



City of Saginaw

City of Saginaw

Meeting Date: 7/17/2018

Staff Contact: Gabe Reaume
City Manager

Agenda Item: 9
(CC-0718-10)

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SUBJECT: Consideration and Action regarding Proposal for Professional Architectural Services for the City of Saginaw Municipal Facilities Needs Assessment and “Town Center” Conceptual Design

BACKGROUND/DISCUSSION:

A proposal has been submitted by PGAL for professional architectural services including a preliminary needs assessment for multiple municipal facilities; a conceptual facilities master plan for possible development of a “town center”; and linking together existing and possibly new City Facilities.

FINANCIAL IMPACT:

The financial impact will be \$38,360. Funds are available for this expenditure in the current Fund Balance. A budget adjustment will be made at the end of the current fiscal year end.

RECOMMENDATION:

Staff recommends approval of the Proposal for Professional Architectural Services for the City of Saginaw Municipal Facilities Needs Assessment and “Town Center” Conceptual Design.

Attachments

Proposal



July 5, 2018

Proposal for Professional Architectural Services for the City of Saginaw Municipal Facilities Needs Assessment and “Town Center” Conceptual Design

This Letter of Proposal is for professional Architectural services by **PGAL** (the “Architect”) for the **City of Saginaw** (the “City” and “Owner”) **Municipal Facilities Needs Assessment and “Town Center” Conceptual Design** (the “Project”).

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES

1.0 PROJECT SCOPE AND GOALS

- 1.1** The City desires to complete preliminary needs assessments for multiple municipal facilities and then create a conceptual facilities master plan for possible development of a “town center” along W. McLeroy Boulevard, linking together existing and possibly new City facilities.
- 1.2** Preliminary needs assessments will include the following:
 - Central Fire Station: providing a new station is a top priority
 - Public Works: update 2016 study completed by Quorum architects
 - Library
 - Senior and community center
 - City Hall
 - Police Station: limited to new training room and expanded parking
 - New community gathering space(s)
- 1.3** The current animal control facility is adequate and not included in this study.
- 1.4** The conceptual master plan should consider:
 - creation of an identifiable municipal center that links existing and new facilities in a synergistic manner and further distinguishes the City of Saginaw’s “brand”
 - continued use of existing facilities through renovation, expansion or repurposing
 - highest and best use of available properties: municipal, commercial, retail, restaurant or other community benefit
 - streetscape conceptual development

2.0 ARCHITECTURAL SERVICES

The Architect shall collaborate with the City and the City's engineering consultant as needed to provide the following professional services:

2.1. Facilities Needs Assessment

The Architect will work with the City administrative team to identify the required activities and types of spaces and amenities desired for the facilities noted in Section 1.0 Project Scope and Goals. This phase will include the following:

- 2.1.1 Staff and City Council Meetings:** The Architect will meet with City staff and the City Council to understand their goals and preferences for these facilities and how best to serve the community's needs.
- 2.1.2 Written Needs Assessment:** We will create a list of requirements for each facility, identifying the proposed activities and spaces, quantity and size, outdoor amenities, and other desired features. This will be submitted initially as a Rough Draft to the City staff for review and necessary revisions. This will be a high level look at the various needs, but will not include a deeper dive into specific program requirements.
- 2.1.3 Needs Assessment Phase Meetings:** The following meetings are included:
 - Two days of meetings with City staff
 - One City Council programming workshop
 - Online WebEx meetings will be held as required
 - Final Needs Assessment presentation to City Council for approval

2.2. Facilities & Town Center Development

- 2.2.1 Conceptual Development Options:** Based on the approved Facilities Needs Assessment for each facility, the Architect will provide multiple options for how to provide the required spaces through a combination of new facilities and renovated, expanded or repurposed existing buildings. We will work with the City to create the most optimal combination to achieve the City's project goals, perhaps with alternate strategies if needed to provide flexibility regarding purchase of additional properties.
- 2.2.2 Streetscape Conceptual Development:** The Architect will work with the City and the City's engineering consultant to develop conceptual options to enhance the McLeroy pedestrian and vehicular street experience and provide connectivity and links between the various facilities. The Architect's services will be limited to collaborative discussions, but all streetscape deliverables will be provided by the City's engineering consultant.
- 2.2.3 Conceptual Town Center Master Plan:** Based on completion of the above steps, the Architect will create the following final deliverables to illustrate the preferred concepts:
 - Town Center Master Plan drawing of the subject area

- 3-D aerial mass model explaining the final concepts
- Floor plans for proposed renovation, expansion or adaptive reuse of the existing facilities
- Proposed new facilities will be limited to footprints shown in the Master Plan. Floor plans for new buildings will not be provided as part of this study.

