


# COUNCIL COMMUNICATION

	Number: <b>23-328</b>	Meeting: <b>July 17, 2023</b>
	Agenda Item: <b>11</b>	Roll Call: <b>23-0972</b>
	Submitted by: <b>John F. TeKippe, Fire Chief, James M. Hoff, Facilities Manager, and Steven L. Naber, P.E., City Engineer</b>	

## AGENDA HEADING:

Approving exception to Request for Proposal (RFP) process for good cause and approving Professional Services Agreement (PSA) with SystemWorks LLC for commissioning services for the Des Moines Fire Station No. 4 Replacement project, not to exceed \$105,000.

## SYNOPSIS:

Recommend approving exception to the City's RFP process for good cause and approving the PSA with SystemWorks LLC (Andrew Bennett, Principal, 408 Fifth Street, West Des Moines, Iowa, 50265) for a total cost not to exceed \$105,000, based on hourly rates, to provide professional commissioning services for the Des Moines Fire Station No. 4 Replacement project.

## FISCAL IMPACT:

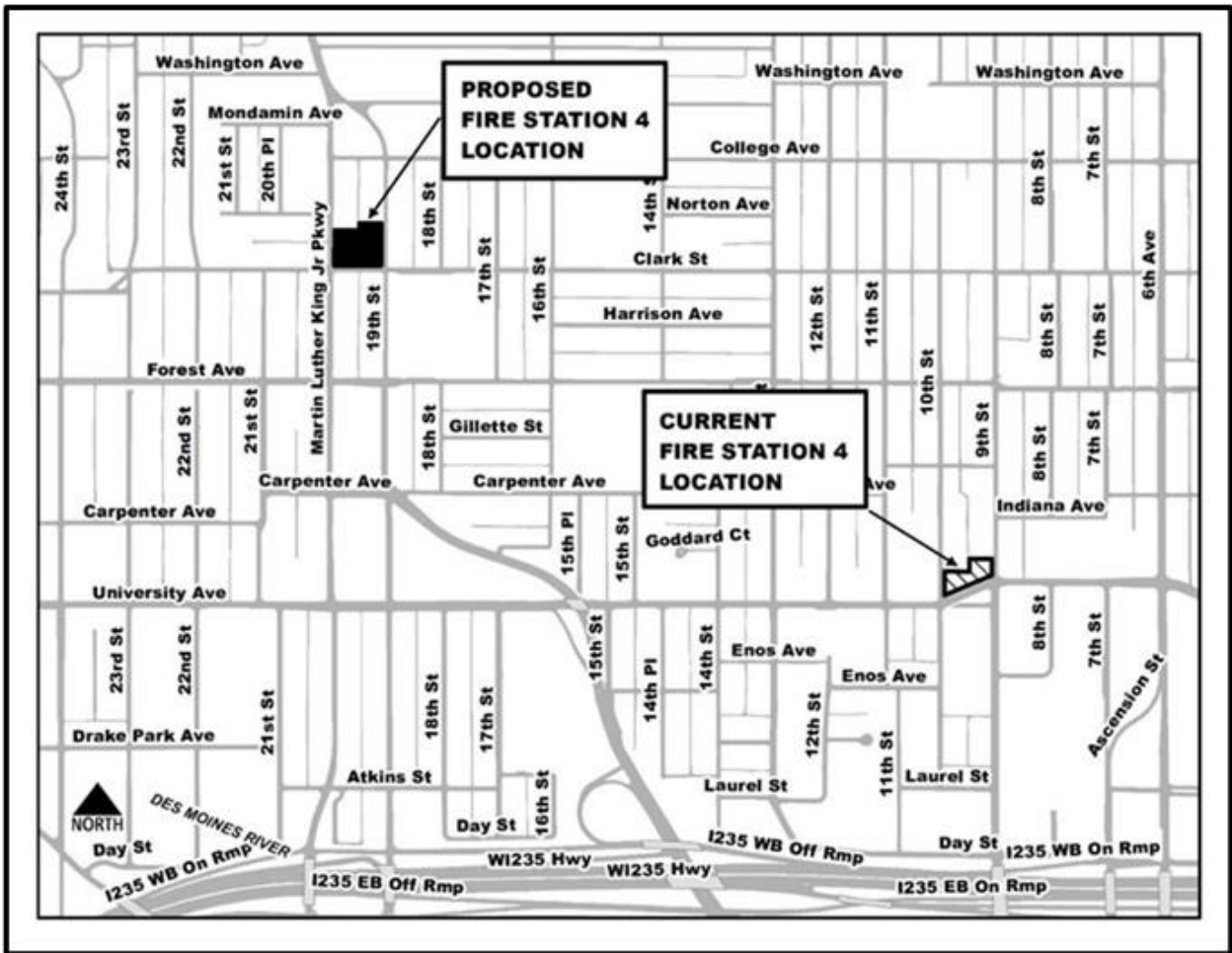
Amount: \$105,000

Funding Source: 2023-24 CIP, Page 65, Fire Station 4, BL136, Being: Ground Emergency Medical Transportation Funds transferred from 2023-24 CIP, Page 52, Fire Building Improvements, BL063

## ADDITIONAL INFORMATION:

- As part of the Fire Department's long-term planning for fire station replacement, this project provides for the replacement and relocation of Fire Station No. 4. The new station will be similar in size to the newly constructed Fire Station No. 11 but will also include the addition of a fourth apparatus bay and a technical rescue training tower and will be located on a 1.5-acre site on the north side of Clark Street between Martin Luther King Jr. Parkway and 19th Street, as illustrated on the project location map below.
- Fire Station No. 4 has been identified as the highest priority replacement project for the Fire Department for two (2) main reasons:
  - The ability to improve service delivery to the residents and guests of Des Moines in that area of the city; and
  - The opportunity to replace the second oldest fire station in the city.

- A project page was established on the City's website in May 2022. A virtual public meeting was held May 26, 2022, to share information regarding site selection and project planning with neighborhood residents. A recording of that meeting was posted to the project page. City staff also attended a meeting of the King Irving Neighborhood Association on June 16, 2022, to present the project and answer questions. Project information and updates may be found at this link: [https://www.dsm.city/departments/engineering - division/fire\\_station\\_no\\_4.php](https://www.dsm.city/departments/engineering - division/fire_station_no_4.php)
