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: August 8, 2019

SUBJECT: Carroll City Hall Exterior East Wall Replacement Design Services

Due to unforeseen deterioration of a portion of the east wall of the future City Hall site, the east wall was required to be removed and replaced. The work to develop additional exterior elevations, wall sections, section details and plan details for the General Contractor necessitated additional fee services by OPN Architects, Inc. Attached is a proposed amendment to the professional services agreement with OPN Architects, Inc for this work in the amount of $4,500.

The cost for this work will be covered out of the miscellaneous costs area of the overall Library/City Hall budget which is currently below what was budgeted and unless an unforeseen item is encountered it is expected this area will be under what was budgeted.

RECOMMENDATION: Mayor and City Council consideration and approval of resolutions approving the amendment to the professional services agreement with OPN Architects, Inc for the design of the exterior east wall replacement at a cost of $4,500.

RESOLUTION NO. _____

A RESOLUTION APPROVING PROFESSIONAL SERVICES FOR THE EXTERIOR EAST WALL REPLACEMENT DESIGN AND CONSTRUCTION ADMINISTRATION – ADDITIONAL SERVICES AT THE CITY OF CARROLL CITY HALL LOCATED AT 627 N. ADAMS ST., CARROLL, IA 51401

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be approved by the City Council by resolution; and

WHEREAS, the Professional Services Agreement between the City of Carroll and OPN Architects for the exterior east wall replacement design and construction administration – additional services for City of Carroll City Hall is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the Professional Services Agreement, attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 12th day of August, 2019.

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

July 18, 2019

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

RE: Additional Fee for Carroll City Hall Exterior East wall replacement.

Mike:

Please find below the scope of services for the City Hall located at 627 N. Adams St. Carroll, IA 51401.

The follow is specific to the City Hall building only. A lum sum professional fee for the design phase and Construction Administration for the removal and replacement of the existing East elevation of the existing bank building (City Hall).

Exterior East Wall Replacement Design and Construction Administration – Additional services

- The new City Hall building at 627 N. Adams St.

Professional Services

OPN will prepare design documents to remove and replace the existing south half of the East wall at the city hall building. Additional exterior elevations, wall sections, section details and plan details will be provided to the General Contractor (Badding Construction) in the form of an ITC for the project. An additional site visit was also made to evaluate the existing conditions on site with the city and the contractor to develop a path forward.

Assumptions:

- Due to unknown conditions with the existing building envelope. It was imperative to remove the existing condition that did not have a weather barrier installed between the exterior brick and the wall framing. Issues with leaks and thermal breaks would have been a large concern for the city and this would become an ongoing and difficult task to remedy in the future.
- General contractor already on site is to coordinate and provide the work for this additional scope.
- The original scope of this work had grown from its original finding, requiring far more effort and study that originally anticipated.
- Current hours to date spent on this scope of services is +80/hrs. Total expended fee has equaled $10,000 at the hourly rates. OPN has chosen to use the original percentage (%) of the project cost as originally outlined. This is what generated the $4,500 listed below. It is assumed that additional hours will be spent over this amount during the remaining construction period. The lump sum listed below covers this additional work, assuming no additional scope is added.

Cedar Rapids
200 Fifth Ave. SE, Ste. 201
Cedar Rapids, IA 52401
Phone (319) 363 6018
Fax (319) 363 7349

Des Moines
100 Court Ave., Ste. 100
Des Moines, IA 50309
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Insight + Passion

OPN ARCHITECTS

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

Proposal Summary

Schedule: Design Phase has already been started and is nearly complete. Construction period to coincide with general construction to match the completion date of construction as provided by Badding Construction (General Contractor).

Compensation: Professional fees to complete the services as outlined in this proposal will be a lump sum fee as follows:

Professional Fee	**$4,500**
Total Professional Fee	**$4,500**

Reimbursable expenses are not included in Professional Fees and will be invoiced at 1.1 times actual cost. Reimbursable expenses include authorized travel, courier services, express mail, in house printing, mileage and meal reimbursement. Estimated Reimbursables range of $200-300.
Reimbursable expense not included would be plan review fees, permits and fees, reproduction of project documents, printing for project bid documents, photography [if required], out-of-house digital processing.

OPN will invoice monthly based on a percentage of work completed-to-date. Payment is due the Architect within (30) days from the date the invoice.

Professional Services Agreement between the City of Carroll and OPN Architects is anticipated to be an AIA G802 [Amendment to the Professional Services Agreement].

Again, I would like to thank you and the City of Carroll for the opportunity to present our fee proposal. These projects will undoubtedly be of great benefit to the community and we are excited for the opportunity to be a part of them.

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.

We thank you for considering OPN Architects and I look forward to your response.

Danielle Hermann, AIA
OPN ARCHITECTS

Associate Principal

Accepted: _____

Title: _____

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