

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: City Hall Final Design
DATE: November 6, 2023



Background

At the City Council workshop on October 17, Widseth presented the schematic design for a new city hall building (schematic designs are attached). At the workshop, those members of the City Council present had consensus to move forward into final design for the presented city hall building, including the library space and community room. However, no further action would be taken on the proposed community center.

Final Design Proposal

Attached is the final design proposal from Widseth. This proposal takes the City through final building design and construction document development, bidding, and through the entire construction process. The proposed fee for each element is as follows and can be found in the attached Exhibit D:

- Design Development: \$69,580
- Construction Documents: \$208,740
- Bidding: \$4,499
- Construction Admin \$65,181
 - o TOTAL \$348,000

These costs would be paid out of the Capital Fund.

Design Team and Process

With the goal to have the City Council give the final approval to go out to bid at the February 5, 2024 City Council meeting, staff has two recommendations for the City Council to consider.

First, staff would like the City Council to appoint up to two of its members to work with staff and consultants as the Design Team. The Design Team's primary responsibility will be to work through various elements of the design with an emphasis on architecture and interior design.

Second, staff is recommending that the City Council approve conducting the design process using Sourcewell's indefinite quantity and delivery construction contracts (IQCC) administered by Gordian. Informational memos from Sourcewell on the IQCC are attached.

In short, the IQCC process uses Gordian's vast catalog of over 250,000 unique building materials and locks in approved contractors to specific costs for each building material. By doing this, state bidding requirements are met, design processes are streamlined, public entities can directly select from an approved list of contractors, and final cost estimates are almost always within a few percentage points of the design estimate.

Using Gordian and the IQCC process, staff further recommends entering into a letter of intent with Hy-Tec Construction for the construction of the new city hall should the City Council ultimately approve final designs and authorize the construction of the building. Hy-Tec is one of three local contractors approved through the IQCC process (the other two contractors are Nor-Son and Barrato Brothers).

Staff recommends Hy-Tec for a number of reasons. First, staff and Widseth have a close working relationship with the company. When asked, Building Official Scott Sadusky also stated that Hy-Tec would be by far his first choice as he has always had the best experience working with them on related projects, including projects done through Gordian and the IQCC process. He even stated that Andy Pickar, who would be the City's project manager, is the best project manager he's ever worked with.

Second, Hy-Tec is very experienced in working on public projects and through the IQCC process, having constructed the Crosslake City Hall, Crosslake Fire Department remodel, various projects with Crow Wing County, and much of the Brainerd School District's building projects as part of the their 2018 \$205 million referendum among other public projects.

Third, Hy-Tec has already stated that by signing the attached letter of intent (which is not binding or commits the City to actually build the new building), they will actively participate with Design Team throughout the process. No other process other than IQCC would allow the City to work directly with a contract throughout the design process.

Finally, Hy-Tec owners Toni Bieser, Mitch Feierabend, and Jeff Hanson are lifelong members of the Brainerd Lakes Area community, and the company and its employees (including Project Managing Andy Pickar) are very familiar working in Breezy Point.

Council Action

Staff recommends that the City Council approve the attached proposal from Widseth for final design of a new city hall building and further approve the attached letter of intent from Hy-Tec Construction.

Staff also requests that two members of the City Council be selected to serve as part of the Design Team.