



City of Saginaw

Meeting Date: 06/21/2016

Staff Contact: Mark White
Director of Public Works

Agenda Item: 6
(CC-0616-12)

E-mail: mwhite@saginawtx.org

Phone: 817-230-0449

SUBJECT: Consideration and Action regarding Proposal from Quorum Architects for Needs Assessment and Kimley-Horn and Associates, Inc. for Civil Engineering for a Public Works Building

BACKGROUND/DISCUSSION:

Funds were budgeted in the current fiscal year budget for a needs assessment for a new Public Works Building. Request for Qualifications were advertised for and received on April 20, 2016. A total of four were received. These were reviewed by a staff committee. Following an interview with Quorum Architects, the committee recommends approval of their proposal. The total cost of their proposal is \$27,000. Kimley-Horn and Associates will provide the necessary civil engineering at a cost of \$8,000. Therefore the overall total will be \$35,000.

FINANCIAL IMPACT:

The total financial impact will be \$35,000 (Quorum Architects: \$27,000, and Kimley-Horn and Associates: \$8,000). A total of \$40,000 is included in the current fiscal year budget (\$20,000 in the Public Services Budget, Account 01-7000-06-00 Capital Outlay/Special Request, and \$20,000 in the Water and Wastewater Budget, Account 05-7000-50-00 Capital Outlay/Special Request).

RECOMMENDATION:

Staff recommends approval of the proposal from Quorum Architects for a needs assessment and Kimley-Horn and Associates for civil engineering for a Public Works Building.

Attachments

Memo with Proposal from Mark White

To: Nan Stanford, City Manager

From: Mark White, Director of Public Works

Subject: Consider Proposal from Quorum Architects for Needs Assessment for Public Works Building

Date: June 14, 2016

As part of this year's fiscal budget, funds were allocated to conduct a needs assessment for a new Public Works Building. The assessment will provide the City the necessary information pertaining to among other things the size of building required, an estimated cost, and an opinion of any potential repurposing of the existing facility. This analysis precedes the actual full blown design process.

The staff advertised for "Request for Qualifications" (RFQ's) and received four (4) submittals from the following firms:

1. Elements of Architecture – Fort Worth
2. Komatsu Architecture – Fort Worth
3. Quorum Architects – Fort Worth
4. Randal Scott Architects – Dallas

The submittals were reviewed and rated by a committee of city staff that consisted of the Public Works Secretary, Chief Building Official, Public Works Operations Chief, Public Works Director, and Assistant City Manager. The firm that rated the highest was Quorum Architects of Fort Worth. Subsequently, the committee interviewed Quorum on May 24th and requested a formal proposal for City Council consideration.

Quorum was the firm that designed the Fleet Center for the City a few years ago.

The amount of the proposal is \$27,000. Kimley Horn will provide the civil engineering at an estimated cost of \$8,000 for a total of \$35,000. Quorum has proposed a 75 day schedule to complete the work. The attached proposal has been reviewed and staff recommends approval.

The budgeted amount for this project was \$40,000.

QUORUM

Design. Spaces. People.

June 8, 2016

Mr. Mark White
Director of Public Works
P.O. Box 79070
Saginaw, Texas 76179

RE: Proposal for Architectural Services
Public Works Facility Needs Assessment and Concept Development
QAI 15080

Mark,

Please accept this proposal for providing a Needs Analysis and conceptual design services for the Saginaw Public Works Facility as detailed below. Generally, we understood the scope of work on site to be contained to an area bounded to the north by the existing Public Works Building and to the South by the south property line (south of the current spoils area). It is anticipated that this Assessment will generally be comprised of empirical data to help determine space needs projections and the best location on the existing site for a new Public Works building. This information will be used and integrated with a Concept Master Plan which will address possible site layout options as well as possible phasing alternatives if necessary.

ITEM ONE: GENERAL SCOPE OF WORK

The work will include the following under Basis Services:

1. Needs Analysis – Determine the projected improvements, including but not limited to office space, storage, common areas, security, parking, restrooms, and ADA compliance requirements for the proposed Public Works Administrative Facility needed to operate at the current demand levels for the public works operations, and to be projected as needs change over time based upon projected population, staff growth and service level expectations over the next twenty (20) years.
2. Repurposing Analysis – Evaluate the potential repurposing of any or all of the existing Public Works Facility.
3. Conceptual Design – Develop a conceptual design and layout for the proposed Public Works facility to include a preliminary site plan depiction.
4. Facility Cost Estimation – Assist with City facility planning and budgeting by developing a total preliminary cost estimate for design services, construction, furniture, fixtures and equipment (FF&E), project administration, management and contingencies.
5. Implementation Plan – Assist the City in the development of an implementation plan using the needs assessment and cost estimate as a basis for development of a City finance/funding program for the proposed facility improvements.
6. Meetings with The City – Quorum anticipates and has included five (5) meetings including meetings with the staff, City Management and the City Council.

