City of Carroll

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

MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MSP-W

DATE: December 22, 2016

SUBJECT: Discussion on next steps for the City Hall/Library Project

OPN Architects presented the Carroll Public Library and City Hall Feasibility Study to the City Council on December 12th. After reviewing OPN's work, staff recommends the following two steps. First, Council should select a concept plan that we can focus our efforts on at this point. Second, Council should consider continued engagement with OPN to review the Feasibility Study in detail to better understand the costs and identify ways to reduce the overall costs of the project.

Selecting a concept plan

The study outlined two concepts for the projects including:

> *Concept A* that moves the City Hall functions to the Commercial Saving Bank building at 627 N Adams St and expands the Library into the City Hall space at the Farner Government Building at 112 E 5th St.
>
> *Concept B* that moves the Library to the Commercial Saving Bank building where the existing bank footprint is expanded for the Library and leaves the City Hall functions at the Farner Government Building.

Attached are select pages from the feasibility study that overview the two concepts, provide considerations on both concepts, and a cost summary of both concepts.

Staff has discussed both of these concepts and while there are various pros and cons with each plan, staff recommends that the City Council select Concept A as the preferred concept at this time.

Continued engagement with OPN

With the delivery and presentation of the feasibility study, OPN's initial work is complete. In discussions with various stakeholders in the community, there appears to be a desire to work with OPN to review the concept in detail to better understand the project costs and to see if there are ways to reduce the overall cost of the project.

OPN is willing to conduct two additional meetings within the scope of the feasibility study. The first meeting will be to meet with a select set of stakeholders where OPN will provide additional explanations on the two concepts and background on how they landed on them and provide additional assistance in understanding some of the cost impact outlined for the concepts. From that initial meeting, OPN will gather information and answer any follow up question from the first meeting and offer feedback in a second follow up meeting. For this additional work, OPN will bill for required travel and reimbursable only.

RECOMMENDATION: Select Concept A as the preferred concept and a motion to approve a resolution accepting the Additional Service request for the Carroll Public Library/City Hall Feasibility Study.

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE ADDITIONAL SERVICES REQUEST PROPOSAL FROM OPN ARCHITECTS FOR REVIEWING THE EXISTING PLAN AND COST ESTIMATE FOR THE CARROLL PUBLIC LIBRARY/CITY HALL FEASIBILITY STUDY

WHEREAS, the City of Carroll is desirous of review the Carroll Public Library and City Hall Feasibility Study; and

WHEREAS, an Additional Services Request for the review of the Carroll Public Library and City Hall Feasibility Study has been prepared by OPN Architects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Additional Services Request Proposal from OPN Architects for the assistance in reviewing the existing plan and cost estimate for the Carroll Public Library and City Hall Feasibility Study is accepted.

Passed and approved by the Carroll City Council this 27th day of December, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

OPN ARCHITECTS

Daniel J. Thies, AIA
Steven K. Knierim, AIA
Bradd A. Brown, AIA
Terry L. Gebard, AIA
David J. Sorg, AIA

December 22, 2016

Mr. Mike Pogge-Weaver
City Manager
City of Carroll
112 E. 5th Street
Carroll, IA 51401-2799

RE: Additional Services request

Mike:

It has been a pleasure working with you, the city and the library. We look forward to providing some additional services to help assist the city in moving the project forward.

Review and Next Steps

We will assist in reviewing the existing plan and cost estimate with the city and a group of select stakeholders identified by the city.in an intial meeting. We can provide additional explanation of the two concepts and the background for how we ultimately landed on both. We can also offer assistance in understanding some of the cost impacts as outlined in the Booklet and supplemented in the appendix. We will collect any outstanding questions the group may.

OPN and its consultants will gather information and answers to any follow questions from the first meeting and offer feedback in a second follow up meeting as deemed necessary.

OPN will attend and participate in the two meetings decribed above as part of the original study scope of work and at no additional fee. OPN will bill for required travel reimbursables only.

