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: November 23, 2017

SUBJECT: Library/City Hall Project

- Discuss proposals for Temporary Lease Space for the Carroll City Hall and Carroll Public Library
- Consider a Resolution to Approve a Proposal for Phase II Services (Basic Services) for both the Carroll City Hall and Carroll Public Library with OPN Architects
- Review and discuss current preliminary cost model for the City Hall/Library project
- Receive an update from the Carroll Public Library Foundation

Back in September, staff held discussions with OPN Architects on the next phase of design work for the Library/City Hall project. Part of those discussions with OPN focused on the phasing of the Library portion of the project. While it is possible to operate the Library at the Farner Government Building during renovations, multiple phases with multiple moves would be needed creating some uncertainty with the project. On September 11th, the City Council approved sending out RFPs for possible temporary lease space for the Carroll City Hall and Carroll Public Library while construction is underway.

Temporary Leases

The City received a total of 8 responses to the RFP with two of the responses including two options making a total of 10 options, 4 for the Library and 6 for City Hall. The Library/City Hall Steering Committee met on October 9th and narrowed the options down to 2 Library options and 3 City Hall options. On October 12th, the Committee visited each of the remaining 5 options. At the October 12th meeting, the Committee requested additional information from owners of the two Library options. On October 25th, the Committee met to review the additional information and unanimously recommended to the City Council that the Council proceed with leases from R&R Rental for property at 515 N Carroll St (part of the former DOT licensing station) for the City Hall and Badding Construction for property at 425 Highway 30 W (part of the former Wal-Mart site, east side of the building adjacent to Serendipity Studio) for the Carroll Public Library. The following outlines the size and rent costs of the two sites recommended by the Committee:

City Hall Lease	Total Sq Ft	12-month lease cost	Cost/Sq Ft	If needed, additional monthly lease cost
515 N Carroll St **Owner: R&R Rental**	3,722 sq ft	$36,260.00	$9.74	$2,559.67
City would be responsible for electrical, gas, water, sewer, and trash. Included in the rent is property taxes, building insurance, and common area maintenance which includes snow removal, lawn care, maintenance of parking lot, sidewalk, exterior building façade, roof, and mechanical equipment.				

Library Lease	Total Sq Ft	18-month lease cost	Cost/Sq Ft	If needed, additional monthly lease cost
425 Highway 30 W **Badding Construction**	8,401 sq ft	$85,050.00	$6.75	$4,725.00
City would be responsible for electrical, gas, and trash. Included in the rent is property taxes, building insurance, water/sewer usage and common area maintenance which includes snow removal, lawn care, maintenance of parking lot, sidewalk, exterior building façade, roof, and mechanical equipment.				

Staff is working to finalize leases for these two spaces and intends to submit them for consideration by the City Council as early as the December 11, 2017 meeting.

OPN Architects Fee Proposal

With the ability to rent temporary space during building construction, OPN Architects has submitted a fee proposal based on a single-phase Library construction and with both the Library and City Hall starting construction at the same time in August/September 2018. The following is from OPN Architects fee proposal:

	Library	City Hall	Total
Design Phase	$289,746	$128,650	**$418,396**
Programing Review	$9,800	$3,200	**$13,000**
Construction Phase	$108,288	$53,482	**$161,770**
Reimbursable	$5,500-$6,500	$4,000-$5,000	**$9,500-$11,500**
Total	**$413,334 - $414,334**	**$189,332 - $190,332**	**$602,666 - $604,666**

If the Council finds these fees acceptable and approves of moving to a single-phase for Library construction with both the Library and City Hall starting construction at the same time in August/September 2018, then they are asked to approve the fee proposals. Once the fee proposal is approved, a final professional services agreement between the City of Carroll and OPN Architects will be submitted for possible approval by the City Council as early as the December 11, 2017 meeting.

Current preliminary cost model from OPN Architects

OPN Architects has updated the preliminary cost model for the project to reflect the previously identified cost savings, moving to a single-phase for Library construction, and with both the Library and City Hall starting construction at the same time in August/September 2018. The overall cost model shows the total construction cost at $5,192,526; which still includes the higher 15% Design/Bid/Construction Contingency. The overall project cost with professional fees, furnishings, and miscellaneous costs is currently at $6,810,137. This figure includes the higher cost range for furnishings and a lower percentage (4% vs 5%) on the savings by moving the Library project up. Work by city staff is still need to secure a quote to move City Hall. Based on the information that is currently available, before moving to formal design and actual construction bidding, the $6,810,137 represents the high end of the expected costs.

