

Date of Action: 8/12/13	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 13-28: Contract Award to ECI/Hyer Architecture & Interiors in the amount of \$149,450 for Preliminary Library Design Services.

Originator: Public Works Director

Date: July 31, 2013

Agenda of: August 12, 2013

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	7/31/13
X	Finance Director	<i>[Signature]</i>	7/31/13
X	Deputy Administrator	<i>[Signature]</i>	7/31/13
X	City Clerk	<i>[Signature]</i>	8/1/13

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact: yes \$149,450 **Funds Available:** yes

Account name/number: New Library-State/110-4550-455.45-02

Attachments: ECI/Hyer Cost Proposal (2 pages)

Summary Statement: A Request for Qualifications was advertised in February 2013 to seek an architectural firm to design the new public library. Six proposals were received and evaluated with ECI/Hyer being selected as the most qualified firm. ECI/Hyer was asked to provide a proposal to begin the design process using existing state grant funding. The attached proposal has been reviewed and found to be an excellent price for the proposed services. This contract will provide additional information to support ongoing lobbying requests with the State of Alaska. This contract will be extended in the event additional funding is obtained.

Staff Recommendation: Adopt AM No. 13-28.

Archie Giddings

From: Brian Meissner <bmeissner@ecihyer.com>
Sent: Friday, July 26, 2013 3:39 PM
To: Archie Giddings
Cc: Greg Frosberg; Deborah Brown
Subject: Wasilla Public Library Schematic Design

Archie,

We are pleased to submit a proposal to provide schematic design services for the Wasilla Public Library. Services are proposed as follows:

Architecture & Interiors – ECI/Hyer: \$77,000
Civil & Landscape – DOWL HKM: \$30,450
Structural – Schneider: \$13,125
Mechanical & Electrical – AMC Engineers: \$21,000
Cost Estimating – HMS: \$7,875
Total Services for Schematic Design, Fixed Price: \$149,450

Typical consumables, communication costs and travel are included in the above fees. Printing of presentation boards, major submittals, or fundraising brochures is not included and will be billed at cost, if requested by the Public Works Director. Please note that in order to get the total services below \$150,000, the administrative mark-up on subconsultants has been reduced from a standard 10% to 5% in the above fees.

Scope of Work (as taken from the RFP with additional comments/clarifications in italics):

Public Process: The architect will plan, coordinate and execute a public process for gathering design input from the public at large. He/she will work closely with the Public Works Director, library staff and Building Committee to establish and lead a public process to gather and subsequently respond to, community design input during the Schematic Design phase. Separate workshops are required to assist in defining the character of the Children's Area, the Teen Area and outdoor support spaces. These focused workshops are to be organized by the architect and include library patron parents for the Children's area and Wasilla Middle School students and librarian and Teen Advisory Group members for the Teen Area. Under the direction of the Public Works Director, the architect will present the schematic design to the City Council.

Workshops will be grouped into a 4-day Discovery Workshop in mid-September. Subsequently architect will have at least one more meeting with Public Works Director and Librarian as well as two to four GoToMeetings. Architect will present the schematic design to the City Council.

Schematic Design Submittal: As a minimum, the Schematic Design submittal will consist of the following documents:

- Soils test and geotechnical recommendations.
 - ***Geotechnical services are not included in base fee for schematic design. Service offered for an additional fixed fee of \$26,500.***
 - ***Site Survey not included in base fee for schematic design. Service offered for an additional fixed fee of \$23,500.***
- Overall site plan illustrating relationship to the adjacent Wasilla Middle School, roads and parking, all utilities connections, the facility footprint, and facility expansion capability.
- Architect to verify zoning setback and other land use requirements of the Wasilla Municipal Code and indicate conformance to requirements on site plan.

- Grading and landscaping plan.
 - *Grading will be limited to key spot elevations and hand-drawn contours on a schematic landscape drawing.*
- Architectural floor plans including dimensions, door swings, window locations, circulation desk casework, any other casework, stacks and proposed furniture layout.
- Circulation desk line of sight is to be clearly illustrated. Include suggestions for 1% for Art locations.
- Room finish schedule identifying flooring, wall and ceiling finishes.
- Building sections in at least two opposing directions.
- Typical architectural wall sections of sufficient scale to illustrate and identify building materials, floor, ceiling, and roof systems.
- Architectural exterior elevations.
- Concept structural plan focused on identification of column locations.
- Schematic mechanical, electrical and/or data room plans with major components shown. Indicate intended Audio/Visual equipment, computer and communication and network layouts.
 - *Schematic submittal for mechanical and electrical will include systems diagrams, narratives, and basic one-line drawings. Room plans deferred to design development and not included in base fee for schematic design.*
- Three-dimensional illustration of facility (may be used in capital campaign).
- Outline specification briefly describing all primary building elements and systems.
 - *Outline spec will be in the form of an excel document organized according to CSI categories.*
- Narratives of all building systems including a side-by-side comparison of the concept design's square footage to the space program square footage along with a written explanation of deviations, a side-by-side comparison of the program stacks requirements to what is provided in the design along with a narrative explaining any deviations, landscape design, civil site design, the architectural design solution, building envelope, foundations and structural systems approach, heating and ventilating systems approach, electrical including approach to lighting and audio/visual equipment and acoustic design narrative.
- Energy model of the building envelop and recommended systems.
 - *Modeling will be completed using Vasari or Gaia software and checked against data from similar facilities.*
- Cost estimate with potential alternatives identified to illustrate how building can be awarded at 5% below \$11,350,000, at the budgeted amount, and 5 % above the budgeted amount at approximately \$11,900,000. At the direction of the Public Works Director, a re-design and re-submittal may be required demonstrating how the project can be delivered within the budget.
- Meeting minutes from any public meetings, library staff design meetings, and Building Committee meetings.

Design Review Conference: The architect will distribute copies of the Schematic Design Submittal at least 2 weeks prior to a design review conference. The architect will organize and document a design review conference and incorporate comments as determined by the MSB's Project Manager. A resubmittal of the site plan and floor plans addressing comments and input or in response to the cost estimate may be required. The Building Committee's approval of the Schematic Design is required before this phase is complete.

Provide materials to assist fund raising: The design team shall assist the City of Wasilla and possibly the Friends of the Library with the preparation of information and materials to assist in fund raising campaigns.

Please contact me with any questions.

Brian Meissner, AIA
 Principal -- LEED
 ECI/Hyer Architecture & Interiors
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