Any efforts beyond these two meetings related to dedicated value engineering or any requests for revised documentation (ie. drawings, concepts, estimates, etc.) would be billed at our hourly rate. After the intial two meetings we will have a better understanding of the required scope and will be able to offer a clarified fee required for any additional work.

These projects will undoubtedly be of great benefit to the community and we are excited for the opportunity to be a part of them and do everything we can to help make them a reality.

If you find you have any questions or desire additional information, please do not hesitate to call. Should you find our proposal acceptable, please sign and return this letter and we will prepare a draft contract for your review and signature.

Joe Feldmann, AIA
OPN ARCHITECTS

Project Architect

Accepted: _____

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Fax (319) 363-7519

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Midwest Region

Concept A

Architectural Summary

The work includes renovating the existing Library and City Hall space located at 112 E. Fifth St., approximately 18,000 gross square feet. This renovation would entail moving the occupants of City Hall, approximately 8,500 gross square feet, to the current Commercial Savings Bank site at 627 N. Adams St. The Carroll Public Library would then expand to the vacated City Hall space and renovate the existing Library areas. This would include a modest north addition and new entry at around 1,200 gross square feet. The modifications would include the addition of a community program space, increased children's programming and collection areas, a dedicated teen collection and technology area, and staff areas to accommodate multiple programmatic functions.

The new entry and increased openings within the existing walls will connect the Library to the city functions to the north and increase visibility of the programs and activities occurring within the Library. The new entry, increased transparency, expanded programs, and new facility will become a hub of actively reengaging the City of Carroll.

The City Hall would move to the current Commercial Savings Bank site at 627 N Adams Street that is approximately 13,300 gross square feet (8,000 on level 1). This move would consist of renovating, upgrading, and reconfiguring the bank building to house City Hall functions.

The newly renovated City Hall will include city council chambers and conference rooms with upgraded technology, a welcoming and secure front lobby and transaction counter, and accessible and functional spaces. The new spaces will provide a backbone for increased customer service and improved efficiency for city services.

Landscape Summary

112 E. Fifth St. Site - existing Library and City Hall location

Remove existing walk trees and shrubs

Modify existing building sign (remove City Hall information)

Install new walk from parking to main entry point

New entry point with special pavement type material - 700 square feet

Four landscape benches with backs 70" length, IPE wood

Install shade-tolerant evergreen ground cover with spring bulb accent at north wall along new walk at new window locations

Install shade-tolerant evergreen shrubs at north wall along new walk at solid wall locations

Install new mulch in planted areas

627 N. Adams St. Site - existing Commercial Savings Bank location

Remove (2) large shrubs - one at the bottom of the stair and the other on the NE corner

Trim/prune and mulch existing landscape

Patch and repair existing stairs, walk, and ramp as needed

Sod disturbed lawn areas

Concept A
Library Site

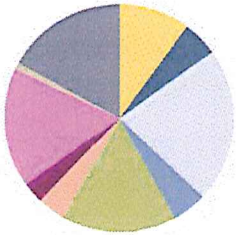
New Entry: 1,200 SF

H&W Proposed:	22,848 GSF
OPN Baseline:	19,300 GSF
Concept A:	19,110 GSF
Level 1:	16,710 GSF
Level 2:	2,400 GSF