Update from the Carroll Public Library Foundation

Included with this memo is an update from the Carroll Public Library Foundation. Council should review and discuss the attached letter.

RECOMMENDATION: Mayor and City Council is asked to consider the following actions for the Library/City Hall project:

1. Discuss proposals for Temporary Lease Space for the Carroll City Hall and Carroll Public Library.
2. Consider a Resolution to Approve a Proposal for Phase II Services (Basic Services) for both the Carroll City Hall and Carroll Public Library with OPN Architects.
3. Review and discuss current preliminary cost model for the City Hall/Library project.
4. Receive an update from the Carroll Public Library Foundation.

RESOLUTION NO. _____

A RESOLUTION APPROVING PROPOSAL FOR PHASE II SERVICES (BASIC SERVICES) FOR CITY OF CARROLL LIBRARY

WHEREAS, the Proposal for Phase II Services (Basic Services) for City of Carroll Library is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Proposal for Phase II Services (Basic Services) for City of Carroll Library, attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the fee proposal on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 27th day of November, 2017.

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

November 21, 2017

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

RE: Proposal for Phase II Services (Basic Services) for City of Carroll Library

Mike:

OPN could not be more excited to be a part of this project. Please find below the scope of services for the Library Project located at 112 E. 5th St. Carroll, IA 51401.

We have separated out the Library and the City Hall into two individual fee proposals. We have also divided up the fee for Design Phase services from Bidding and Construction Administration services. The follow is specific to the Library building only. A lum sum professional fee for the two design phases as indicated below.

Programming Review – Additional services if desired

This phase of the work is intended to review, analyze and confirm prior space needs work that was performed for the library. This is outside of the standard design services. The library program to date is based on the OPN review of the original Himmel and Wilson document from 2014. Modifications and assumptions have already been made based on meetings between OPN and library staff from the summer of 2016. We would like to offer another look at confirming space needs with the new Library Director and staff and verify the space allocations identified in the Concept study. OPN would provide an additional meeting with the Library to review the existing program and provide meeting minute documentation of the updates. This effort would be required to update the required amount of shelving needs for each library department.

- The current City Hall/Library building at 112 E. 5th Street.

Standard Professional Services (Design) – Schematic Design, Design Development and Construction Documents

OPN and our consultants would prepare design documents read to be bid in a typical Design – Bid – Build Public Project delivery method. This cost includes Cost Estimation services in the fee listed below.

Standard Professional Services (Construction) – Bidding, Negotiation and Construction Administration

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
Phone (515) 309 0722
Fax (515) 309 0725

www.opnarchitects.com

Insight + Passion

OPN ARCHITECTS

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

OPN and our consultants would complete standard professional services to see the project Bid and to provide typical Construction Admistration services.

Assumptions:

- To evaluate the existing building conditions no destructive demolition will be necessary, nor will any special equipment. All areas necessary to the evaluation are assumed to be visible or accessible.
- Hazardous material testing and reports and required abatement are to be provided by the owner outside of the scope of these services.
- Both the City Hall and Library project are to be designed and constructed concurrently to utilize fewer trips on the project. Fees would need to be re-negotiated if the projects are sequenced in a method that does not allow for them to be designed or constructed at different times.
- No design services would be provided to assist in moving the existing library space into temporary space during the construction phase as part of this scope of services.
- Construction Administration services fees based on a 52 week construction schedule accounting for bi-weekly construction meetings
- Services not included as part of standard services; LEED, energy modeling, record documentation.
- Owner initiated changes in project scope would require a re-evaluation in fee.

Proposal Summary

Schedule: Design Phase to commense mid-December and complete in the summer of 2018. Construction start date around August 23rd 2018 with a duration estimate of 52 weeks.

