AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This AMENDMENT is made and entered into this fourth day of March, 2019, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and Benjamin Design Collaborative, (Fed. I.D. #01-0789077), a professional corporation incorporated and licensed under the laws of the State of Iowa, party of the second part, hereinafter referred to as "Consultant", hereby amends the original Agreement dated August 20, 2018 as follows:

1. SCOPE OF SERVICES

   The Scope of Services as described in the original Agreement for the Nature Lodge HVAC, Roof & Exterior Improvements (Project No. 0510-019-2018), Attachment 1 are amended as follows:

   To include the addition of updating the public restrooms, addition of updating / replacing the existing fireplace with an electric only fireplace, additional exterior work to provide masonry enclosure for ground mounted mechanical equipment, additional MEP scope to include plumbing plans and specifications for restrooms, additional MEP scope to include lighting review / replacement of interior corridor and exterior lighting, and additional MEP scope to provide complete background drawings not used for exterior repairs.

2. SCHEDULE

   The Project Schedule of the professional services as described in the original Agreement, Attachment 2 is amended as follows: No Change.

3. COMPENSATION

   In consideration of the additional professional services provided, the City agrees to pay the Consultant the additional fees to increase the original sum NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in the original Agreement, Attachment 3.

	Original Fee	Additional Fee	Total Fee
I. Basic Services of the Consultant	$35,800	$19,360	$55,160
II. Resident Consultant Services	$14,500	$8,200	$22,700
Total Services	**$50,300**	**$27,560**	**$77,860**

This AMENDMENT is subject to all provisions of the original Agreement. This AMENDMENT together with the Agreement represents the entire and integrated AGREEMENT between the City and Consultant, as executed on the date written above.

BENJAMIN DESIGN COLLABORATIVE

BY: _____
John Lott, AIA, President

CITY OF WEST DES MOINES

BY: _____
Ryan T. Jacobson, City Clerk

February 21, 2019

Attachment 1
Scope of Services

Nature Lodge HVAC, Roof & Exterior Improvements
City of West Des Moines

Professional Services

The following items listed are in our original agreement:

- Visit the site to document existing conditions and identify the repairs needed. We will meet with Owner's Representatives and determine their concerns, and establish a full scope of the project.

- Review the recommended solutions and Opinions of Cost with Owner's Representatives, work together to determine which set of solutions is the most viable for the facility. Through our discussion we will work together to see how the required work will fit within the next fiscal year's budget.

- Complete Construction Documents and Opinion of Probable Cost based on direction given. The project scope will be determined in response to the Owner's Representative decisions and direction. The initial scope to include the following: Design of a full replacement of HVAC systems and new building automation system, design of electrical system modification systems and fire alarm system modifications as required by the new mechanical systems, design of a full roof replacement over the flat roof areas of the building, and design and detailing of exterior siding replacement and material upgrades as identified in the Water Infiltration Study.

- Additional scope added by Addendum to include: updating the public restrooms, addition of updating / replacing the existing fireplace with an electric only fireplace, additional exterior work to provide masonry enclosure for ground mounted mechanical equipment, additional MEP scope to include plumbing plans and specifications for restrooms, additional MEP scope to include lighting review / replacement of interior corridor and exterior lighting, and additional MEP scope to provide complete background drawings not used for exterior repairs.

- Issue Documents for Bidding and Attend the Bid Opening at the appointed time.

- Administer the Construction Contract after construction begins: attend preconstruction meeting and regular progress meetings, answer questions, process pay applications, review shop drawings, attend regular site visits, and oversee any potential changes in the Work.

Services will be provided on an hourly basis with a not to exceed cap. Fee Breakdown is as follows:

- Basic Services $35,800.00 + $19,360 = $55,160
- Resident Consultant Services $14,500.00 + $8,200 = $22,700

*Project Commissioning will be handled under separate agreement.

Benjamin Design Collaborative
401 Clark Avenue, Suite 200 ▪ Ames, Iowa 50010 ▪ 515-232-0888 ▪ Fax 515-232-0882

February 21, 2019

Attachment 2
Anticipated Schedule

Nature Lodge HVAC, Roof & Exterior Improvements
City of West Des Moines

The following schedule is developed as a guide for coordination of events surrounding the implementation of the total Project. This schedule is not final, but was created to be used as a baseline to organize other parties and events where input is needed. A monthly status update will be given during the project.