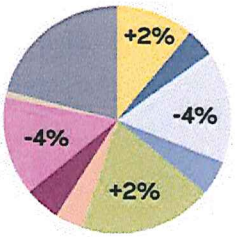
KEY

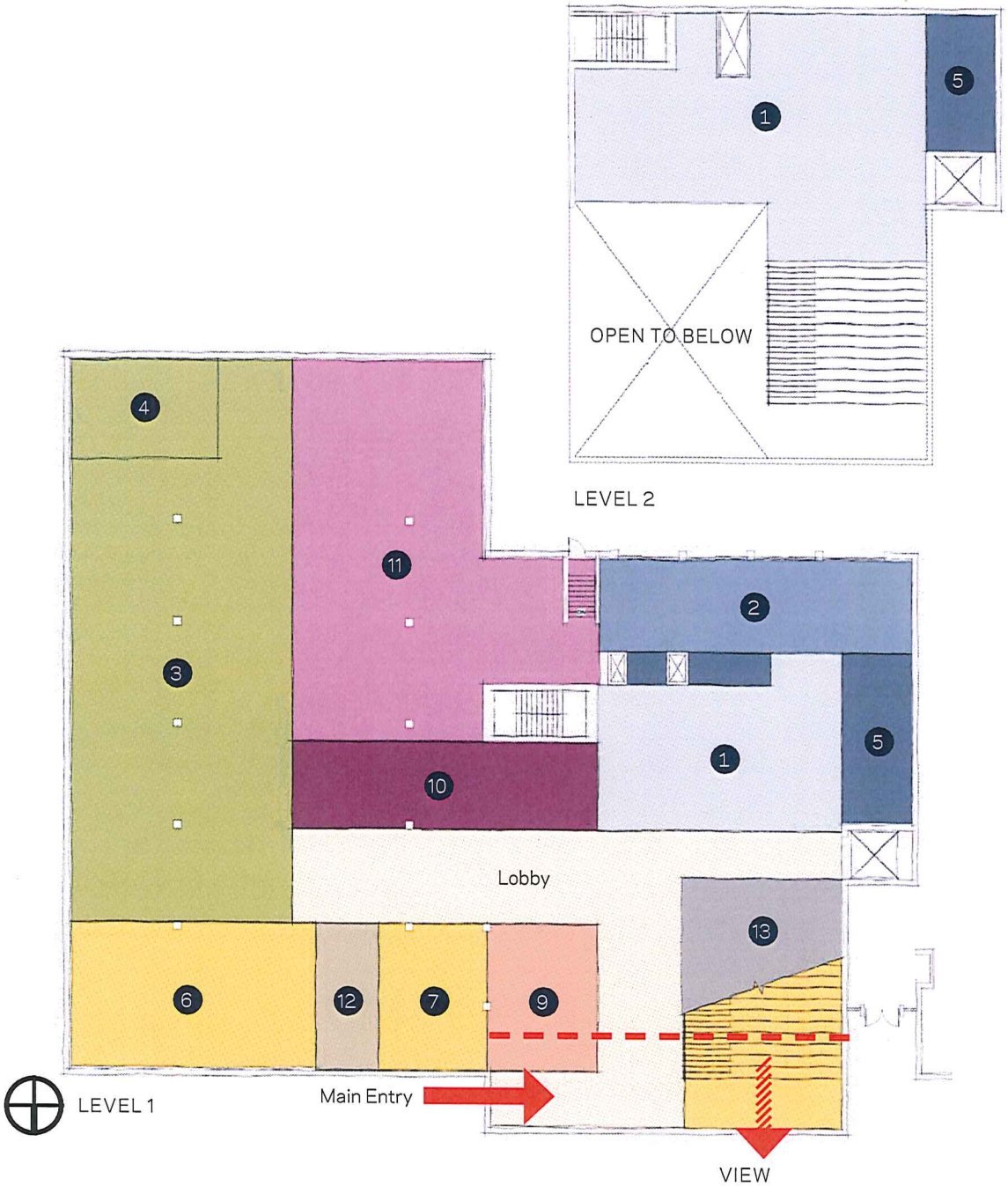
1	Adult	8	Cafe
2	Young Adult	9	Technology
3	Children	10	Circulation
4	Children Program	11	Staff
5	Study/Conference	12	Storage
6	Community	13	Restroom
7	Maker-space	14	Greenspace

