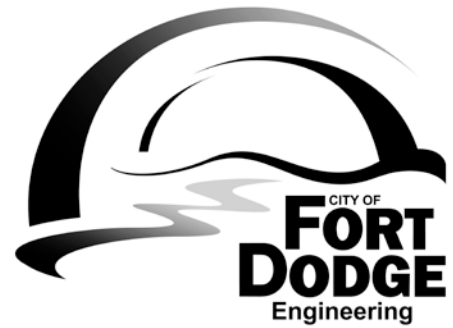


October 8, 2014

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
**Subject: Municipal Building – Front Steps
Award Architectural Contract Amendment**



ACTION: For vote Monday, October 13, 2014

Brief History

In 2007 and 2008 the Building Evaluation and Recommendation Team (BERT) made recommendations to the City Council regarding the Municipal Building. That team recommended that the City stay in the current Municipal Building. They also recommended that the front stairs to the building be repaired, an elevator be installed, additional HVAC improvements, water damaged areas be repaired, and additional waterproofing and tuck-pointing work be completed.

A new roof was installed and minor tuck-pointing was completed in 2008/2009. New boilers were installed and a new fresh air system was completed in 2012.

On April 14th, 2014, Council approved the proposal with Allers Associate Architects for the new front steps and associated landscaping for the Municipal Building. The proposal is to provide architectural/engineering design services for the following renovations to the existing Municipal Building: removal of existing front steps, installation of new front steps, new landscaping which will include a flag pole and patterned sidewalk entrance, new lighting, and proposed electric heat matt under the landing and steps. The cost of these services, which include schematic, design development, construction documents, bidding phase and construction phase, is \$14,000 plus reimbursable expenses.

Analysis of Issue

Attached is an amendment from Allers Associates Architects for the new front steps and associated landscaping for the Municipal Building. Due to a number of circumstances that are beyond the scope of basic architectural services, Allers is requesting reimbursement for additional services, as described in the attached letter.

Allers has requested a reimbursement of \$2,869.86 for additional services to date.

Budget Impact

This project will be funded through the Cross-town Connector construction funds, which include GO Bonds, TIF Revenue, and LOST funds.

Strategic Plan Impact

Policy D.4.2: Advanced planning for all infrastructure facilities shall be supported and routinely updated. Facilities benefited by advanced planning shall include, at minimum, schools, health care, residential areas, roads, water, sewer, storm water management, parks, recreation, and greenways.

Impact on Existing Plans

NA

Committee Review / Recommendation

NA

Staff Conclusions / Recommendations

It is the Engineering Department's recommendation to approve the contract amendment with Allers Associates Architects, as well as a payment in the amount of \$2,869.86.

Alternatives

Council could decline this amendment for further consideration; however, this would hinder this project moving forward.

Implementation and Accountability

The Engineering Department and Allers Associates Architects will assume responsibility for this project.

Signed

Approved



Chad W. Schaeffer, P.E.
City Engineer

David R. Fierke
City Manager



ALLERS ASSOCIATES ARCHITECTS, PC

822 Central Avenue | Suite 320 | Fort Dodge, IA 50501
P.515.573.2377 | Allersarchitects.com | F.515.573.2388

August 19, 2014

To: David Fierke
City Manager
Fort Dodge, Iowa 50501

Re: Additional Services Explanation
Municipal Building 2014 Projects
City of Fort Dodge
Fort Dodge, Iowa

For Chad

Dear David:

Due to the following circumstances that were beyond the scope of our basic architectural services we are requesting reimbursement for additional architectural services:

1. Meetings to review the proposed design of the steps at different times due to availability of the individuals that are part of the decision making process or had considerable input as to what the design should be. The individuals included:
David Fierke
Chad Schaeffer
Dave Flattery
Roger Natte (several meetings where presentations were made for the proposed design and discussion was held regarding the importance of staying with the original design of the steps)
Snyder & Associates
City Council Work shop (three alternatives were presented and a fourth was requested)
2. Preparation of a letter to be sent to Paula Mohr at the State Historical Preservation Office.
3. Review of the letter sent by Paula Mohr and meeting to discuss the directive.
4. Redesign of the steps to meet the historical directive including time to design an alternative due to the new street realignment curb elevations located by Snyder and Associates that do not match the existing elevations.
5. Time to prepare an alternate design after being redirected to not follow the historic guidelines of copying the existing step design.

Under our agreement for basic architectural services we do anticipate coming up with alternative designs initially for a project, however the circumstances with this project were above and beyond what we consider to be basic services.

With this correspondence we are including our invoice for additional services to date. If you have any questions regarding this invoice or the circumstances that led to it, please do not hesitate to contact me. Thank you for asking us to assist you with this very important project.

Sincerely,
Allers Associates Architects, PC

Terry L. Allers, AIA, NCARB

Cc: Chad Schaeffer

Allers Associates Architects, PC

822 Central Avenue

Suite 320

Fort Dodge, IA 50501

515.573.2377

Invoice

To:

City of Fort Dodge
819 1st Avenue South
Fort Dodge, IA 50501
Attention:

Invoice Number: 5345

Invoice Date: August 20, 2014

Project: 08026.9.1 Exterior Main Entrance Steps - 2014
Additional Services
City of Fort Dodge

Professional Services through: 8/12/2014

Professional Services

	<u>Rate</u>	<u>Hours</u>	<u>Charge</u>
Principal	150.00	4.75	712.50
Designer Level II	90.00	23.75	2,137.50

Professional Services Totals

	<u>28.50</u>	<u>\$2,850.00</u>
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Reimbursables

	<u>Charge</u>
Copies	14.40
Postage	5.46

Reimbursables Totals

<u>\$19.86</u>

Invoice Total

\$2,869.86

Billing Summary

	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Professional Services	\$2,850.00	\$0.00	\$2,850.00
Reimbursable Expenses:	\$19.86	\$0.00	\$19.86
Outside Services:	\$0.00	\$0.00	\$0.00
Other Services and Fees:	\$0.00	\$0.00	\$0.00
Finance Charges:	\$0.00	\$0.00	\$0.00
Total:	<u>\$2,869.86</u>	<u>\$0.00</u>	<u>\$2,869.86</u>

Aged Receivables				
<u>Current</u>	<u>31-60 days</u>	<u>61-90 days</u>	<u>91-120 days</u>	<u>+120 days</u>
\$2,869.86	\$0.00	\$0.00	\$0.00	\$0.00

Thank you.

Terms: Net 30 Days. A late charge of 1.5% may be added to any unpaid balance after 30 days.