


COUNCIL COMMUNICATION

	Number:	24-208	Meeting:	May 20, 2024
	Agenda Item:	10	Roll Call:	[]
	Submitted by:	Steven L. Naber, P.E., City Engineer and James M. Hoff, Assistant City Manager		

AGENDA HEADING:

Approving Supplemental Agreement No. 1 to the Professional Services Agreement (PSA) with OPN, Inc. d/b/a OPN Architects, Inc. for professional services for the City Facility Expansion Phase 1 Improvements project, for an amount not to exceed \$59,265.

SYNOPSIS:

Recommend approval of Supplemental Agreement No. 1 to the PSA with OPN, Inc. d/b/a OPN Architects, Inc. (Terry L. Gebard, President, 200 5th Avenue SE, Suite 201, Cedar Rapids, Iowa 52401) for an additional \$59,265 to provide additional professional services for the City Facility Expansion Phase 1 Improvements project.

FISCAL IMPACT:

Amount: \$59,265

Funding Source: Fiscal Year (FY) 2024-2025 Capital Improvement Program (CIP), Page 32, City Facility and Armory Replacement, BL133, being: General Fund Loan, Local Option Sales and Service Tax, Land Sales (LOSST), and General Funds made possible from American Rescue Plan Act (ARPA) Funds

ADDITIONAL INFORMATION:

- In October 2022, the City issued a Request for Proposals (RFP) to provide Pre-Design/Programming Study services to evaluate space needs for various City departments including the Police Department, departments currently housed at Polk County River Place, and departments currently housed at the Argonne Armory Building and City Hall. A total of 10 proposals were received.
- Upon review of the proposals received, the City selection committee, comprised of Facilities and Engineering Department staff, recommended OPN, Inc. be awarded the project.
- At its December 12, 2022 meeting, the City Council approved a PSA with OPN, Inc. to conduct the Pre-Design/Programming Study for this project. The study culminated in a June 2023 report. The report identified space needs, analyzed existing conditions at the 1200 Locust office building

(subsequently renamed the T.M. Franklin Cownie Administration Building) and 1200 Mulberry parking garage facilities, illustrated test fits associated with options for relocating City departments to these facilities, and provided high-level cost estimates and phasing recommendations for the project. Based on that report, the City proceeded with the next steps to acquire these properties.

- The City has purchased the properties and is proceeding with a Phase 1 renovation project. A primary goal of the Phase 1 project is to vacate the Argonne Armory Building and leased spaces at Polk County River Place and consolidate department staff that currently work in separate building locations.
- The Phase 1 project is anticipated to include: selective demolition and interior renovation of portions of the 1200 Locust office building for City administrative offices, public meeting rooms, customer service areas and lobbies; building infrastructure improvements associated with the renovation, including structural, mechanical, and electrical work; and modifications at the 1200 Mulberry parking garage to accommodate City fleet vehicles, including electric charging stations.
- On October 23, 2023, by Roll Call No. 23-1409, City Council approved an exception to the RFP process for good cause and approved a PSA with OPN, Inc., d/b/a OPN Architects, Inc. for the City Facility Expansion Phase 1 Improvements Project, not to exceed \$2,240,660, to provide architectural and engineering design and construction phase services.
- The initial PSA included 100% design for the 1st to 4th floors of the east half of the building, as well as to only 25% Design Development Phase of the 5th floor east, to ensure coordination with building systems, but did not include complete design of the 5th floor east, which is planned to house the City Manager's Office, Legal, and Finance Departments. At that time, a decision had not been made regarding the timeline for departments to vacate City Hall.
- On May 6, 2024, by Roll Call No. 24-0674, the City Council directed the City Manager to solicit proposals for potential uses for the existing City Hall. As a result, all City Hall departments will now move into the T.M. Franklin Cownie Administration Building (1200 Locust Street) at the same time as the other Phase 1 administrative departments. As a result, the PSA requires amendment to include complete 100% design of the 5th floor east space.
- Staff negotiated Supplemental Agreement No. 1 to the Agreement for Professional Services with OPN, Inc. for an additional amount not to exceed \$59,265, based on a lump sum labor amount, to provide additional architectural and engineering design and construction phase services to complete design for the 5th floor east administrative departments that will relocate from City Hall.
- On April 15, 2024, by Roll Call No. 24-0557, City Council approved an Agreement with McGough Construction Co., LLC for Construction Manager at Risk (CMR) services for the City Facility Expansion Phase 1 Improvements. Throughout design and construction, the City expects OPN, Inc. and McGough to work closely with one another to develop the most cost-efficient design and effective delivery of the project. The estimated construction cost for Phase I improvements is \$19,500,000.
- Construction is scheduled to begin in late 2024 and take approximately 12 months to complete. Based on the current project schedule, relocation of affected City departments is anticipated to occur in early 2026.

PROJECT SITE MAP



PREVIOUS COUNCIL ACTION(S):

Date: May 6, 2024

Roll Call Number: [24-0674](#)

Action: [Declaring](#) the necessity for the City to proceed with the 1200 Locust Street Project, including directing the City Manager to solicit proposals for potential uses for the existing City Hall. ([Council Communication No. 24-204](#)) Moved by Coleman to adopt. Second by Gatto. Motion Carried 7-0.

Date: April 15, 2024

Roll Call Number: [24-0557](#)

Action: [Approving](#) Agreement with McGough Construction Co., LLC for Construction Manager at Risk services for the City Facility Expansion Phase 1 Improvements, with pre-construction services not to exceed \$71,120. ([Council Communication No. 24-163](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 7-0.

Date: October 23, 2023

Roll Call Number: [23-1409](#)

Action: [Approving](#) exception to RFP process for good cause and approving PSA with OPN, Inc. d/b/a OPN Architects, Inc. for the City Facility Expansion Phase 1 Improvements Project, not to exceed \$2,240,660. ([Council Communication No. 23-455](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 6-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff do not anticipate any future Council actions on this PSA at this time; however, unanticipated changes to this PSA would require a Supplemental Agreement, which may require Council action.

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