- The estimated construction cost is \$7,850,000. City staff have prepared a Notice of Intent, Request for Qualifications, and Request for Proposals with the intention of procuring a Construction Manager at Risk (CMR) to assist throughout the design process and ultimately construct and deliver the project, pursuant to Iowa Code Chapter 26A. City staff will conduct interviews and select a CMR in July 2023 to enter into negotiations of an Agreement for subsequent City Council consideration, with an anticipated issuance of a Notice to Proceed in August 2023.
- Property acquisition for this project is currently underway and is expected to be completed by fall 2023, with construction expected to begin in 2024 and be completed in 2025.
- A Request for Proposals (RFP) for design services was issued and posted on the City's website. Substance, LLC was selected based on their team's qualifications and experience with similar projects. WSKF Architects, an expert in public safety design, is included on the design team. On June 12, 2023, by Roll Call No. 23-0798, City Council approved a PSA with Substance, LLC for design services.
- The City Engineer recommends that good cause exists to exempt the procurement of these professional services from the Engineering Department's Request for Proposal (RFP) process, including advertisement, to efficiently complete the commissioning of the new Fire Station No. 4. SystemWorks LLC is qualified to perform the professional services and was selected to complete the commissioning services for the Des Moines Fire Station No. 4 Replacement project based upon their previous work, thorough understanding of the commissioning process, and prior recent involvement in commissioning Fire Station No. 11, which will be the functional prototype for Fire Station No. 4.
- City staff have negotiated a PSA with SystemWorks LLC for a total cost not to exceed \$105,000, based on hourly rates, to provide commissioning services for the Des Moines Fire Station No. 4 Replacement project. Services under the PSA include fundamental commissioning services meeting LEED prerequisite requirements, enhanced commissioning services including envelope commissioning meeting LEED credit requirements, expanded building enclosure testing services, and testing, adjusting, and balancing services.



**PREVIOUS COUNCIL ACTION(S):**

Date: June 12, 2023

Roll Call Number: [23-0798](#)

Action: [Approving](#) Professional Services Agreement with Substance, LLC for the Des Moines Fire Station No. 4 Replacement project, not to exceed \$965,060. ([Council Communication No. 23-284](#)) Moved by Gatto to adopt. Second by Mandelbaum. Motion Carried 6-1. Absent: Sheumaker.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

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

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).