Compensation: Professional fees to complete (Design) Phase services as outlined in this proposal will be a lump sum fee as follows:

(Design Phase) Schematic Design, Design Development and Consturction Documents

Professional Fee	**$289,746**
Optional Programming Review (see description above)	*$ 9,800*

(Construction Phase) Bidding and Negotiations, Construction Administration

Professional Fee	**$108,288**
Total Professional Fee	**$398,034**

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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 $5500-$6500.
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 B101 [Standard Form of Agreement Between Owner and Architect]. Shuck-Britson, Alvine Engineering, Confluence and Stecker-Harmsen will be sub-consultants to OPN Architects.

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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RESOLUTION NO. _____

A RESOLUTION APPROVING PROPOSAL FOR PHASE II SERVICES (BASIC SERVICES) FOR CITY OF CARROLL CITY HALL

WHEREAS, the Proposal for Phase II Services (Basic Services) for City of Carroll City Hall is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Proposal for Phase II Services (Basic Services) for City of Carroll City Hall, attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the fee proposal on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 27th day of November, 2017.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

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November 21, 2017

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

RE: Proposal for Phase II Services (Basic Services) for City of Carroll City Hall

Mike:

OPN could not be more excited to be a part of this project. Please find below the scope of services for the Library Project located at 627 N. Adams St. Carroll, IA 51401.

We have separated out the Library and the City Hall into two individual fee proposals. We have also divided up the fee for Design Phase services from Bidding and Construction Administration services. The follow is specific to the City Hall building only. A lum sum professional fee for the two design phases are indicated below.

Programming Review – Additional services if desired

This phase of the work is intended to review, analyze and confirm prior space needs work that was performed for the City Hall during the Concept Development. This is outside of the standard design services. The City Hall program was initially established during conceptual phase to get a estimation of space needs. Assumptions have already been made based on meetings between OPN and city staff from the summer of 2016 to allow a rough space needs to be established. We would like to offer another look at confirming space needs with the City and its staff and confirm the space allocations identified in the Concept study. Alternatively the city could also internally confirm the space need requirements and provide that information to OPN versus an additional programming phase. If the city choses to include these service in our scope, OPN would provide an additional meeting with the staff to review the existing program and provide meeting minute documentation of the updates. A full programming document would not be included in this scope of work.

- The current Commercial Savings Bank site at 627 N. Adams Street.

Standard Professional Services (Design) – Schematic Design, Design Development and Construction Documents

OPN and our consultants would prepare design documents read to be bid in a typical Design – Bid – Build Public Project delivery method. This cost includes Cost Estimation services in the fee listed below.

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Standard Professional Services (Construction) – Bidding, Negotiation and Construction Administration

OPN and our consultants would complete standard professional services to see the project Bid and to provide typical Construction Admistration services.

Assumptions:

- To evaluate the existing building conditions no destructive demolition will be necessary, nor will any special equipment. All areas necessary to the evaluation are assumed to be visible or accessible.
- Hazardous material testing and reports and required abatement are to be provided by the owner outside of the scope of these services.
- Both the City Hall and Library project are to be designed and constructed concurrently to utilize fewer trips on the project. Fees would need to be re-negotiated if the projects are sequenced in a method that does not allow for them to be designed or constructed at different times.
- No design services would be provided to assist in moving the existing city hall space into temporary space during the construction phase as part of this scope of services.
- Construction Administration services fees based on a 30 week construction schedule accounting for bi-weekly construction meetings
- Services not included as part of standard services; LEED, energy modeling, record documentation.
- Owner initiated changes in project scope would require a re-evaluation in fee.

Proposal Summary

Schedule: Design Phase to commense mid-December and complete in the summer of 2018. Construction start date around August 23rd 2018 with a duration estimate of 30 weeks.

Compensation: Professional fees to complete (Design) Phase services as outlined in this proposal will be a lump sum fee as follows:

(Design Phase) Schematic Design, Design Development and Consturction Documents

Professional Fee	**$128,650**
Optional Programming Review (see description above)	*$ 3,200*

(Construction Phase) Bidding and Negotiations, Construction Administration

Professional Fee	**$ 53,482**
Total Professional Fee	**$182,132**

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,

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express mail, in house printing, mileage and meal reimbursement. Estimated Reimbursable expense range between $4000-$5000
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 B101 [Standard Form of Agreement Between Owner and Architect]. Shuck-Britson, Alvine Engineering, Confluence and Stecker-Harmsen will be sub-consultants to OPN Architects.

