# **Council Business Meeting**

June 5, 2018

Award of Contract for the Ashland City Hall Concepts, Design and Title:

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
- 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
- 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 <u>December 4, 2017</u>, 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 (<u>minutes</u> 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

			Prime Architect	Prime Architect	Prime Architect	Struct Engineer	Civil Engineer	Mech Engineer	Elect Engineer	Cost Modeling					
			Architect	Architect		Engineer	Engineer	Engineer	Engineer	Wodeling		s			
			ORW / Jeff Bender Design Principal	ORW / Dana Crawford Management Principal	ORW / Whitticar + Paxton PM Assist + Doc Technologist	Ciota / Cameron Harris Structural Engineer	DEW / Mark Dew Civil Engineer	PAE / Nick Collins Mechanical Engineer	PAE / Robert Mills Electrical Engineer	ACC / Stan Pczkowski Cost Modeling	Sub-Total Task Cost	Expense - Travel and Meals	Expense - Plotting	Expense - Mileage	Sub-Total Task Expenses
			\$165	\$165	\$115	\$125	\$120	\$190	\$94	\$168					
Task #	Task Name	Approach											·		
1	Evaluate Prior Work	Review select documents and conclusion statements from Ad Hoc Committee.	2	4		1	1	1	1						
	Task Fee	\$1,519	\$330	\$660	\$0	\$125	\$120	\$190	\$94	\$0	\$1,519	\$0	\$0	\$0	\$0
2	Update Space Needs	Minor update of space needs program from 2016 Feasibility Study to include Municipal Courts (1 meeting) and combined meeting with Police and Fire Chiefs (1 meeting) regarding access needed around proposed EOC. No update of departments in 2016 Feasibility Study.		16	4										
	Task Fee	\$3,100	\$0	\$2,640	\$460	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$0	\$50	\$50
3	Green Building Standards	No workshop or exploration of green building measures in this phase. Include Allowance for LEED Platinum in cost model.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
4	Site Planning	Develop one Site Plan for each of three sites with sufficient detail to produce renderings and cost estimates. Include zoning, parking, circulation flow, utilities, softscape, and hardscape.	48	20	24	6	16								
	Task Fee	\$16,650	\$7,920	\$3,300	\$2,760	\$750	\$1,920	\$0	\$0	\$0	\$16,650	\$0	\$0	\$0	\$0
5	Concept Design	Develop one Concept Design for each of three sites with sufficient detail to produce renderings and cost estimates for New building at City Hall site, Renovated building at Briscoe, new building at Civic Center including courts and Council.	80	20	60	16	16	30	30						
	Task Fee	\$35,840	\$13,200	\$3,300	\$6,900	\$2,000	\$1,920	\$5,700	\$2,820	\$0	\$35,840	\$0	\$100	\$50	\$150
6	Reduced Upgrades For Existing City Hall	No work during this phase. City may decide to use previous work produced by Miller Engineering and escalate costs.				4-	45	45	45						
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

7	Structural Upgrade	Assess structure of Briscoe School (for renovation option) to meet OSSC requirements.		6		20				12					
	Task Fee	\$5,506	\$0	\$990	\$0	\$2,500	\$0	\$0	\$0	\$2,016	\$5,506	\$0	\$0	\$0	\$0
8	Community Involvement	No Community involvement for this phase.													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	City Collaboration	Three progress meetings with City and one Council meeting to share final presentation.	6	15	10										
	Task Fee	\$4,615	\$990	\$2,475	\$1,150	\$0	\$0	\$0	\$0	\$0	\$4,615	\$0	\$0	\$100	\$100
10	Renderings	Provide one fully rendered exterior view of each option.	20	6	60										
•	Task Fee	\$11,190	\$3,300	\$990	\$6,900	\$0	\$0	\$0	\$0	\$0	\$11,190	\$0	\$200	\$0	\$200
11	Phasing and Schedule	Develop considerations for construction phasing, temporary relocation, and estimated construction schedule.		20	6										
	Task Fee	\$3,990	\$0	\$3,300	\$690	\$0	\$0	\$0	\$0	\$0	\$3,990	\$0	\$0	\$0	\$0
12	Cost Modeling	Provide four cost models: one for each of three concept option and one for reduced system upgrade at existing City Hall.	3	20						30					
	Task Fee	\$8,835	\$495	\$3,300	\$0	\$0	\$0	\$0	\$0	\$5,040	\$8,835	\$0	\$0	\$0	\$0
13	Selection Process	Develop evaluation process with criteria, pros and cons, and potential risks. Assist City in identifying a preferred alternative.	8	16	12										
	Task Fee	\$5,340	\$1,320	\$2,640	\$1,380	\$0	\$0	\$0	\$0	\$0	\$5,340	\$0	\$0	\$0	\$0
14	Report Writing	Report: Summarize phase I work above. Time: 2 weeks													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Report Compilation	Compile all materials, graphic layout Time: 2 weeks													
	Task Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sub-Total Consultant Hours		167	143	176	43	33	31	31	42					
	Fee Subtotal	\$96,585	\$27,555	\$23,595	\$20,240	\$5,375	\$3,960	\$5,890	\$2,914	\$7,056	\$96,585	\$0	\$300	\$200	\$500
	Expenses	\$500									TOTAL				TOTAL
	Project Total	\$97,085													