City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Gerald L. Clausen, City Manager

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: May 13, 2016

SUBJECT: Library/City Hall Project
Consultant Selection

The Library/City Hall Consultant Selection Committee received and reviewed Statements of Qualifications/Proposals for work on the Project described as follows:

A. The Project is anticipated to include the development of an expanded Library and City Hall on two sites; the current Library/City Hall site at 112 E. 5th Street and the current Commercial Savings Bank site at 627 N. Adams Street.

B. Phase I of the Project includes establishment of space needs and design requirements, building layout, preliminary design and preliminary cost estimate for the following alternatives:

   1. Relocation of City Hall from 112 E. 5th Street to 627 N. Adams Street and expansion of the Library at 112 E. 5th Street.

   2. Relocation of the Library to 627 N. Adams Street and remodeling of City Hall at 112 E. 5th Street.

   The City's desired completion of Phase I is 120 days after Contract execution.

C. Phase II of the Project is not part of the initial contract work. Phase II would be initiated following commitment of funding for construction. Phase II would be completion of final design, specifications, bidding, equipping, furnishing and construction oversight. The professional consultant retained for Phase I is anticipated to be retained for Phase II at the sole discretion of the City.

Phase I of the Project is anticipated to include the following services:

- Review previous Library space needs reports and establish design requirements
- Establish City Hall space needs and design requirements
- Building concept layouts
- Preliminary design and structural review
- Preliminary cost estimates

Statements of Qualifications/Proposals were received from four architectural consulting firms. The Committee recommended the firm of OPN Architects to the City Council as the consultant for the Project.

RECOMMENDATION: Mayor and City Council consideration and authorization and direction of Staff to begin contract and fee negotiations with OPN Architects for Phase I of the Library/City Hall project.

RMK:ds

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LIBRARY/CITY HALL CONSULTANT SELECTION COMMITTEE

JUNE 6, 2016, 5:32 PM, MAYOR'S OFFICE

Members present

Marilyn Setzler

Tom Louis

Randy Krauel

Clay Haley

Carolyn Siemann

Brandie Ledford

Jerry Fleshner

Others present

Eric Jensen

Doug Burns

Gerald L. Clausen

Committee members had been provided Statements of Qualifications/Proposals scoring sheets completed by each member for each of four consultants prior to the meeting. Committee members reviewed scores and ranking during the meeting.

Motion by Louis, second by Ledford, to eliminate high and low scores for each proposal, compare the resulting totals and use rankings to break ties as the method to determine recommendation to the City Council. All Committee members voted yes.

Motion by Haley, second by Setzler, to recommend OPN Architects to the City Council as the consultant for the Library/City Hall project. All committee members voted yes.

It was agreed by all Committee members upon Council approval of the recommendation; Randy will open only the envelope containing the OPN proposal fee and begin discussion with OPN to prepare a contract for consideration by the Council. The contents of the currently sealed envelope will be used to guide the proposed contract negotiations.

The Ad Hoc committee has no further responsibilities or authority unless deemed such by the Council.

The meeting was adjourned at 6:33 PM.