



City of Grand Island

Tuesday, June 23, 2015

Council Session

Item I-4

#2015-165 - Consideration of Approving Architectural Services for the Utilities Customer Service Building

Staff Contact: Tim Luchsinger, Utilities Director

Council Agenda Memo

From: Timothy Luchsinger, Utilities Director
William Clingman, Interim Finance Director
Craig Lewis, Building Department Director
Stacy Nonhof, Assistant City Attorney

Meeting: June 23, 2015

Subject: Architectural Services for Utilities Customer Service Building

Item #'s: I-4

Presenter(s): Timothy Luchsinger, Utilities Director
William Clingman, Interim Finance Director

Background

In support of its financial operation requirements, the Utilities Department provides the majority of funding for the Finance Department. Included in these financial operations are customer services such as receiving billing payments, account starts, stops, and transfers, and answering other account questions from customers.

While the billing system with these functions was recently replaced and allows significant improvements for customers to perform these transactions electronically or by phone, many customers still choose to conduct their business in person. The customer service area currently in City Hall, including the parking area, does not provide appropriate traffic patterns to adequately serve the walk-in demand during peak capacity periods. Ingress and egress to the two customer service windows are at the narrowest point of the entry hallway and waiting lines often extend back into the entrance doors. The parking area is not large enough to provide sufficient parking and often customers double park along the parking lot curbs, further impacting the traffic flow. Both of these issues impact visitors to City Hall that are trying to conduct business with other City Departments.

The Finance Department recently addressed staffing improvements with Council to improve customer service, and included were discussions regarding the construction of a new Utilities Customer Service Building. This building is proposed to be located at the southeast corner of First and Sycamore Streets on property currently owned by the City.

The costs of the building are proposed to be paid by Utilities Enterprise Funds in support of its customer service operations.

Discussion

A Request for Proposal for Architectural Services for a new customer service building was developed by City staff and issued in accordance with City purchasing requirements.

The services were to be provided in three phases, a conceptual design phase, a detailed design phase to produce specifications and plans for construction bids, and a construction management phase. Proposals were received by two firms and reviewed by Finance, Building, and Utilities Department representatives based on factors of company and personnel experience, proposal responsiveness, pricing, and commercial terms. The review team consensus is that the proposal from Davis Design of Lincoln, Nebraska provided the best combination of these factors for the architectural services required for the new customer service building. It is the recommendation of the review team that the Letter Form of Agreement with Davis Design be accepted for the Architectural Services Project 2015-AS-2 and that they be authorized to proceed in Phase 1 of the project for a not-to-exceed fee of \$7,875.00. The proposed fees of \$23,862.00 for Phase 2 and 1.5% of construction costs for Phase 3 would be subject to Council approval at later dates.

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 the award of Architectural Services Project 2015-AS-2 to Davis Design of Lincoln, Nebraska and authorization to proceed on Phase 1 of the project for a not-to-exceed fee of \$7,875.00.

Sample Motion

Move to approve the award of Architectural Services Project 2015-AS-2 to Davis Design of Lincoln, Nebraska and authorization to proceed on Phase 1 of the project for a not-to-exceed fee of \$7,875.00.



Stacy Nonhof, Purchasing Agent

*Working Together for a
Better Tomorrow, Today*

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES PROJECT 2015-AS-2**

RFP DUE DATE: June 16, 2015 at 4:00pm

DEPARTMENT: Utilities Department

PUBLICATION DATE: May 21, 2015

NO. POTENTIAL BIDDERS: 5

SUMMARY OF PROPOSALS RECEIVED

Professional Associates Ltd.
Omaha, NE

Davis Design
Lincoln, NE

cc: Tim Luchsinger, Utilities Director
Marlan Ferguson, City Administrator

Stacy Nonhof, Assistant City Attorney
William Clingman, Interim Finance Director

P1819



ARCHITECTURE
ENGINEERING
INTERIOR DESIGN

June 19, 2015

Principals:

Mr. Tim Luchsinger
Utilities Director
City of Grand Island
100 E. 1st Street
Grand Island, Nebraska 68801

JON P. DALTON, PE
MICHAEL D. MARSH, AIA
MATTHEW C. METCALF, AIA
WADE W. STANGE, AIA
MICHAEL A. WACHAL, PE

**RE: *Utilities Service Center
Agreement for Professional Fees
Phase 1 – Programming and Schematic Design***

SENIOR ASSOCIATES:

Dear Mr. Luchsinger:

J. EDWARD BUKACEK, AIA
DAN L. HEMSATH
BRYCE G. JOHNSON, MS PE
JAMES K. LUEDKE, PE
RENEE M. SHEIL
BRANDON M. SIRE, PE
GREGORY T. SMITH, AIA
DARIN D. SPERLING, PE
LEROY SVATORA, AIA

This letter will serve as our Form of Agreement between the Owner (The City of Grand Island, Nebraska) and the Architect (Davis Design) regarding the above referenced project.

