

Council Business Meeting

June 5, 2018

Title:	Award of Contract for the Ashland City Hall Concepts, Design and Construction Services- Phase 1; Project #2018-12	
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Summary:

Before the Council is a contract for professional engineering/architectural services with ORW Architecture (ORW) for \$97,085, to provide conceptual alternatives for the City Hall Concepts, Design and Construction Services Phase 1.

Actions, Options, or Potential Motions:

- Move to approve the award of a contract for professional engineering/architectural services with ORW Architecture for \$97,085 to complete Phase 1 of the City Hall Concepts, Design and Construction Services.
- Request staff renegotiate the contract with ORW to include or delete the following items within the contract [state the intended corrections].
- Redirect staff efforts and not award the contract.

Staff Recommendation:

Staff recommends the Council approve the award of a contract for professional engineering/architectural services with ORW Architecture for \$97,085, to provide conceptual alternatives for the City Hall Concepts, Design and Construction Services Phase 1.

Resource Requirements:

The Facilities Division's 2017-19 biennium budget includes \$200,000 for facilities studies. To date, \$44,215 has been expended for the assessment of Pioneer Hall. Award of this contract for \$97,085, will allow \$58,700 to remain for additional city facility analysis.

Policies, Plans and Goals Supported:

Council Goals:

- 2.2 *Engage boards and commissions in supporting the strategic plan*
- 4 *Evaluate real property and facility assets to strategically support city mission and goals*

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

Background and Additional Information:

On [October 3, 2017](#), Council heard a presentation from staff and the ad hoc City Hall Advisory Committee on recommendations for the replacement of City Hall. The Ad Hoc Committee did not reach unanimity on a recommendation ([minutes](#) of the October 3, 2017 meeting).

During the Council Study Session on [December 4, 2017](#), staff reviewed the Ad Hoc committee recommendations, distilled the comments made by Councilmembers and offered a phased plan to develop concepts and costing prior to full design. Council directed staff to proceed to develop a Request for Qualifications (RFQ) proposal for this multi-phased project ([minutes](#) of the December 4, 2017 meeting). Utilizing this concept, staff were to select a firm with appropriate qualifications (architectural, engineering, site design and planning) to develop a step by step approach to selecting a preferred solution.

Staff developed and released the RFQ for solicitation in early late January with proposals due on March 2, 2018. The City received two proposals; ORW Architecture (Medford) and Steele Associates Architects, LLC (Bend). After significant independent staff review and discussions with both firms, staff is recommending the award to ORW. Staff initiated and negotiated a cost proposal for Phase 1 for \$97,085.

The RFQ outlines four stages of the project;

- Phase 1: conceptual design renderings and conceptual costs for each of the selected alternatives (City Hall in its current location, Civic Center and Briscoe School locations) to include risks associated with each alternative; pros and cons with each alternative, and a relative time line. As part of this phase, the contractor will propose a process for selecting a preferred alternative.
- Phase 2: preliminary engineering and refined costs of the selected alternative; detailed staff moves and property options (depending on the site selected)
- Phase 3: final engineering design and plans for the selected alternative and final cost analysis; easements and permitting
- Phase 4: construction management services to assist with any site changes and quality control

Each phase is separately negotiated for cost, scope and time, and a separate contract is developed. A clause in the RFQ and initial phase indicates the intention to continue with subsequent phases but allows the City to stop at any time and renegotiate each phase independently through a separate RFP process. All contracts and scopes of work would go to council for approval.

The initial conceptual design will include a rendering and cost estimates. The consulting team and staff will develop options for energy efficiencies and a general assessment of “green building” or LEED Platinum level costs. It is estimated that this work could be completed within 6 months. Once this phase is complete, staff will return to the Council with a recommendation and financing options.

Attachments:

- City of Ashland Contract with ORW; scope of work

Ashland City Hall Phase I: Concept Design

Fee Matrix
April 2018