OPN BASELINE



LIBRARY CONCEPT A





Concept A

Bank Site

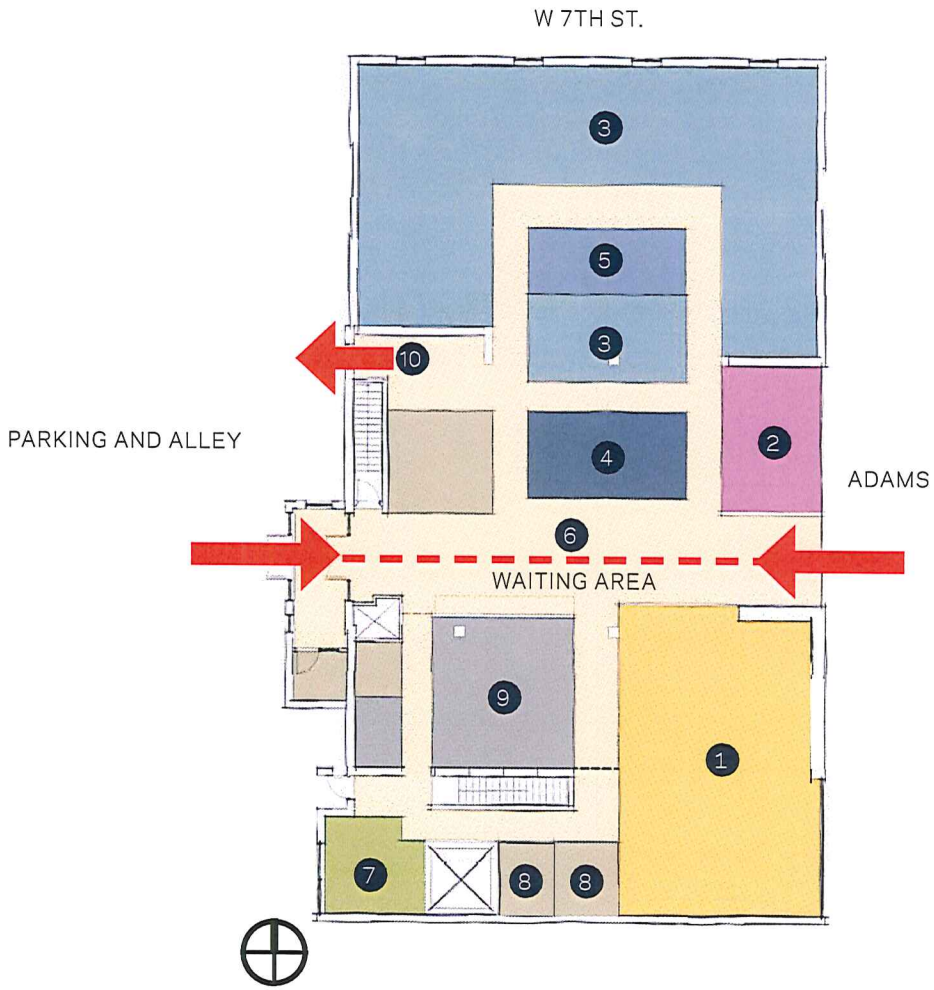
Utilize Existing Space

Existing City Hall: 8,467 GSF

Bank Existing: 13,377 GSF

KEY

1	Council chambers	6	Lobby / pre-function
2	Conference room	7	Break room
3	Office	8	Storage
4	Open office	9	Restroom / janitorial
5	Work room	10	Staff entry



Concept A
Considerations

112 E. Fifth St. Site - existing Library and City Hall location
Library location for patrons remains the same — approximately 225 visitors each day.

Efficient space utilization.

Library square footage approaching OPN baseline.

Potential more parking with City Hall staff relocated.

Clear connection from interior to exterior utilizing city park space to the north of the Library.

Increased access to natural light and views.

Option to expand the Library in the future, either east or south as illustrated in the previous concept designs.

627 N. Adams St. Site - existing Commercial Savings Bank location
Maintains parking area at Commercial State Bank site to be utilized by City Hall staff and visitors — potential for City State Bank to sell and/or develop 2 adjacent sites independent of City Hall.

Consider proximity of city and county functions.

Increased access to natural light and views.