ITEM TWO: SPECIFIC TASKS

Specific tasks for development of the Facility Needs Assessment and Concept Plans are identified below:

- 1.01 Develop a general questionnaire to be completed by Public Works Department.

- 1.02 Facilitate a meeting with users and administration to discuss relative issues that may affect total site area needs such as soil condition and environmental concerns, stormwater management, public/private access, buffer yards, security, screening, City ordinances, etc.
- 1.03 Conduct meetings and facilitate an interview with Public Works staff and administration.
- 1.04 Review current and projected operational procedures.
- 1.05 Develop a space needs matrix for the proposed facility.
- 1.06 Evaluate the existing facilities for possible re-use, including a general evaluation of the mechanical and electrical systems. This is intended to be general in nature and not specific to each room within the buildings, and does not include measured drawings of the existing buildings. Generally this will be performed to plan for possible retrofit or repurposing of this building. Detailed design documents may be developed during final design phases.
- 1.07 Using the general information gathered in this phase, determine if additional land will be needed to address the needs or if the projected needs could be met with the current site.
- 1.08 Develop a preliminary site concept plan for the area under consideration using information gathered above. Meet with the City to discuss the preliminary concept plan implement revisions as needed.
- 1.09 Develop an opinion of probable construction cost.
- 1.10 Make a recommendation addressing the general criteria areas and present to City Council, in a Work Session or Council Meeting.
- 1.11 We will coordinate with KHA, who will have a separate agreement with the City to provide civil engineering and associated cost projections for preliminary paving, water, sanitary sewer, and storm drainage.

SCHEDULE:

The following anticipated schedule is proposed for this project:
 Facility Needs Assessment (approximately 30 days). Generally from mid June to mid July, followed by a concept master plan within 45 days. Quorum will assist the City in development of preliminary pricing for planning the upcoming budget by developing preliminary budget numbers in early July as they become available. These will be updated at the completion of the Concept Plan. The schedule may be altered by review time, meeting availability, and civil engineering design elements.

ITEM THREE: DOCUMENTS

It is anticipated that Quorum will provide two rendered hard copies of the concept master plan including a large format drawing mounted on a board. Electronic pdf files will also be shared with the Client.

ITEM FOUR: PROFESSIONAL DESIGN FEE

Quorum respectfully submits a lump sum fee of **Twenty-seven thousand dollars (\$27,000)** to perform the work described herein, as indicated above. Exterior perspective renderings may be developed as additional services for \$1,700 per view if the Client wishes to have 3 dimensional renderings. KHA will contract separately with the city for preliminary civil engineering design.

1. **Billings/Payments:**

An invoice for services rendered will be sent at completion of work. Invoices shall be payable within 30 days after the invoice date. Late Payments: Accounts unpaid 30 days after the invoice may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance.

ITEM FIVE: ADDITIONAL INFORMATION

1. The Architect and their consultants shall not be responsible for delay caused by circumstances beyond its reasonable control, nor for delay which may be occasioned by actions which, in the sole judgment of the architect, are required in the exercise of usual and customary professional care. The architect shall not be liable for damage arising out of any such delay, nor deemed to be in default of this Agreement as a result thereof.
2. The Architect shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Architect cannot ascertain through the use of commercially reasonable means. Any additional cost for this service shall be billed to the City, as a reimbursable expense.
3. The Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site.

ITEM SIX: ACCEPTANCE

I, as Owner or Owner's representative, hereby acknowledge that I have read the items covered in the proposal and agree to retain the services of Quorum Architects, Inc. as outlined above. The appropriate signature below and return of one copy will acknowledge acceptance of this proposal.

Authorized Representative

Date



Digitally signed by David Duman
Date: 2016.06.08 10:09:16-05'00'

David G. Duman
Principal – Registration # 14305
Quorum Architects, Inc.

**CITY OF SAGINAW
BUDGET SUPPLEMENT
2015-2016**

PUBLIC SERVICES

01-7000-06-00 CAPITAL OUTLAY/SPECIAL REQUEST

Space/Use study for PW building (1/2 cost)	\$	20,000
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**CITY OF SAGINAW
BUDGET SUPPLEMENT
2015-2016**

WATER & WASTEWATER

05-7000-50-00 CAPITAL OUTLAY/SPECIAL REQUEST

Space/Use Study PW bldg(50%) \$ 20,000

PROJECTS



- Owner's Representative:
Mr. Ronnie Clements
Project Manager
401 W. 13th Street
Fort Worth, TX 76102
(817) 392-8014

→ Fort Worth North Service Center - Fort Worth, TX

The City of Fort Worth will soon have a new North Service Center Facility. Phase 1 and Phase 2 Design of this new service center facility is being performed by Quorum Architects, Inc., drawing upon their vast experience in public works design. Phase 1 will consist of approximately 35 acres and 17,000 square feet of building area, Phase 2 will add another 60,000 square feet.

