



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CP15-259**

1. Agenda Item Number:
9

2. Council Meeting Date:
June 25, 2015

TO: MAYOR & CITY COUNCIL

THROUGH: CITY MANAGER

3. Date Prepared: May 28, 2015

4. Requesting Department: City Manager

5. SUBJECT: Project Agreement with Dieterich Architectural Group, Inc., for Police Department Hamilton Facility.

6. RECOMMENDATION: Staff recommends City Council award a Project Agreement to Dietrich Architectural Group, Inc., for design services, for Police Department Hamilton Facility, Project No. BF1506.201, pursuant to On-Call Architectural Services Contract, No. EN1502.101, in an amount not to exceed \$43,650.

7. BACKGROUND/DISCUSSION: This project is to renovate the Fire Station #1 at 911 S. Hamilton for Police Department Hamilton Facility. This renovated facility will be used by the police Special Assignment Unit (SAU). This unit has outgrown their existing facility located at the Police Property and Evidence building. The renovations consist of a new 10 foot high security wall with rolling gates, mill and repaving of the parking lot, removal and replacement of the driveway, new exterior lighting, building exterior painting, new canopy for the mechanical areas, new partition to separate second floor accesses, and other minor interior modifications.

The project scope includes field investigation, programming/coordination meetings, design development documents, construction documents, and bidding assistance. This project is consistent with the 2014 Police Facilities Master Plan.

8. EVALUATION: This project is being performed under the On-Call Architectural Services Contract, No. EN1502.101, to Dieterich Architectural Group, Inc. The costs proposed for this project have been evaluated by Staff and are determined to be reasonable. The contract completion time is 240 calendar days following Notice to Proceed.

9. FINANCIAL IMPLICATIONS:

Cost: \$43,650
Savings: N/A
Long Term Costs: N/A
Fund Source:

| <u>Account No.:</u> | <u>Fund Name:</u> | <u>Program Number:</u> | <u>CIP Funded:</u> | <u>Amount:</u> |
|---------------------|----------------------------|------------------------|--------------------|----------------|
| 401.3210.5219 | Fire Station #1 Conversion | 6GG609 | Yes | \$43,650 |

10. PROPOSED MOTION: Move City Council award a Project Agreement to Dieterich Architectural Group, Inc., for design services, for Police Department Hamilton Facility, Project No. BF1506.201, pursuant to On-Call Architectural Services Contract, No. EN1502.101, in an amount not to exceed \$43,650.

ATTACHMENTS: Project Agreement, Location Map

APPROVALS

11. Requesting Department

KK

Kris Kircher, Facilities Maintenance Manager

13. Department Head

Marian Norris

Marian Norris, Assistant to the City Manager

12. Transportation & Development

Bob Fortier

Bob Fortier, Capital Projects Manager

14. Acting City Manager

Marsha Reed

Marsha Reed

**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1502.101**

PROJECT AGREEMENT NO: BF1506.201

This PROJECT AGREEMENT is made this ____ day of _____, 2015, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Dieterich Architectural Group, Inc., an Arizona corporation, (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1502.101.

CITY and Dieterich Architectural Group, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is Police Department Hamilton Facility, Project Number BF1506.201. The scope of work consists of design services for upgrades and renovations to Police Department Hamilton Facility, located at 911 South Hamilton Street, in Chandler, Arizona, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

ARTICLE 2 - CONTRACT PRICE:

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed Forty Three Thousand Six Hundred Fifty Dollars (\$43,650) determined and payable as set forth in Annual Contract EN1502.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is Two Hundred Forty calendar days and Annual Consultant agrees to complete all work within Two Hundred Forty (240) calendar days of the date CITY issues a Notice to Proceed.

ARTICLE 4 - GENERAL:

This Project Agreement is entered into pursuant to Annual Contract No. EN1502.101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this _____ day of _____, 2015.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR DATE:

By: 
Title: PRESIDENT

ADDRESS FOR NOTICE
City of Chandler
P.O. Box 4008, Mail Stop 407
Chandler, AZ 85244-4008
480-782-3307

ADDRESS FOR NOTICE
Mr. David Dieterich
Dieterich Architectural Group, Inc.
7373 N. Scottsdale Rd., Ste. B160
Scottsdale, AZ 85253

APPROVED AS TO FORM:

Phone: 480-948-8911

City Attorney By: 

ATTEST:

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall provide design services related to Police Department Hamilton Facility, including:

1. **Field Investigation:** ANNUAL CONSULTANT shall perform field investigation and documentation of existing conditions for plan updates.
2. **Programming/Coordination Meetings:** ANNUAL CONSULTANT shall coordinate and attend three (3) meeting with the CITY to present project information, including program verification, operational/functional needs, CITY comment resolution, and plan review comment resolution.
3. **Design Development:** ANNUAL CONSULTANT shall prepare design development documents for each discipline including: plans, specifications, and preliminary opinion of probable cost.
4. **Construction Documents:** ANNUAL CONSULTANT shall prepare professionally signed and sealed construction documents including: plans, specifications, and final cost estimate for obtaining building/construction permits and public bid advertisement.
5. **Bidding Assistance:** ANNUAL CONSULTANT shall assist CITY in responding to Bidders questions at pre-bid conference and in preparation of addendum, as needed.