Concept A
Estimate

Carroll Public Library: Preliminary Cost Model | Updated: December 12, 2016

1	New Construction – Building Cost					
	Existing City Hall & Library *112 E. Fifth St. - Library Renovation*	17,910 SF				$2,317,750
	Existing City Hall & Library *112 E. Fifth St. - Library Addition*	1,200 SF				$635,235
	Existing Commercial Savings Bank *627 N. Adams St. - City Hall Renovation*	7,541 SF + 5,380 SF (basement)				$1,339,145
	Construction Subtotal					**$4,292,130**
2	General Requirements				6%	$257,528
3	Contractor Markup				8%	$363,973
4	Design/Bid/Construction Contingency				15%	$737,045
	Construction Cost Estimate					**$5,650,675**
5	Professional Fee (bldg. & site) Range		9%	$508,561	12%	$678,081
6	Furnishing/Shelving Library Range		$21/SF	$401,310	$26/SF	$496,860
7	Furnishing/Shelving City Hall Range		$16/SF	$206,736	$20/SF	$258,420
8	FFE Design/Spec Fee Range		9%	$54,724	9%	$67,975
9	Miscellaneous Costs Range Soil Borings/Topo Boundary Survey Construction Testing Computers/IT AV Systems Interior Signage		5%	$282,534	8%	$452,054
10	Moving/Phasing Costs			TBD		TBD
	Project Cost Estimate To-Date			**$7,104,540**		**$7,604,065**

** See appendices for detailed cost estimate information*

11 Cost Model Exclusions (not included)

1 Property acquisition costs
2 Library collection purchases
3 Library automated handling machine
4 Library drive-up book drop
5 Temporary space for Library during renovation
6 Complete new building envelope for both buildings
7 Existing city building and bank parking lot to remain
8 Additional cost escalation of 5% per year not accounted for if project start date extended beyond 2018
9 No architectural finishes included in existing bank basement

12 Cost Model Inclusions

1 Multi-phased project delivery; phase 1 inflation using 2018 costs for City Hall within existing bank
2 Multi-phased project delivery; phase 2 inflation using 2019 costs for Library renovations and addition
3 2018 cost escalation accounted for 5%
4 2019 cost escalation accounted for 10%
5 General site improvements
6 Completely new MEP systems

Concept B

Architectural Summary

The work includes a partial renovation of the existing Library space, approximately 2,800 gross square feet, and a full renovation of the existing City Hall space, located at 112 E. Fifth St., of approximately 8,500 gross square feet. The Library would then move to the current Commercial Savings Bank site located at 627 N. Adams St.

The new Library location at 627 N. Adams St. would include a large west addition of approximately 8,800 gross square feet. The existing Commercial Savings Bank would be renovated to accommodate the new Library functions. The new Library would include the addition of a community program space, increased children's programming and collection areas, a dedicated teen collection and technology area, and staff areas to accommodate multiple programmatic functions. The primary staff area would be located on the main level, with a secondary area on the lower level of the building.

The new Library will be stand alone and serve as a beacon on the corner of Adams and 7th. It will have a strong street presence and activities within its walls will be visible from passersby, increasing its presence within the community at large.

The existing City Hall, located at 112 E. Fifth St., will expand approximately 2,800 gross square feet into the abandoned Library area. The remaining unused Library space, approximately 7,000 gross square feet would be fitted out as a shell for future development. The 2,800 expansion includes moving the city council chambers to the first floor and adjacent new public restrooms. The existing second floor area will become storage.

The renovations for the existing City Hall space will include decreasing the lobby space and capturing that area for additional offices, revised open workspace, and a secured, welcoming transaction counter. The new lobby and increased openings within the new city council chambers will connect the City Hall to the city functions to the north and increase visibility.