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Danielle Hermann, AIA
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Carroll Public Library: Preliminary Cost Model
Tuesday, November 21, 2017

			Estimated Project Cost
1	New Construction - Building Cost		
	Bill Farner Building Renovation	=	$2,249,750
	Bill Farner Building Addition	=	$590,235
	CSB Building	=	$1,104,145
	Costruction Subtotal		**$3,944,130**
2	General requirements	6% =	$236,648
3	Contractor Markup	8% =	$334,462
4	Design/Bid/Construction Contingnency	15% =	$677,286
	Construction Cost Estimate	=	**$5,192,526**
5	Professional Fee (Bldg & Site)	10.53% =	$546,966
6	Cost Estimation Services	=	$33,200
7	Programming ($9800 Lib + $3200 CH)	=	$13,000
8	Reimbursables (estimated)	=	$11,500
9	Furnishing/Shelving Range Library	14.4% =	$408,958
10	Furnishing/Shelving Range City Hall	11% =	$121,456
11	FFE Design/Spec Fee Range	9.0% =	$47,737
12	Misc Costs:	8%	$415,402
	Soil Borings/topo boundary survey		
	Construction Testing		
	Computers/IT		
	AV systems		
	Interior Signage		
13	Temporary Lease space		$121,310
14	Reduce escalation on Library 4-5%		-$146,543
	2019 $ to 2018 $ costs (4% used in calculation)		
15	Moving cost - Library (includeds temp move and final)		$44,625
16	Moving cost - City Hall		TBD
	Total Project Cost:		**$6,810,137**

Carroll Public Library Foundation
118 East 5th St
Carroll, IA 51041

Nov. 22, 2017

Mayor Dr. Eric Jensen
Members of The Carroll City Council
112 East Fifth Street
Carroll, Iowa 51401

Honorable Mayor Jensen and the Carroll City Council:

The Carroll Public Library Foundation is dedicated to our ongoing and productive partnership with the City of Carroll on a modernized building to benefit all ages of patrons for a growing variety of uses.

With the City of Carroll beginning to incur expenses for this project, the Foundation Board voted Nov. 1, 2017 to contribute part of our $2.5 million commitment toward the project by paying a full 50 percent of the architectural services cost (currently estimated at $604,666) and temporary lease payments of $121,310. We have the funds on hand at this moment to make good on that.

As of November 22, the Foundation has secured pledges of $1,348,990.13.

Also, as of that date, we have submitted, with the assistance of a professional grant writer, nine grant applications seeking a total of $1.3 million. We have had private and productive conversations with some of those philanthropic organizations. We are confident grant money will be a significant part of our fund-raising mix. More grant applications will be made in coming months.

The Carroll Library Foundation is aware of more forthcoming private donations from individuals and businesses and expects to have announcements on some significant contributions.

Bottom line: We are well on our way to an imminently achievable goal.

The broad-based response is overwhelming, from a little girl bringing in $150 from her birthday money to some of our foundational businesses and families committing legacy-level money at $100,000 and $250,000.

We are asking the mayor and City Council to move forward on the library project to take advantage of favorable construction costs and interest rates, while allowing our non-profit organization to simultaneously work through a full grant cycle. Voters approved the library project in August, and grant awards are staggered through the year.

In short, don't succumb to an artificial urgency where Carroll Library Foundation fund-raising levels are concerned.

Yes, we believe the Foundation can raise the full amount locally, and if forced to reach our goal that way, we will endeavor to do so. But the Foundation would prefer a financing blend with heavier outside dollars coming from non-profits and the philanthropic arms of business entities. There is a generous, but limited, Carroll-area reservoir of charitable dollars. Whatever the Carroll Library Foundation raises from outside groups frees up those dollars for other non-profit institutions in our city. This is important for our schools, churches, St. Anthony and many other organizations and causes central to the quality of life in Carroll, Iowa.

Some of the Carroll Library Foundation's donors wish to remain anonymous. Many, though, see their donations as inspiring others to join our effort. Look for photos and details of the latter in the Daily Times Herald as they emerge.

Thanks for your role in what we believe is the most significant public-private partnership for a municipal project in Carroll's history.

Warmest Regards,

Douglas Burns

Douglas Burns
Vice President
Carroll Library Foundation