The Architect agrees to provide the following professional services to the Owner:

Compensation shall be on the basis of an hourly rate for those persons directly involved with the project up to a top limit of \$7,785.00 which will not be altered without the express consent of the Owner.

Approximate hourly rates for services are as follows:

Principal	\$175.00
Project Manager	\$150.00
Project Architect	\$125.00
Architect	\$115.00
Architectural Designer.....	\$ 85.00
Structural Engineer	\$150.00
Structural Designer	\$ 85.00
Mechanical Engineer	\$130.00
Mechanical Designer	\$115.00
Electrical Engineer	\$125.00
Electrical Designer	\$ 95.00
CAD Technician	\$ 80.00
Interior Designer.....	\$ 80.00
Construction Administrator	\$ 95.00
Administrative	\$ 60.00

Lincoln:

1221 N STREET, STE. 600
LINCOLN, NEBRASKA 68508
PHONE: (402) 476-9700
FAX: (402) 476-9722

OTHER LOCATIONS:

VERMILLION, SOUTH DAKOTA

www.davisdesign.com

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Mr. Tim Luchsinger
June 19, 2015

Normal and customary reimbursable expenses limited to travel, printing, meals and communication are included in the Architect's compensation.

This agreement represents the entire agreement between the Owner and the Architect and supersedes all prior negotiations or representations. The Owner and the Architect bind themselves and their successors to this agreement.

Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against the Owner or Davis Design.

This Agreement shall commence on the date it has been Approved and Accepted by Owner and Architect. Either party may terminate this agreement after not less than seven days notice. In the event of terminations not the fault of the Architect, the Architect shall be compensated for the services performed prior to the termination.

All documents produced by Davis Design under this agreement shall remain the property of Davis Design and may not be used for any other endeavors without the consent of Davis Design.

If the scope of the project or of the Architect's services is changed materially, the amounts of compensation shall be adjusted.

If the terms and conditions of this Agreement is acceptable to you, please indicate your approval where indicated below.

Thank you for the opportunity to be of service to you and The City of Grand Island.

Sincerely,

DAVIS DESIGN, INC.



Michael D. Marsh, AIA, LEED AP
Architect / Principal

APPROVED AND ACCEPTED:

OWNER:

Name of Client

Date

ARCHITECT:



Davis Design, Inc.

06/19/2015

Date

RESOLUTION 2015-165

WHEREAS, in support of its financial operation requirements, the Utilities Department provides the majority of funding for the Finance Department; and

WHEREAS, the customer service area currently in City Hall, including the parking area, does not provide appropriate traffic patterns to adequately serve the walk-in demand during peak capacity periods; and

WHEREAS, the Finance Department recently addressed staffing improvements with Council to improve customer service, and included were discussions regarding the construction of a new Utilities Customer Service Building, and

WHEREAS, a Request for Proposal for architectural services for a new customer service building was developed by City staff and issued in accordance with City purchasing requirements, and

WHEREAS, Proposals were received by two firms and reviewed by Finance, Building, and Utilities Department representatives based on factors of company and personnel experience, proposal responsiveness, pricing, and commercial terms, and the review team consensus is that the proposal from Davis Design of Lincoln, Nebraska provided the best combination of these factors for the architectural services required for the new customer service building.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that Council accepts the Letter Form of Agreement between Davis Design of Lincoln, Nebraska and the City of Grand Island for the Architectural Services Project 2015-AS-2 and that Davis Design is authorized to proceed to Phase 1 of the project for a not-to-exceed fee of \$7,875.00.

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Adopted by the City Council of the City of Grand Island, Nebraska, June 23, 2015.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☒ _____
June 19, 2015	☒ City Attorney