Due to the potential lack of funding within the current budget year, it is anticipated that the Basic Services would be completed this fiscal year, and the Resident Services would begin after July 2019. The following listing is a tentative schedule:

September	Work with RCE to design the new mechanical systems needed and verify the adequacy of the electrical and other building systems. We will then develop mechanical systems and exterior repair options to consider and present them to the Owner's Representative for review and decision making.
November thru February 2019	Once decisions are made, we will further develop the schemes along with their Opinion of Probable Cost. After review with Owner's Representative and their acceptance, begin Construction Documents on design solutions chosen.
March	Construction Documents completed and Opinion of Probable Cost are ready to present to Owner's Representative for review.
Late March	Discussion and decisions made about setting bidding and construction schedule.

****Timeline for bidding and construction will be determined upon acceptance by the City Council.****

Summer 2019	Beginning of Construction, Duration 12 - 16 weeks

****Timeline for construction is dependent on the accepted Contractor and their construction schedule ****

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February 21, 2019

Attachment 3
Statement of Fees

Nature Lodge HVAC, Roof & Exterior Improvements
City of West Des Moines

We agree to perform Professional Services as stated in the Scope of Services on an Hourly Rate. The following current schedule of hourly rates are as follows:

Staff Hourly Billable Rates

Principal's Time	$150.00 per hour
Architect's Time	$110.00 per hour
Architectural Intern's Time	$85.00 per hour
Technician's Time	$55.00 per hour
Clerical Time	$45.00 per hour

RCE Sub-consultants Billable Rates

Principal's Time	$140.00 per hour
Senior Mechanical Engineer	$130.00 per hour
Project Mechanical Engineer	$115.00 per hour
Mechanical Engineer	$100.00 per hour
Senior Electrical Engineer	$140.00 per hour
Engineering Intern or Designer	$90.00 per hour
Clerical	$50.00 per hour

Reimbursable Costs

Mileage to and from Jobsite	$40 per trip.

Due to the travel distance between Ames and West Des Moines, and the anticipated number of trips that will be required, we recommend a flat fee.

Plots and Prints for Owner's Use	*Cost incurred plus 10% handling*
Copies	*Cost incurred plus 10% handling*
Phone Calls	*Included in Billable Rate*

**Note: The use of electronic distribution of documents is encouraged to minimize reimbursable costs.*

These rates are subject to annual review and revision, as per industry standard. If changes are required they would be presented to the Owner for written approval.