Landscape Summary

112 E. Fifth St. Site - existing Library and City Hall location

Modify existing building sign (remove Library information)

Remove (2) trees at north facade

Install shade-tolerant evergreen ground cover with spring bulb accent at north wall along existing walk at new window locations

Install shade-tolerant evergreen shrub mass at north wall along existing walk at solid wall locations

Sod disturbed lawn areas

627 N. Adams St. Site - Existing Commercial Savings Bank location

Remove large shrubs and landscaping north of building signage

Remove large shrubs and landscaping on north facade

Modify existing building signage

New special pavement material at pronounced entry

New ramp sloping north

New perennial landscaping on east facade

New landscaping on north - install shade-tolerant evergreen ground cover with spring bulb accent at new punched openings along existing walk

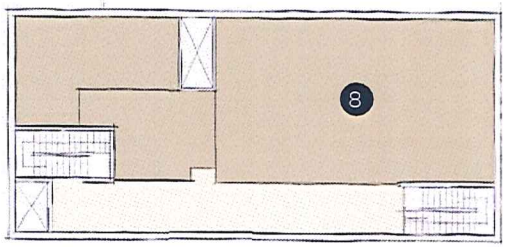
Install shade-tolerant evergreen shrubs at solid wall locations along existing walk

Concept B
Library Site

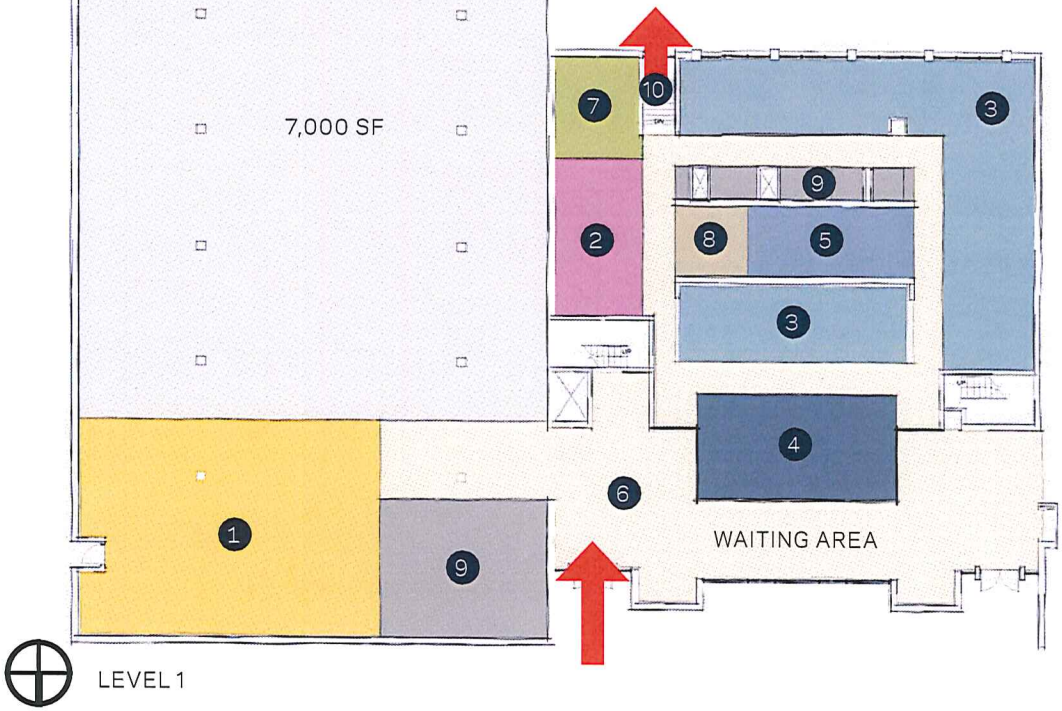
Level 1 Renovation/Shell Space
Existing City Hall: 8,467 GSF
Expansion: 2,800 GSF

KEY

1. Council chambers
2. Conference room
3. Office
4. Open office
5. Work room
6. Lobby / pre-function
7. Break room
8. Storage
9. Restroom / janitorial
10. Staff entry



LEVEL 2
2,400 GSF



LEVEL 1

Concept B

Bank Site

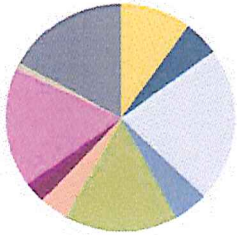
Level 1 Addition: 8,800 Sq. Ft.