2.2.4 Opinion of Probable Project Costs: The Architect will provide an Opinion of Probable Project Costs for each facility to include construction, architectural/engineering fees and other soft costs. The City’s engineering consultant will be responsible for estimating all street-related improvements.

2.2.5 Presentation to City Council: The Architect will present the final deliverables to the City Council for approval.

2.2.6 Conceptual Design Phase Meetings: The following meetings are included:

- Three conceptual design review meetings with the City Staff
- Two conceptual design review meetings with the City and engineering consultant
- Online WebEx meetings will be held as required
- One presentation to the City Council

3.0 EXCLUDED SERVICES

It is agreed that the following services are not included herein at this time:

- | | |
|------------------------------------|--|
| • Detailed Facility Programming | • Landscape Architecture |
| • Land Survey & Platting | • Structural Engineering |
| • Environmental Assessment | • MEP Engineering |
| • Geotechnical Investigation | • TDLR TAS Plan Review |
| • Civil/Transportation Engineering | • Submission of Documents to Authorities Having Jurisdiction |

4.0 PROFESSIONAL FEES

For the services described above, the City shall compensate the Architect as follows:

Facilities Needs Assessment:	\$13,710
Facilities & Town Center Development:	\$24,650
Total Professional Fee	\$38,360

5.0 REIMBURSABLE EXPENSES

5.1. Client shall reimburse the Architect for actual expenditures made by the Architect in the interest of the Project. Compensation for Reimbursable Expenses shall be computed as a multiple of one and one tenth (1.10) times the actual expense incurred, and shall not exceed \$2,000 without prior written approval. Reimbursable expenses shall include:

- 5.1.1. Transportation to and from the Project location including automobile mileage at prevailing rates, tolls and parking costs;
- 5.1.2. Reproductions, plots, reprographic services, standard form documents, postage, courier or express mail services required for the delivery of Instruments of Service;
- 5.1.3. Telecommunications expenses related to online or video conferences such as GoToMeetings or WebEx.

6.0 MISCELLANEOUS PROVISIONS

This agreement is subject to the following General Conditions:

- 6.1 **Payment:** Statements will be submitted monthly according to completion of the work and payment will be due within thirty (30) days of the statement date.
- 6.2 **Additional Services:** Following prior written authorization and approval of Client, Architect shall make revisions in drawings, specifications or other documents when such revisions are:
 - necessitated by inconsistencies with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or Project budget;
 - required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents;
 - necessitated because of significant changes in the Project and authorized by written Change Orders including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction;
 - providing any other services not included herein or not customarily furnished in accordance with generally accepted architectural practice.
- 6.3 **Project Schedule:** The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. A mutually acceptable project schedule will be established at the outset of the Project based on the information known as of that date. If mutually agreeable, such schedule may be adjusted as the Project proceeds.
- 6.4 **Standard of Practice:** The Architect will strive to perform services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the appropriate profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.
- 6.5 **Opinions of Probable Construction Cost:** The Architect has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractors' methods of determining prices, or over competitive bidding or market conditions. Therefore, Opinions of Probable Project and/or Construction Costs provided for herein are to be made on the basis of experience and qualifications and represent best judgment as an experienced

and qualified professional Architect, familiar with the construction industry. However, the Architect cannot and does not guarantee that proposals, bids, or actual project cost and construction cost will not vary from Opinions of Probable Project and/or Construction Costs prepared by him. If, prior to the bidding or negotiating, Client wishes greater assurance as to project or construction cost, he shall employ an independent cost estimator.

6.6 Statement of Jurisdiction: In accordance with requirements of the Texas Board of Architectural Examiners (TBAE), the Architect makes the following Statement of Jurisdiction: "The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas". The Board may be contacted as follows: 1) By mail: Texas Board of Architectural Examiners, P.O. Box 12337 Austin, TX 78711-2337; 2) In person: 333 Guadalupe, Suite 2-350 Austin, TX 78701-3942; 3) By telephone: 512/305-9000; 4) By fax: 512/305-8900; or 5) Via website: www.tbae.state.tx.us.

AUTHORIZATION:

If this Proposal is acceptable, please sign below and return one copy to PGAL.

PGAL



Signature:

Jeff D. Bulla, AIA, LEED AP
Principal

CITY OF SAGINAW

Signature

Gabriel Reaume
City Manager

Date