



Staff Report

TO: City Council

FROM: Laurie Miller, Administrative Services Manager

DATE: August 3, 2021

SUBJECT: **Award a Professional Services Agreement to SGH Architects for the Architectural Design for City Hall Renovations in an Amount Not to Exceed \$191,000 and Authorize the City Manager to Sign Change Orders up to \$20,000**

Background and Analysis:

In September 2017, the City Council approved the five-year Capital Improvement Plan (CIP) which included a project for the City Hall Complex (CF104) with \$435,00 of DIF funding. In June 2018, the City Council approved a project budget increase to \$1,000,000. Since 2017, the project has been expanding the available office space for current needs in City Hall and Building B. The next phase will expand the office space throughout the existing kitchen, Room 1, Room 2 and Room 3 of City Hall.

In June 2021, the City Council approved the five-year CIP which included additional projects for City Hall Roofing (ISFB-01) of \$313,071, City Hall Fire Sprinkler System Upgrade (ISFB-02) of \$403,504, City Hall Bathrooms (ISFB-03) of \$100,000, City Hall HVAC (ISFB-04) of \$275,812, and Building B Window Replacement (ISFB-09) of \$26,000 of Internal Service Funds. These projects are intended to provide updated repairs to City Hall and Building B and accommodate the expansion of additional office space. The consultant will provide architectural design, plan check/review, bid assistance, construction administration and close-out assistance.

City staff prepared a request for proposal (RFP) for the architectural design and related services for the City Hall renovation. The RFP was advertised on May 10, 2021, via PublicPurchase.com and 69 firms accessed the proposal. City staff received four timely proposals. Each firm was evaluated by a five-person panel based on the following criteria:

- Project approach, work plan and duration (30%);
- Project team organization and qualifications (25%);

- Related experience and past projects (25%);
- References (10%); and
- Proposed fee (10%).

City staff interviewed the firms with the top three scores on July 7, 2021, and is recommending that the project be awarded to SGH Architects. Their proposal and interview was the most comprehensive, contained the best value for services provided, demonstrated a proven track record on projects of similar size and scope, as well as thorough understanding of the City's needs. SGH's original price for the scope of work was \$493,500, however, City staff was able to negotiate a reduction in fees to \$191,000.

Fiscal Impact:

The professional services agreement in an amount not to exceed \$191,000 for the architectural design for the City Hall Renovation will be paid from the CIP project account CF104 and Internal Services Fund-Buildings. City staff estimates the cost to prepare this report was \$2,340.

CF104 Building B (phase 2) Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency	\$13,904.00		\$13,904.00
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$65,000.00		\$65,000.00
Design Contingency	\$20,000.00		\$20,000.00
Construction	\$500,000.00		\$500,000.00
Construction Contingency	\$50,000.00		\$50,000.00
Construction Management			
Construction Management Contingency			
Permits			
Equipment	\$10,000.00		\$10,000.00
Misc.	\$100,000.00	\$2,445.43	\$97,554.57
Project Summary Totals	\$758,904.00	\$2,445.43	\$756,458.57

City Hall Roof ISFB-01 Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency			
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$20,100.00		\$20,100.00
Design Contingency			
Construction	\$292,971.00		\$292,000.00
Construction Contingency			
Construction Management			
Construction Management Contingency			
Permits			
Equipment			
Misc.			
Project Summary Totals	\$313,071.00	\$0.00	\$312,100.00

City Hall Fire Sprinkler System Upgrade ISFB-02 Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency			
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$45,000.00		\$45,000.00
Design Contingency			
Construction	\$358,504.00		\$358,504.00
Construction Contingency			
Construction Management			
Construction Management Contingency			
Permits			
Equipment			
Misc.			
Project Summary Totals	\$403,504.00	\$0.00	\$403,504.00

City Hall Bathrooms ISFB-03 Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency			
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$19,500.00		\$19,500.00
Design Contingency			
Construction	\$80,500.00		\$80,500.00
Construction Contingency			
Construction Management			
Construction Management Contingency			
Permits			
Equipment			
Misc.			
Project Summary Totals	\$100,000.00	\$0.00	\$100,000.00

City Hall HVAC ISFB-04 Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency			
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$28,000.00		\$28,000.00
Design Contingency			
Construction	\$247,812.00		\$247,812.00
Construction Contingency			
Construction Management			
Construction Management Contingency			
Permits			
Equipment			
Misc.			
Project Summary Totals	\$275,812.00	\$0.00	\$275,812.00

Building B Window Replacement ISFB-09 Project Summary			
Project Components	Budget Amount	Paid to Date	Remaining
Project Management			
Project Contingency			
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$3,400.00		\$3,400.00
Design Contingency			
Construction	\$22,600.00		\$22,600.00
Construction Contingency			
Construction Management			
Construction Management Contingency			
Permits			
Equipment			
Misc.			
Project Summary Totals	\$26,000.00	\$0.00	\$26,000.00

Recommended Action:

Award a Professional Services Agreement to SGH Architects, for the architectural design for the City Hall renovations in an amount not to exceed \$191,000 and authorize the City Manager to sign change orders up to \$20,000 for total contract amount not to exceed \$211,000.

Attachments:

- A. Professional Services Agreement
- B. SGH Architects Proposal
- C. Proposal with Timeframe