H&W Proposed:	22,848 GSF
OPN Baseline:	19,300 GSF
Concept B:	22,170 GSF
Level 1:	16,790
Basement:	5,380

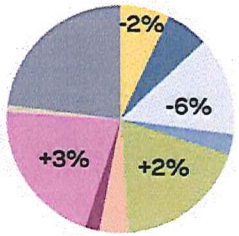
KEY

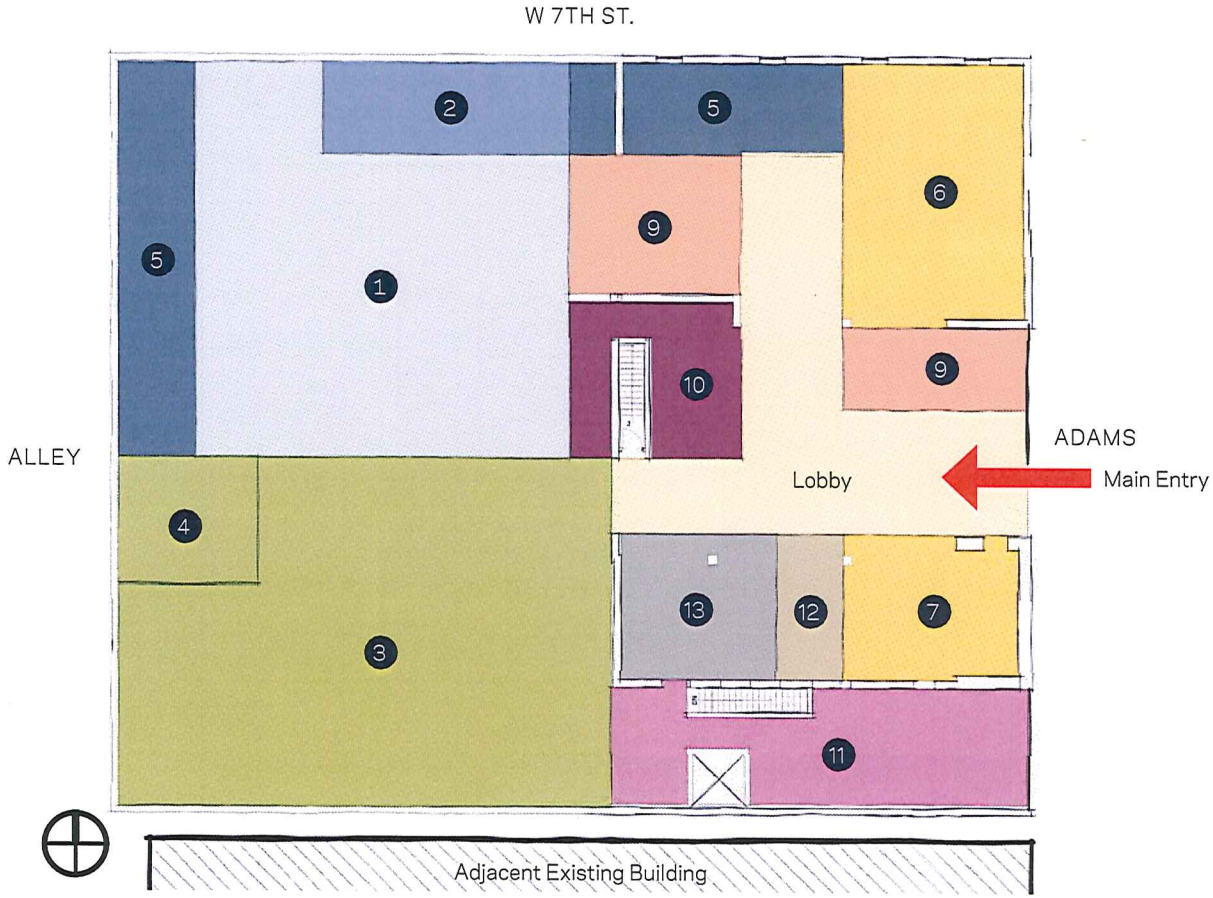
1. Adult
2. Young Adult
3. Children
4. Children Program
5. Study/Conference
6. Community
7. Maker-space
8. Cafe
9. Technology
10. Circulation
11. Staff
12. Storage
13. Restroom
14. Greenspace

