CITY ADMINISTRATOR'S OFFICE MEMO
cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: City Council and Mayor Bennett

From: City Administrator Kim Downs, Police Chief Dennis Marks, and Community Development Director Pat Parsley

Date: November 26, 2019

RE: Public Safety Garage and Training Facility

As per our CIP discussions council directed staff to proceed with Design Services and the construction of the public safety garage and training facility. Location-Clark Street/4th Avenue to the south side of city hall.

Community Development Director, Chief Marks and I began our initial work of preliminary design and cost estimates with Al Buck of Solum Lang Architects who specialize in public safety facilities. Staff met with Al last Friday to review preliminary plans and to develop a proposal for professional services (Exhibit "A").

Solum Lang Architects have updated the preliminary cost opinion; the building area is 7,200 SF and the project estimated budget is $691,200. CIP reflects $700,000. $600,000 of those funds have been bonded for with the balance to be bounded in this springs bonding proceeds.

Solum Lang Architects are envisioning a pre-engineered metal building for the construction type as an appropriate balance between cost savings and durability.

We envision the schedule to look like this:
12/3 – Owner-Architect agreement to City
12/4 – Council meeting – approve Owner-Architect agreement
2/18 – Solum Lang to provide100% construction document set (plans and specifications) to City
2/19 – Council meeting – approve plans and specifications for bid
2/20 – Advertisement for bids, construction documents issued for bid
2/27 – Pre-bid meeting
3/10 – Bids due (bid letting)
3/11 – Architect recommendation, publish notice of intent to award
3/18 – Council meeting – award construction contract
3/19 – Draw up construction contract & notice of award to contractor
4/2 – Contractor return signed contract, start of construction
11/2 – Substantial completion

I would ask council to direct staff to proceed with the Public Safety Garage and Training Facility, approve the Design Services Proposal with Solum Lang Architects and authorize staff to sign the necessary documents.

Thank you for your consideration to this project. This project is one of our top 2018 Strategic Plan Goals.

Kim

SOLUM LANG
architects, llc

November 27, 2019

Honorable Mayor and City Council, 101 Emmons Street, Hiawatha, Iowa 52233

RE: Hiawatha Fleet Storage Building
Hiawatha, Iowa
Design Services Proposal

Honorable Mayor and City Council:

Let me begin by saying, 'Thank You!' We are very grateful to have this opportunity to submit our Design Services proposal for such an exciting project.

It is our understanding we are being asked to provide Design Services for a new Fleet Storage Building located at the SE corner of W. Clark St. and Fourth Ave. in Hiawatha, Iowa. The building shall be a pre-engineered metal building, about 7,200+/- SF in area. The building shall be used for storage of twelve police vehicles, a training classroom for 50 occupants, a physical training area containing two wrestling mats, two restrooms with at least one shower, and support spaces as needed.

BUDGET

Based on preliminary conversations and recent similar projects, our preliminary opinion of cost for the building and site only would be around $540,000.00, per the attached Preliminary Opinion of Probable Project Cost.

This opinion of cost does NOT account for furniture, fixtures, or equipment (FFE), Fees, & Financing costs. Moving forward, we will design towards your budget goals and know the program scope / budget will likely revise to achieve **the owner's** expectations.

DELIVERY METHOD

Solum Lang Architects and its consultants understand that the delivery method on this project shall be design-bid-**build per Iowa's competitive bidding laws.**

ANTICIPATED SCHEDULE

12/4/19 – Council meeting – approve Owner-Architect agreement
2/18/20 – Solum Lang to provide 100% construction document set to City
2/19/20 – Council meeting – approve plans and specifications for bid
2/20/20 – Advertisement for bids, construction documents issued for bid
2/27/20 – Pre-bid meeting
3/10/20 – Bids due (bid letting)
3/11/20 – Architect recommendation, publish notice of intent to award
3/18/20 – Council meeting – award construction contract
3/19/20 – Draw up construction contract & notice of award to contractor
4/2/20 – Contractor return signed contract, start of construction
11/2/20 – Substantial completion

