



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 05/17/04

Communication

No.: 04-239

Agenda Item Type: Resolution

Roll Call

No.:

Submitted by: Jeb E. Brewer, P.E., City Engineer
Phillip C. Vorlander, Chief of the Fire Department

SUBJECT—

Approving and authorizing the execution of an agreement for professional services in conjunction with Fire Station No. 3 Renovation.

SYNOPSIS—

Approve a Professional Services Agreement with Sinclair Architects LC, Lon Sinclair, President, 928 11th Street, West Des Moines, IA, 50265, for a lump sum amount of \$37,250, to provide professional design services for Fire Station No. 3 Renovation on Hubbell Avenue.

FISCAL IMPACT—

Funding for this Professional Services Agreement is available in the Capital Improvements Program, Fire Station Remodeling, Account 543010, CP041, FIR990000, FIR016.

RECOMMENDATION—

Approval.

BACKGROUND—

The Fire Department has established a program of facility improvements that focus on individual stations and their serviceability to staff and equipment needs. Fire Station No. 3 Renovation is an example of that effort in that the living/office space is being upgraded. The apparatus room is also being expanded to accommodate equipment assigned to the station.

An Request for Proposal (RFP) for design services was advertised in the newspaper and posted on the City's web site. Eleven firms attended the pre-proposal meeting with ten proposals being received from qualified architectural/engineering firms. The firms were rated by a selection committee composed of four people from the Fire Department and one from the Engineering Department. Sinclair Architects LC was the highest rated firm to provide professional design services.