



City of Grand Island

Tuesday, May 12, 2015

Council Session

Item G-11

**#2015-130 - Approving Architectural Services for Grand Island
Emergency 911/Operations Center Design**

Staff Contact: Jon Rosenlund

Council Agenda Memo

From: Jon Rosenlund, Emergency Management Director
Meeting: May 12, 2015
Subject: GIEC 911 Architecture Services
Item #'s: G-11
Presenter(s): Jon Rosenlund, Emergency Management Director

Background

The Grand Island Emergency Center provides 911 services through an interlocal agreement for all areas and response jurisdictions in Hall County. Alternate 911 capabilities are limited to simple equipment located at Grand Island Fire Station #1 and are not sufficient for complex or long term operations. Working under the guidance of the Interlocal Committee, the Emergency Management Department solicited a Request for Qualifications for Architectural Services for schematic drawings and estimated costs for a series of options for facilities that could function as alternate and full-scale 911 and Emergency Operations Center capabilities. These options will provide the Department and Council with options to select for construction.

Discussion

The Emergency Management Department has two major divisions, the Emergency Management Division and the 911 Communications Division. All Department operations are centered in City Hall. Recognizing the need for redundancy in order to provide continuous 911 and emergency coordination services for every emergency, the Department began installing basic radio and other communications equipment into a small area in Grand Island Fire Station #1.

Only simple equipment with the most basic capabilities could be installed in the make-shift alternate facility. This simple array of equipment can accomplish a few basic tasks of taking calls and dispatching over a few selected radio frequencies, however, many vital capabilities are not possible in its current location, including call location for landline and wireless, caller identification, call and radio recording, and data connectivity to Fire Station #1 is limited and leads to system freezes and limited capability to meet the high demands of daily call volume. The Department has expressed these limitations to

members of the Interlocal Committee and it is commonly understood that such a limited capability cannot adequately meet the needs of the community.

In April, the Department issued a Request for Qualifications for Architectural Services in order to secure a firm that can provide a series of schematic drawings and cost estimates for various options of an Alternate Location or a Full-time Location for emergency 911 and coordination work. From these schematic drawings, the Interlocal Committee and City Council can deliberate on a subsequent course of action.

Following a review process that evaluated a firm's relative experience with similar projects and the capability to complete the project in a timely manner so as to allow proper review by Council during the review of the 2015-16 Budget, the Emergency Management Department recommends accepting the contract for services with Carlson, West & Povondra Architects of Omaha, NE for a sum of \$ 20,500.00. These schematic drawings and cost estimates for each option will be available by August 1, 2015, for review by the Interlocal Committee and City Council during budget discussion in August.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve this bid award to Carlson, West & Povondra Architects of Omaha, NE in an amount of \$20,500.00..

Sample Motion

Move to approve the resolution.



Stacy Nonhof, Purchasing Agent

*Working Together for a
Better Tomorrow, Today*

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES
GRAND ISLAND EMERGENCY 911/OPERATIONS CENTER DESIGN**

RFP DUE DATE: April 23, 2015 at 4:00 p.m.

DEPARTMENT: Emergency Management

PUBLICATION DATE: April 8, 2015

NO. POTENTIAL BIDDERS: 7

SUMMARY OF PROPOSALS RECEIVED

Webb & Company Architects
Grand Island, NE

DLR Group
Omaha, NE

Carlson West Povondra Architects
Omaha, NE

Hoch Associates
Fort Wayne, IN

Cannon Moss Brygger Architects
Grand Island, NE

Master Builder Associates
Doniphan, NE

cc: Jon Rosenlund, Emg. Mgt. Director
William Clingman, Interim Finance Director

Marlan Ferguson, City Administrator
Stacy Nonhof, Purchasing Agent

P1813

May 5, 2015

Mr. Jon Rosenlund, Director
City of Grand Island – Hall County Emergency Management
100 East First Street
Grand Island, NE 68802-1968

Re: Letter of Agreement for a Needs Assessment Study for a proposed
Emergency 911 Operations Center, Alternate Center, and E.O.C.

Dear Mr. Rosenlund,

Attached is our agreement for authorization by the city. We are excited about the opportunity to collaborate with the City and County staff to help determine the most desired option to proceed to funding and development.

Please do not hesitate to contact me if you have any questions or concerns. Thank you for selecting our Team.

Sincerely,



Albert J. Povondra AIA, LEED AP
Principal

cc: File

AGREEMENT FOR A/E SERVICES FOR A NEEDS ASSESSMENT STUDY FOR THE CITY OF GRAND ISLAND EMERGENCY 911 OPERATIONS CENTER, ALTERNATE CENTER, AND E.O.C.