PROFESSIONAL SERVICES

Based on the above and to take the project from start to finish, we propose providing the following Design Services:

1. ***Schematic Design (SD) & Programming Phase***
   a. Evaluation of Space Needs
   b. Site Layout

c. Meet with Owner to refine the Building Program
d. Communicate with Governing Officials for preliminary Development Feedback and Code Requirements
e. Develop SD Drawings
f. Meet/Work with Owner and Design Team for review, approval and coordination
g. Prepare Final SD Drawings based on Owner review and comment
h. Prepare cost estimate for construction
i. Document Owner Approval and Sign-off prior to beginning DD Phase

2. ***Design Development (DD) Phase***
   a. Develop the Approved Schematic Design into Preliminary Construction Documents
   b. Meet/Work with Owner and Design Team for review, approval and coordination
   c. Continue Dialogue with Governing Officials for Development Feedback and Code Requirements
   d. Prepare Final DD Documents based on Owner review and comment
   e. Prepare cost estimate for construction at 50% interval
   f. Coordinate with all Disciplines
   g. Document Owner Approval and Sign-off prior to beginning CD Phase

3. ***Construction Document (CD) Phase***
   a. Civil Engineer – Site Survey:
      i. Complete a topographic survey of the 4-lot project site.
      ii. Complete a boundary survey of the property (4 lots), set missing pins, and record a Boundary Retracement Survey drawing.
      iii. Prepare an existing conditions base map of the project site.
   b. Civil Engineer – Site Construction Plans:
      i. Design the site improvements, which will include paving, storm sewer and stormwater management.
      ii. Prepare a certified drainage report.
      iii. Prepare site construction plans.
      iv. Prepare Landscaping Plan.
   c. Develop Final Construction Documents
   d. Meet/Work with Owner and Design Team for review, approval and coordination
   e. Coordinate with all Disciplines
   f. Prepare cost estimate for construction at 95% interval
   g. Complete Final Construction Documents
   h. Provide Sealed Documents for Governing Officials Review
   i. Submit a Reproducible set of Documents suitable for printing (electronic, hard copy, or both)
   j. Document Owner Approval and Sign-off prior to beginning Bidding Phase

4. ***Bidding/Negotiation (B&N) Phase***
   a. Prepare and Issue Bid Documents
   b. Conduct Pre-Bid Meeting
   c. Provide Feedback regarding Construction Document Interpretations & Clarifications
   d. Review and Provide Response to Substitute Material Requests
   e. Issue Addenda
   f. Conduct Bid Letting
   g. Publish Bid Tab

5. ***Construction Administration (CA) Phase***
   a. Maintain daily communication with Contractor as required

b. Attend Progress Meetings during construction
c. Prepare required additional information (documents/drawings) for alterations or clarifications as they may arise.
d. Prepare Change Orders as needed
e. Conduct Punch Lists with Owner and Contractor
f. Ensure Owner is properly trained on equipment and receives all O&M manuals

COMPENSATION PROPOSAL

Based on the current project scope, Solum Lang Architects proposes providing Design Services listed above for lump sum fees as follows:

PROFESSIONAL SERVICES	
Architecture & Interior Design	$22,200.00
Civil Design – Site Survey	$4,115.00
Civil Design – Site Construction Plans	$14,220.00
Structural Design	$6,000.00
Mechanical, Electrical, Plumbing Design (MEP)	$15,000.00
TOTAL	**$61,535.00**

This fee covers and applies to all design, production, and meeting time. The project would be invoiced monthly for the work completed to date. Terms are net 30 days. After 30 days, 1-1/2% per month will add to the unpaid balance. Terms of this fee are based on billing practices of invoicing monthly for percent (%) of work complete. The Owner reserves the right to cease work at any time and for any reason and will only be billed for work completed to date.