CLARIFICATIONS AND ASSUMPTIONS

1. ANNUAL CONSULTANT shall prepare Code compliance analysis and description for Owner and Building Official review.
2. ANNUAL CONSULTANT shall prepare an AutoCAD drawing of the existing architectural elements including walls, doors, floor, and ceiling in the project area for project drawings.
3. ANNUAL CONSULTANT shall prepare and provide construction documents for bidding and permitting, including: architectural site, demolition, floor, ceiling and roof plans, elevations, sections, finish schedule and notes, door and hardware schedules and installation details.
4. ANNUAL CONSULTANT shall coordinate design development package for submission, including three (3) full size hardcopy bond sets and one (1) reproducible electronic copy (AutoCAD and PDF format) of plans, specifications, and cost estimate.
5. ANNUAL CONSULTANT shall coordinate and submit final design package to the City of Chandler for permit review, including applicable applications. ANNUAL CONSULTANT shall coordinate and resubmit responses to review comments until a permit has been issued. ANNUAL CONSULTANT shall provide five (5) full size hardcopy bond sets, one (1) Mylar cover sheet, and one (1) reproducible electronic copy (AutoCAD and PDF format) signed and sealed Construction Documents.

ANNUAL CONSULTANT shall coordinate and provide the following services through sub-consultant:

1. Civil Design including:
 - a. Grading, drainage and paving plans as require for new parking area and retention basin modifications.
 - b. Boundary and Topographical Survey of the site.

**EXHIBIT A (cont.)
SCOPE OF WORK**

2. Structural Design including:

- a. Design, engineering, and drafting structural construction drawings, including structural calculations, foundation plans and details, framing plans and details, and general structural notes.

3. Mechanical Design including:

- a. Design, engineering and drafting mechanical construction drawings, including HVAC floor plan, details and schedules.
- b. Prepare and provide building heating, ventilation and air conditioning load calculations.
- c. Provide design/layout for installation of separate exhaust fans for restroom and janitors closet.

4. Plumbing Design including:

- a. Design and drafting plumbing construction documents, including plumbing floor plans, isometrics, details, schedules and fixture load calculations.
- b. Provide design/layout drawings, supply water pressure calculations, sanitary waste and vent calculations for new plumbing fixture installation.
- c. Provide layout for condensate drain piping from mechanical equipment.

5. Electrical Design including:

- a. Design, engineering and drafting electrical construction drawings, including single line diagrams, panel schedules, power and lighting floor plans, and load calculations.
- b. Design, engineering and drafting fire alarm device locations and typical fire alarm riser diagram.
- c. Perform short circuit study.
- d. Design conduit, back-boxes, and power connections for data, voice, or other Owner provided systems.
- e. Provide point x point lighting calculations for site lighting.
- f. Coordinate with CITY to obtain electrical load reading from licensed electrical contractor.

CITY responsibilities include:

- 1. CITY shall provide technical information and criteria required for the Architectural design and/or analysis, including, but may not be limited to, CITY's design objectives and constraints, performance requirements, flexibility and expandability requirements, budgetary limitations, and all design and/or construction standards.
- 2. CITY shall designate a representative authorized to act in the CITY's behalf. CITY representative shall examine the submitted documents and render decisions to avoid unreasonable delays in the progress of the services.
- 3. City shall provide available HVAC Test and Balance Reports/information on existing systems.
- 4. CITY shall provide any site and existing building(s) code information as available, from previous projects or discussions with the local jurisdiction.

**EXHIBIT A (cont.)
SCOPE OF WORK**

5. CITY shall provide a copy of available existing site/existing buildings/site improvements construction drawings, including any soils reports.
6. CITY shall pay for plan review fees, permits, and any other local, state, or federal fees.
7. CITY shall provide written approval, prior to the use of Owner's Allowance, for additional services not specifically identified in scope of work above.

Exclusions:

1. Construction Management or Administration services.
2. Fire Protection design and/or engineering.
3. Branch electrical circuit tracing.
4. Design of special systems including but not limited to: Fire Alarm, Security, and Communications.
5. Geotechnical services and preparation of Soils Investigation/Report.
6. Interior Design.
7. Landscape Architecture.
8. Identification and/or design and specifications for removal and abatement of asbestos or asbestos containing materials or products.
9. Identification and/or design and specifications for removal and abatement of mold.

**EXHIBIT B
FEE SCHEDULE**

| Task | Description | Subtotal |
|---------------------------------------|-----------------------------------|--------------------|
| 1 | Field Investigation | \$2,430.00 |
| 2 | Programming/Coordination Meetings | \$4,180.00 |
| 3 | Design Development | \$1,440.00 |
| 4 | Construction Documents | \$11,180.00 |
| 5 | Bidding Assistance | \$240.00 |
| Direct Labor Fee Subtotal | | \$19,470.00 |
| Sub-Consultants and Allowances | | \$24,180.00 |
| | Civil Engineering | \$8,500.00 |
| | Structural Engineering | \$1,800.00 |
| | Mechanical & Plumbing Engineering | \$2,130.00 |
| | Electrical Engineering | \$5,550.00 |
| | Direct Expense Allowance | \$1,200.00 |
| | Owner's Allowance | \$5,000.00 |
| | Total Fee | \$43,650.00 |

Printing/delivery/mileage shall be compensated, at cost, utilizing the Direct Expense Allowance.



**POLICE DEPARTMENT
HAMILTON FACILITY
PROJECT NO. BF1506.201**



MEMO NO. CP15-259



PROJECT SITE