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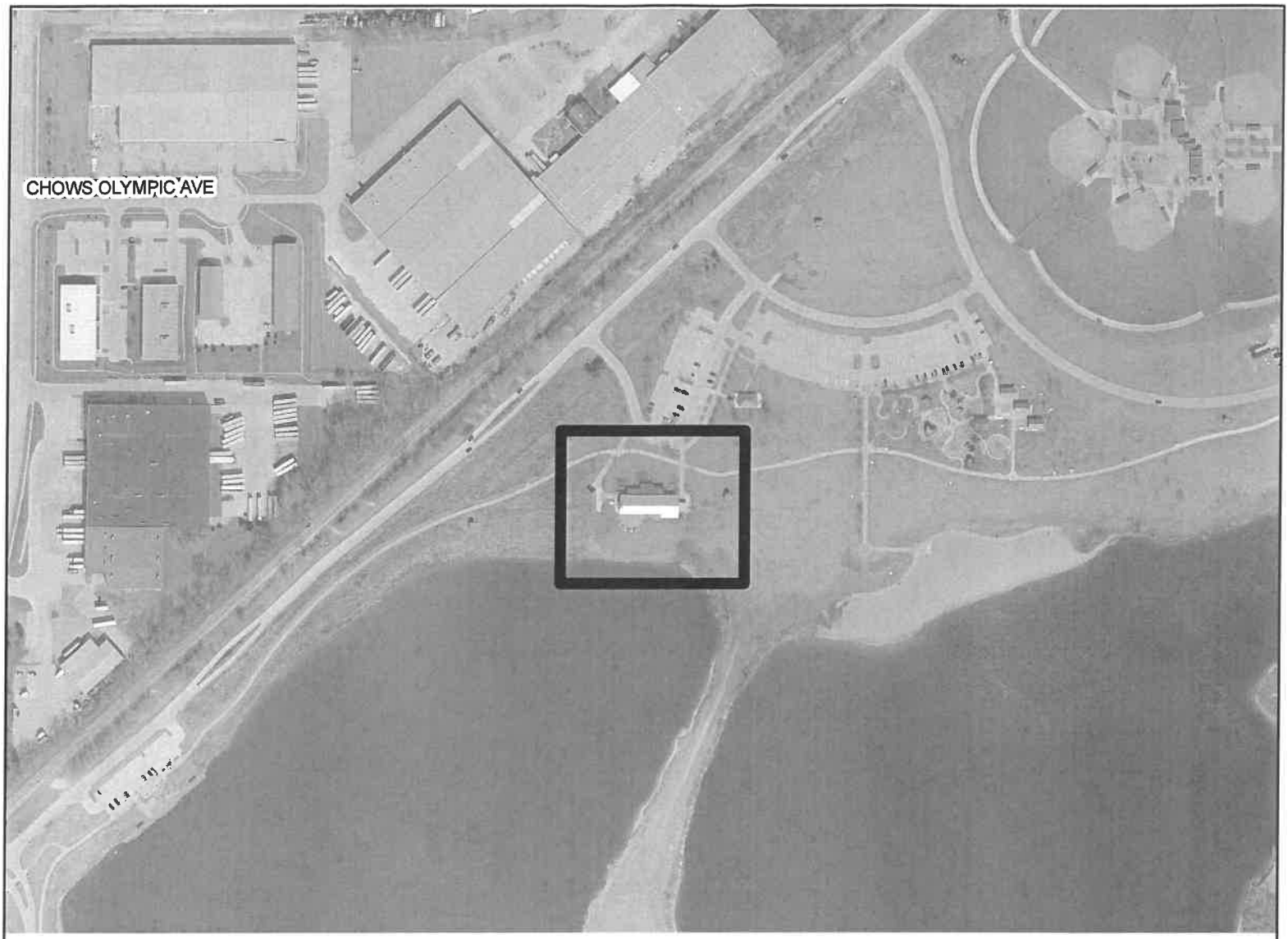
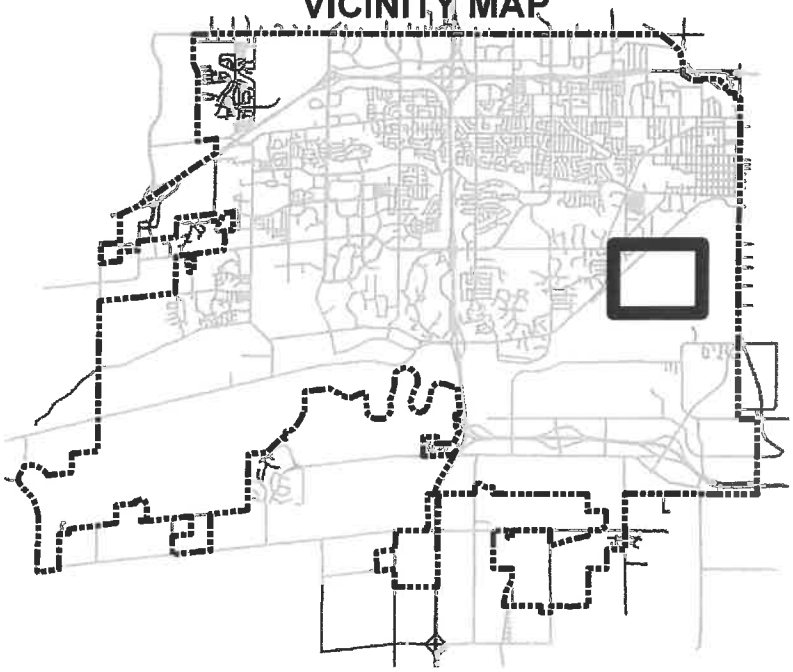


VICINITY MAP



LEGEND

PROJECT LOCATION

N
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THE CITY OF WEST DES MOINES

PROJECT: **Nature Lodge HVAC Replacement, Roof Repair, Exterior Improvement**

LOCATION: **Exhibit "A"**

DRAWN BY: JDR	DATE: 7/27/2018	PROJECT NUMBER/NAME: 0510-019-2018	SHT. 1 of 1