REIMBURSABLES

Standard typical reimbursable expenses such as phone, fax, and travel (limited to trips listed) are included in our lump sum fee. Reimbursable items outside our fee that would be billed at 1.0 times their actual cost include:

1. Requested travel outside the project area
2. Major Printings
3. Specialty Renderings
4. Permits and Submittals Fees

PROVIDED BY OTHERS

Items the Design Team would expect to be provided by others not included in our fee proposal are:

1. Geotechnical Engineering (Soil Borings)
2. Special Inspections (Soils, Structural, Fire-Resistive Construction)
3. Final Printing

LIMITATION OF LIABILITY

To the maximum extent permitted by law, the Client agrees to limit the Consultant's liability for the Client's damages to the amount of the Consultant's fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

INDEMNIFICATION

The Owner shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by Owner's negligence arising under this Agreement. The claims covered by the Owners' indemnity obligations include all allegations of property damage or bodily injury occurring at the Work site and during the course of the Work.

The Architect shall, to the fullest extent permitted by law, indemnify and hold harmless the Owner against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees,

experts' fees, or other legal costs to the extent caused by Architect's negligence arising under this Agreement. The claims covered by the Architect's indemnity obligations include all allegations of property damage or bodily injury occurring at the Work site and during the course of the Work.

ACCEPTANCE

Once again, we appreciate this opportunity and look forward to continuing to work with you and your team. If this proposal is acceptable, please initial the services you would like us to perform listed above then sign both copies below returning one copy to our office for our record. An approved and signed proposal shall trigger initiating Design Services. Thanks again and call if you have any questions.

Respectfully,

A. Buck.

Al Buck, AIA + LEED AP BD+C
Partner
SOLUM LANG ARCHITECTS, LLC

_____
Printed Name, Title

_____
Signature Date

CITY OF HIAWATHA
FLEET STORAGE BUILDING - W. CLARK ST. OPTION, 12 PARKING STALLS
Preliminary Opinion of Probable Project Cost

SOLUM LANG architects, llc

General Scope									
Physical Training	42	ft.	x	60		ft.	=	2,520	SF
Parking - 12 Stalls	65	ft.	x	60		ft.	=	3,900	SF
Training Classroom	26	ft.	x	30		ft.	=	780	SF
TOTAL Area								7,200	SF
Item	Qty.		x	Unit Cost				Total	Comments
Building & Site Costs									
Physical Training	2,520	SF	@	$75.00	/	SF	=	$189,000.00	
Parking	3,900	SF	@	$75.00	/	SF	=	$292,500.00	
Training Classroom	780	SF	@	$75.00	/	SF	=	$58,500.00	
TOTAL Building & Site Costs								**$540,000.00**	
Ancillary Costs									
Contingency							=	**$50,000.00**	
Professional Fees (Arch. & Engineer)							=	**$61,535.00**	
Furniture, Fixtures & Equipment				5.00%			=	**$27,000.00**	
Testing, Printing, Etc.							=	**$12,665.00**	
TOTAL Ancillary Costs								**$151,200.00**	
Total Project Costs									
Building & Site Costs								$540,000.00	
Ancillary Costs								$151,200.00	
TOTAL Project Cost								**$691,200.00**	
Cost per SF								**$96.00**	
NOTES:									
1. This document is to be used for planning purposes only.									
2. Costs shown are preliminary opinions of probable cost and do NOT represent firm cost figures.									

DRAFT

RESOLUTION NO. 19-
City Council

RESOLUTION AUTHORIZING STAFF TO PROCEED WITH THE DESIGN SERVICES PROPOSAL AGREEMENT WITH SOLUM LANG ARCHITECTS FOR THE PUBLIC SAFETY GARAGE AND TRAINING FACILITY

WHEREAS, a Public Safety Garage and Training Facility is one of council's top 2018 Strategic Plan Goals, and

WHEREAS, staff began the initial work of preliminary design and cost estimates with Al Buck of Solum Lang Architects who specialize in public safety facilities, and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, directs staff to proceed with the Public Safety Garage and Training Facility and approves and authorizes staff to sign the Design Services Proposal with Solum Lang Architects in the amount of $61,535.00.

AYES:
NAYS:

PASSED AND APPROVED this 4th day of December, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, City Clerk