This new service center facility is necessary to allow the City to continue its efficient and reliable service to the citizens of north Fort Worth, while ultimately providing more room for equipment and material storage, as well as vehicle and equipment maintenance. Quorum is focusing on Low Impact Development (LID) and Leadership in Energy and Environmental Design (LEED) elements. Additionally, the site will be home to the city's fourth citizens Drop-off station for disposal of trash, brush and recyclables. A Swap Shop will also be located within the facility, which allows residents to bring reusable items for other residents to pick up for re-use.



Project Details

- New Construction
- Over 70,000 sf facility
- Construction Cost:
 - Original Budget: \$13.5 mil (Phase 1)
 - GMP: \$13.5
 - Final Construction Cost: Currently under construction
- Current Phase - Under Construction
- Estimated Completion Date: Phase 1 - 12/2016; Phase 2 - 5/2017
- Construction Services provided by CM at Risk with GMP

PROJECTS



→ Frisco Public Works Facility - Frisco, TX

Home to Frisco's Public Services Departments, the Frisco Service Center includes various divisions such as water, sewer, street, inspection, ROW, and environmental services. This 36 acre complex with six structures, totaling 64,000 sf was designed by Quorum Architects. The facility is designed to efficiently move hundreds of employees from the POV parking, to their respective staging areas, and then out into the City. This facility includes over 18,000 sf of Administration and crew staging areas for the Streets, Water, Traffic and Meter departments, along with **SCADA**, and Traffic Control Center. An adjacent 17,000 sf Fleet Maintenance building houses eight drive-thru, end to end work bays with a Lube pit which includes a petroleum distribution system for oil, antifreeze, hydraulic & water. The Fleet Maintenance building also has a 5-ton travelling overhead bridge crane, support offices, and a 2,000 sf parts and materials storage room.

Project Details

- New Construction and Phased Expansion
- 64,700 sf facility (breakdown of sf detailed above)
- Construction Cost:
 - Original Budget: \$10 mil
 - GMP: \$9 mil
 - Final Construction Cost: \$8.8 mil

→ I strongly recommend Quorum Architects to anyone considering designing and building a Service Center Facility.

-Gary Hartwell
Former Director of Public Works
City of Frisco

● Owner's Representative:

Mr. Danny Carroll
Business Manager
11300 Research Rd.
Frisco, TX 75034
(972) 292-5816

A 3-bay vehicle wash with an automatic drive-thru bay and a secured fuel island with two 10,000 gal tanks serves the entire fleet of municipal vehicles. A 10,000 sf covered vehicle storage building protects some of the 200 plus pieces of equipment stored on site. A 14,000 sf storage and shop building includes six drive-thru storage bays to be used by each department. **In November 2015, Quorum contracted to begin design for the Fleet Maint expansion based on our successful previous projects with the City of Frisco and our continual client service over the last 10 years.**

- Current Phase - Original facility is completed; Expansion is in Schematic Design
- Completion Date: 2005 (original); Expansion completion estimated 2017
- Construction Services provided by CM at Risk with GMP

PROJECTS



→ Allen Service Center - Allen, TX

→ Quorum provided excellent drawings, specifications, and details, for our competitive bid process, attracting aggressive Contractors, who turned in bids below our anticipated budget, enabling us to use that savings towards items that further increased functionality.

-Donna Dickinson
City of Allen

Quorum provided design services including the Needs Assessment, Master Plan & Construction Administration services for this \$12 million dollar facility. The total building area of this project covers 70,000 sf of space on approximately 24 acres of land. Architectural and Interior Design on this project include an Administration Building that has a large multi-purpose room which serves primarily as a staging area for over 120 employees, yet it also serves as a presentation room with a portable stage, when needed. Careful thought was put into the use of natural daylighting in this space as well as the durability of the furniture and finishes due to the varied uses of this space.

A huge challenge we faced was designing a facility for seven different departments. Each department had different goals, and intended to have equality as well as standardization throughout the project. Quorum successfully accomplished this by facilitating multiple meetings with all departments, developing a system of standards, facilitating design charrettes to encourage discussion between each department, then inviting the City Manager to the meetings to review the results and agree to the approach.