The following information consists of our work plan to accomplish the requirements outlined in the Request for Qualifications document for the above referenced project.

A. WORK PLAN

Task 1. Project Startup

It is essential to meet with key policy makers in on-site workshops at the onset of the project to get a thorough understanding of the issues and a consensus on the approach for conducting the needs assessment. The process begins with a meeting of our Team with the City staff. At this meeting, the project scope, work plan, schedule, and anticipated work products will be reviewed. City officials will have an opportunity to share insights and provide further direction on the project. Based upon the discussion, our Team will modify the work plan as necessary to ensure that it meets the needs of the City of Grand Island.

Task 2. Inventory and Assessment of Current Buildings

Facility options will be evaluated based upon their ability to meet future expansion, operational efficiency, and other criteria established in the course of the study. Our Team will provide a thorough analysis of available properties as viable options for an Emergency 911/ Communications Center. Together with the City of Grand Island we will create weighted scoring criteria. Existing buildings and new sites will be scored based upon the agreed to criteria. Examples of criteria for new sites include: size of site; cost to acquire; existing site utilities; line of sight to communications towers; storm resistance; flood potential; and access to fiber optic cabling.

Existing facilities will be evaluated with similar criteria but will also include an analysis of existing building areas and systems such as: availability of emergency generator power and back-up UPS power; capacity to expand existing HVAC system; adjacent space for building expansion; adequate available space within building for renovation; renovation construction issues; and storm resistance potential of existing structure or ability to modify.

Task 3. Space and Operational Requirements for a future facility

Based upon information developed in this and previous tasks, our Team will work with the City staff to define facility requirements and review options. Specific space requirements will be identified. Our Team will work with the staff to define basic operational concepts for the facility and clarify linkages to other key programs and agencies. The types of programs and services to be offered in the facility will also be identified.

Our Team will develop a list of all rooms and spaces to be provided in the facility. Each space will be described addressing functional requirements, equipment, security, accessibility, lighting levels, acoustics, accessible/static resistance flooring, emergency and redundant power systems, voice/data requirements, etc. The Project Team will identify square footage requirements for each of the spaces identified in this process.

Task 4. Plan Design Options

The Preliminary Space Needs developed in the preceding task will form the basis for the creation of floor plan design options. This work will include the following:

- Creation of multiple floor plans providing options for new construction, addition, and/or renovation.
- Assessment of cost impact of civil, mechanical, electrical, plumbing, and security systems required for new construction, addition, and renovation work.
- Analysis of building and life safety code impact on design solutions to achieve the lowest cost solutions.

Task 5. Project Cost for a Future Facility

Our Team will develop preliminary construction cost scenarios as an aid in evaluating the various construction alternatives. The evaluation may include a comparison of renovation versus expansion versus new construction. Comparisons will be made at this level based upon broad unit measures (dollars per square foot) These will be shared with County Officials and the Planning Committee for review and to select a preferred option for further analysis.

Task 6. Public Relations for Funding Efforts (Optional)

Our Team has had a variety of experience in assisting with effective communications tools regarding disseminating information for public support. The various types of communications will be discussed with the Planning Committee to determine the most effective methods for Grand Island. These include, but are not limited to:

- Dedicated Websites
- Social Media (Facebook/Twitter)
- Media venues such as television, radio and newspaper
- Community Meetings
- Direct mailings

Task 7. Preparation and Final Needs Assessment

Our Team recognizes that conducting a detailed space analysis and needs assessment for the future Emergency 911 and Communications Departments will require a highly participatory process. Completion of the needs assessment will involve intensive involvement and interaction with the City and key stakeholders in the E911/Communications Department throughout the course of the project. Representatives from the City will meet with our Team and attend workshop meetings as required. Our Team will prepare an initial orientation presentation at the kick-off meeting and conduct additional presentations of interim reports as necessary to the City Officials and/or the Planning Committee. Written interim reports as described in the project approach, as well as a draft and finalized Needs Assessment Report, including conceptual preliminary schematic drawings, will be submitted by Our Team to the City. Our Team will be available at the conclusion of the study to participate in public presentations of the findings and recommendations of the study.