OPN BASELINE



LIBRARY CONCEPT B





Concept B
Considerations

112 E. Fifth St. Site - existing Library and City Hall location
Maintains City Hall in close proximity to police, city, and court functions.

Creates 7,000 square feet of shell space at unused Library; has the potential to be developed for other, possibly related, city or county functions; additional monies would be needed for further development of shell space at a future date for other, undetermined use.

627 N. Adams St. Site - existing Commercial Savings Bank location
Provides standalone Library with increased visibility to the community

Potentially less parking for the Library with new building occupying build-able area of site — potential for the city to acquire adjacent (2) lots for parking at a cost that would be in addition to those identified in this study.

The basement, 5,380 square feet, is utilized for staff and storage to maintain Library functions on the main level. As a consequence of the existing site and building, the Library is 2,000 square feet less of comparable usable area and less than OPN baseline.

Limited or no ability for the Library to expand in the future, or an expansion would come at an increased cost.

Concept B
Estimate

Carroll Public Library: Preliminary Cost Model | Updated: December 12, 2016

1	New Construction - Building Cost					
	Existing City Hall & Library *112 E. Fifth St. - City Hall Renovation*	11,267 SF				$1,314,256
	Existing Commercial Savings Bank *627 N. Adams St. - Library Renovation*	7,541 SF + 5,380 SF (basement)				$1,168,703
	Existing Commercial Savings Bank *627 N. Adams St. - Library Addition*	9,249 SF				$1,798,004
	Construction Subtotal					**$4,280,963**
2	General Requirements				6%	$256,858
3	Contractor Markup				8%	$363,026
4	Design/Bid/Construction Contingency				15%	$735,127
	Construction Cost Estimate					**$5,635,973**
5	Professional Fee (bldg. & site) Range		9%	$507,238	12%	$676,317
6	Furnishing/Shelving Library Range		$21/SF	$352,590	$26/SF	$436,540
7	Furnishing/Shelving City Hall Range		$16/SF	$180,272	$20/SF	$225,340
8	FFE Design/Spec Fee Range		9%	$47,958	9%	$59,569
9	Miscellaneous Costs Range Soil Borings/Topo Boundary Survey Construction Testing Computers/IT AV Systems Interior Signage		5%	$281,799	8%	$450,878
10	Moving/Phasing Costs			TBD		TBD
	Project Cost Estimate To-Date			**$7,005,829**		**$7,484,617**

** See appendices for detailed cost estimate information*

11 Cost Model Exclusions (not included)

1. Property acquisition costs
2. Library collection purchases
3. Library automated handling machine
4. Library drive-up book drop
5. Temporary space for Library during renovation
6. Complete new building envelope for both buildings
7. Library does not include any surface parking; existing bank lots west of alley are available for $100,000, but would require additional costs to rework
8. Additional cost escalation of 5% per year not accounted for if project start date extended beyond 2018
9. No architectural finishes included in existing bank basement
10. 3,000 SF less usable square footage of Library on first floor compared to Concept A plan; administrative space available in the basement
11. No cost included within remaining shell space of existing City Hall building; space listed as future development

12 Cost Model Inclusions

1. Multi-phased project delivery; phase 1 inflation using 2018 costs Library renovations and addition at bank
2. Multi-phased project delivery; phase 2 inflation using 2019 costs for City Hall renovations
3. 2018 cost escalation accounted for 5%
4. 2019 cost escalation accounted for 10%
5. General site improvements
6. Completely new MEP systems
7. Library addition utilizes all of the available site