Project Details

- New Construction and Phased Expansion
- 70,000 sf facility
- Construction Cost:
 - Original Budget: \$10.4 mil
 - GMP: N/A
 - Final Construction Cost: \$11.2 mil
 - (Owner added to scope since they had add'l budget)

- Current Phase - Completed
- Completion Date: 2010
- Construction Services provided by General Contractor - Competitive Sealed Proposals

- Owner's Representative:
Ms. Donna Dickinson
Construction Manager
305 Century Pkwy
Allen, TX 75013-8042
(214) 508-4597

PROJECTS

→ Richardson Service Center - Richardson, TX



→ In a planned approach, Quorum moved us through a multi-phased deconstruction/reconstruction project in which all existing structures were removed and new ones built while allowing all operations to continue their daily functions with minimal interruptions. Quorum did an excellent job coordinating with all impacted departments and divisions of the City.

-Clay Gooch

Former Director of Public Services
City of Richardson

Quorum began this project by developing a Master Plan to assist the City in determining budget allowances for their Service Center. Three options were developed with conceptual designs and cost projections for discussions with the City ranging in cost from \$8.5 million to \$11 million for their 13-acre facility. Actual cost to build the facility came in right under \$10 million.

Richardson Service Center is home to over 200 City employees and over 300 City vehicles and/or equipment. Architectural Design included an administration building, a warehouse, fleet maintenance facility, enclosed storage, vehicle wash and fuel island, lube pit, lifts, overhead crane, covered storage areas, and an animal shelter. Nine various departments report to this facility including Water & Sewer, Parks Maintenance, Traffic Operations, Solid Waste Management, and Construction Inspections. This facility also houses the City's SCADA Control Center which is vital for the operation and emergency response of the City's water system

Project Details

- New Construction / Phased Reconstruction on existing site
- 81,000 sf facility
- Construction Cost:
 - Original Budget: \$10 mil
 - GMP: N/A
 - Final Construction Cost: \$9.8 mil
- Current Phase - Completed
- Completion Date: 2001 (original date); multiple additions have been completed over the past five years)
- Construction Services provided by General Contractor - Competitive Sealed Proposals

- Owner's Representative:
 - Mr. Travis Switzer
 - Assistant Director Public Services
 - 411 W. Arapaho Rd., #203
 - Richardson, TX 75080
 - (972) 744-4220
 - OR
 - Mr. Clay Gooch
 - Former Director of Public Services
 - (214) 908-4599

PROJECTS



→ **Burleson Service Center
& Maintenance Facility -
Burleson, TX**

→ *I was always confident that our project was being looked after with genuine concern for the City.*

*-Dave Stringer
Former Public Works Director
City of Burleson*

Quorum completed a Needs Assessments master planning, and design of this municipal service center. Construction was completed in 2005 for this \$6 million project. Of primary concern regarding master planning this site was vehicular and pedestrian circulation and safety, in addition to separation of public and City spaces, departmental relationships, and developing a good neighbor attitude with adjacent property owners. Design includes facilities for administration, fleet maintenance, staging, storage, fuel and wash facilities, animal control, and transfer station. The design also included the City's Emergency Operations Center.

- **Owner's Representative:**
Mr. Paul Cain
Assistant City Manager
141 W. Renfro Street
Burleson, TX 76028
(817) 447-5410

Project Details

- New Construction
- 42,000 sf facility
- Construction Cost:
 - Original Budget: \$6 mil
 - GMP: N/A
 - Final Construction Cost: \$5.83 mil
- Current Phase - Completed
- Completion Date: 2003 (original); Renovation designed in 2010
- Construction Services provided by General Contractor - Competitive Sealed Proposals

EXPERIENCE



→ Saginaw Public Works Center / Fleet Maintenance Facility - Saginaw, TX

This project consisted of almost 8,000 sf of Fleet Maintenance facility, including over 1,200 sf of covered canopy work area. The design included six (6) work bays equipped with petroleum distribution, work benches, computers and vehicle exhaust. The facility also included a 15,000 lb four post lift and a 15,000 lb. two post lift, a tire machine, balancer, parts cleaner, brake machine, and air compressor. A large parts storage area provides secured storage with parts and tire racks. Administrative areas include an office and a break room with a built-in library.

The facility services city vehicles including fire trucks, police cars and typical city pick-up trucks. The building is clad in metal wall panels to match other existing city buildings that share the same site. Natural light is brought into the building by the use of clerestory windows at the north and south facades and translucent panels at the roof. The building is also oriented so that the service bay overhead doors provide natural north-south ventilation when the doors are open. This orientation also prevents the east-west sun conditions which can make the space uncomfortable in the hot summer months. The building has a canopy area at the east side of the building where the roof extends to provide shelter. This area also has the option of being converted into two additional bays if future expansion is required.

- Owner's Representative:
Mr. Mark White
Director of Public Services
205 Brenda Lane
Saginaw, Texas, 78179
(817) 230-0500