Task 8. Funding the Selected Project

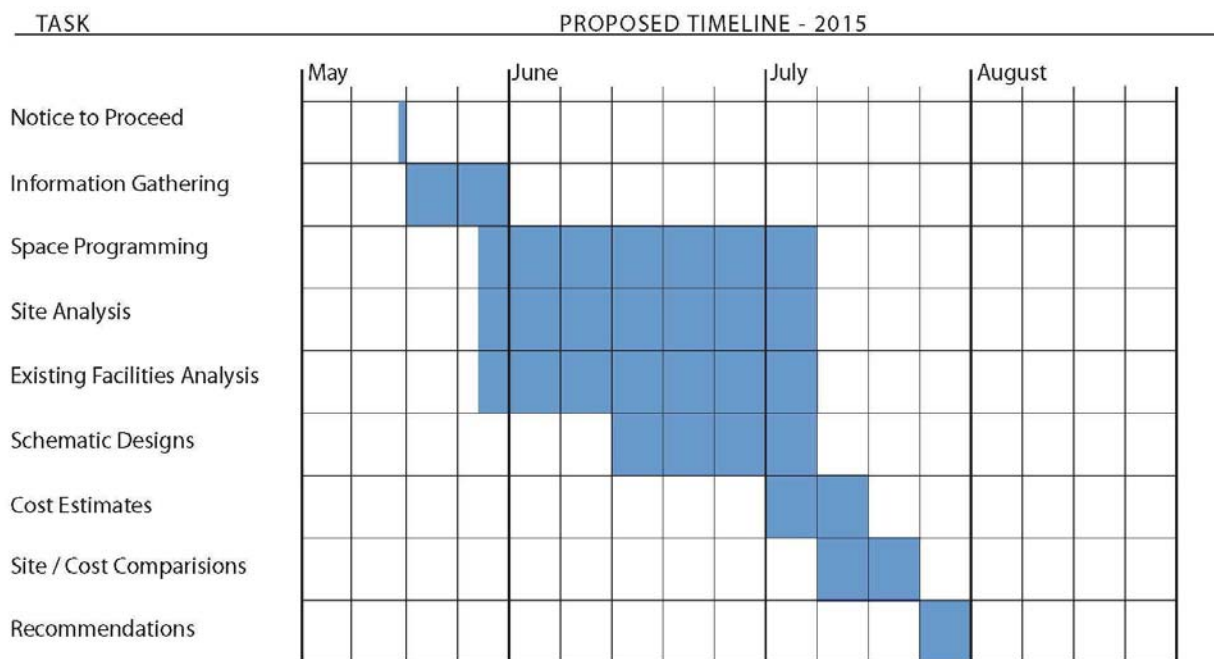
Our Team will discuss with the Planning Committee and City Officials the various funding possibilities including Lease Purchase, Bond Issue Referendum, Sales Tax Financing, and Emergency Communication Assessments. The Project Budget for the building option selected at the conclusion of the Needs Assessment will include all anticipated costs including fees, furnishings, equipment, building and site costs, vendor costs, and project contingency. Project cost financing terms will be presented based upon current market conditions. With the above information, the City of Grand Island will be able to select the most desired funding method.

Notes:

1. Task 2 will be limited to a maximum of 3 sites and/or buildings.
2. Task 4 will be limited to a maximum of 6 schematic plan options
3. Task 6 is optional work. If desired, a fee mutually acceptable to both parties of this agreement will be negotiated.

B. Timeline

Proposed Feasibility Study Timeline



C. Needs Assessment Study Fee

Team Lump Sum \$18,500

D. Needs Assessment Study Expenses

Expenses for travel, printing, and mailing will be assessed in addition to the above fee. This includes 10 printed copies of the final study. Electronic pdf drafts for review will be utilized during the course of the study. Expenses will be limited to \$2,000.

E. Credit

If our Team is selected to provide A/E design bidding and construction administration services for the project if funded, we will credit 50% of the study fee toward the A/E Design/BN/CA fee.

F. Ownership

Products produced by the A/E Team for this Needs Assessment Study will become the property of the City of Grand Island, Nebraska

G. This Agreement is authorized by the signatures below.



Albert J. Povondra, AIA, LEED AP
Principal, CWPA

Jeremy Jensen, Mayor
City of Grand Island, Nebraska

RESOLUTION 2011-130

WHEREAS, the City of Grand Island invited responses to a Request for Qualifications for Architectural Services for designs of a facility for a main and an alternate 911 and emergency operations center; and

WHEREAS, on April 23, 2015, submittals were received, opened and reviewed for capabilities to create such a facility and the ability to timely provide schematic drawings and cost estimate for each option; and

WHEREAS, Carslon, West, Povondra Architects was found to hold the most applicable qualifications and has submitted a contract for services being in the amount of \$20,500.00;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the submitted contract of Carlson, West, Povondra Architects in the amount of \$20,500.00 for Architectural Services is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, May 12, 2015.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☒ _____
May 8, 2015	☒ City Attorney