



City of Hudson, Ohio

Staff Report With Text

File #: 17-67 **Version:** 1 **Name:**

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Title: A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DS ARCHITECTURE FOR A PLANNING AND PROGRAMMING STUDY FOR A NEW PUBLIC WORKS FACILITY; AND DECLARING AN EMERGENCY.
Executive Summary: This project is for a professional, architectural planning and programming study for a preliminary design of the proposed Public Works facility to be located on Hines Hill Road. This planning contract will identify space allocations, programming needs, and project construction cost estimates for the new facility.

Sponsors: David A. Basil

Indexes: Public Works - Administration

Code sections:

Attachments: 1. Resolution No. 17-67

Date	Ver.	Action By	Action	Result
4/18/2017	1	City Council	approved on the consent agenda	Pass

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DS ARCHITECTURE FOR A PLANNING AND PROGRAMMING STUDY FOR A NEW PUBLIC WORKS FACILITY; AND DECLARING AN EMERGENCY.

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Legislative History

Resolution No. 16-144 - Council authorization to solicit RFQ's.

Purpose & Explanation

During the initial consultant selection for the proposed Public Works facility, City staff established that, prior to the full design of the project, a preliminary assessment of the actual needs and updated cost estimate for construction of the project needed to be identified.

A request for design qualifications and proposals for the planning and programming study was solicited from four professional architectural firms including: MS Consultants Inc., GPD Group, Peninsula Architecture and DS Architecture.

City staff used a quality based selection process to select the best consultant to provide the planning and

programming study. After a thorough evaluation of the qualifications and proposals, DS Architecture was selected and a contract fee of \$28,250 was negotiated.

The major fee elements for this planning and programming work are as follows:

<u>Element</u>	<u>Fee</u>
Information Gathering and Review	\$3,000
Visioning and Goals	\$6,600
Interviews and Programming	\$6,600
Mechanical Review and Opinion of Systems	\$600
Electrical Review and Opinion of Systems	\$600
Cost Estimating	\$4,850
Initial Report	\$3,000
<u>Final Report</u>	<u>\$3,000</u>
Total Base Fees	\$28,250
10% Contingency	\$2,825
Total	<u>\$31,075</u>

As with other professional services contracts we are requesting a 10% contingency to handle any minor changes in the scope of services that may occur during the course of the final plan development. For this contract, the 10% amount would be \$2,825. For considerations in excess to this amount, we will return to the City Council for any additional funds necessary to correct or adjust the situation.

Upon completion of the planning study, staff will proceed with a separate, full design and construction management contract selection process and update Council with contract recommendations.

Timing Considerations

Staff will enter into a contract with DS Architecture to begin the planning and programming study of the new Public Works facility immediately after Council has provided authorization. The anticipated schedule for the completion of the construction of the improvements is 2019.

Fiscal Impact

Currently Budgeted
X Supplemental Appropriation Required (with 1st Quarter Appropriations)
Appropriation Not Required.

Suggested Action

Staff recommends City Council approve this resolution authorizing the City Manager to enter into a professional services contract with the DS Architecture for the planning and programming study for the Public Works facility project in the not-to-exceed amount of \$31,075 which includes a 10% contingency.

Submitted by,

Jane Howington, City Manager

Frank Comeriato, Asst. City Manager

Eric Hutchison, Asst. Public Works Director

Bradley S. Kosco, PE, PS, Assistant City Engineer