



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP17-043**

**1. Agenda Item Number:**  
**30**  
**2. Council Meeting Date:**  
September 15, 2016

**TO: MAYOR & CITY COUNCIL**  
**THROUGH: CITY MANAGER**

**3. Date Prepared:** August 11, 2016  
**4. Requesting Department:** Administrative Services

**5. SUBJECT:** Project Agreement with Dick & Fritsche Design Group, for Center for the Arts Bathroom Renovations

**6. RECOMMENDATION:** Staff recommends City Council award a Project Agreement to Dick & Fritsche Design Group, for design services, for Center for the Arts Bathroom Renovations, Project No. BF1703.201, pursuant to Annual Architectural Services Contract, No. EN1503.101, in an amount not to exceed \$47,160.00.

**7. BACKGROUND/DISCUSSION:** The Chandler Center for the Arts is located at 250 N. Arizona Avenue and was built in 1989. In 2010, portions of the building were renovated but the public restrooms have not had any significant upgrades since the opening. Renovations to the existing two sets of public restrooms totaling approximately 2,200 square feet are proposed to ensure accessibility in compliance with the Americans with Disabilities Act, while enhancing aesthetics with new toilet partitions, finishes, tile, mirrors, and hand dryers. Upgrades and improvements also include new low water use plumbing fixtures, addition of isolation valves to allow for current and future work, and low energy light fixtures.

The scope of work consists of design development documents, site and coordination meetings, construction documents, and bidding assistance.

**8. EVALUATION:** This project is being performed under the Annual Architectural Services Contract, No. EN1503.101, to Dick & Fritsche Design Group. The costs proposed for this project have been evaluated by Staff and are determined to be reasonable. The contract completion time is 120 calendar days following Notice to Proceed.

**9. FINANCIAL IMPLICATIONS:**

Cost:	\$47,160.00
Savings:	N/A
Long Term Costs:	N/A
Fund Source:	

<u>Account No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
401.3210.6210.6GG657	CIP	CFA Bathroom Renovations	Yes	\$47,160.00

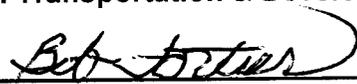
**10. PROPOSED MOTION:** Move City Council award a Project Agreement to Dick & Fritsche Design Group, for design services, for Center for the Arts Bathroom Renovations, Project No. BF1703.201, pursuant to Annual Architectural Services Contract, No. EN1503.101, in an amount not to exceed \$47,160.00.

**ATTACHMENTS:** Project Agreement, Location Map

**APPROVALS**

**11. Requesting Department**  
  
Kris Kircher, Facilities Maintenance Manager

**13. Department Head**  
  
Debra Stapleton, Administrative Services Director

**12. Transportation & Development**  
  
Bob Fortier, Capital Projects Manager

**14. City Manager**  
  
Marsha Reed

**PROJECT AGREEMENT  
PURSUANT TO ANNUAL CONTRACT NO. EN1503.101**

**PROJECT AGREEMENT NO: BF1703.201**

This PROJECT AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Dick & Fritsche Design Group, an Arizona corporation, (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1503.101.

CITY and Dick & Fritsche Design Group, in consideration of the mutual covenants herein set forth, agree as follows:

**ARTICLE 1 - DESCRIPTION OF WORK:**

This project is **Center for the Arts Bathroom Renovations**, Project Number **BF1703.201**. The scope of work consists of design services for renovations to the restrooms at the Chandler Center for the Arts located at 250 N Arizona Avenue, 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 Seven Thousand One Hundred Sixty Dollars (\$47,160) determined and payable as set forth in Annual Contract EN1503.101 and Exhibit B attached hereto and made a part hereof by reference.

**ARTICLE 3 - CONTRACT TIME:**

The contract time is One Hundred Twenty calendar days and Annual Consultant agrees to complete all work within One Hundred Twenty (120) 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. EN1503.101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

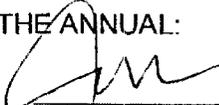
IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF CHANDLER

FOR THE ANNUAL:

\_\_\_\_\_  
MAYOR DATE:

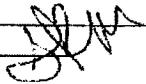
By:   
Title: JOHN DICK - PRINCIPAL

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

ADDRESS FOR NOTICE  
Mr. John Dick  
Dick & Fritsche Design Group  
4545 E. McKinley St.  
Phoenix, AZ 85008

APPROVED AS TO FORM:

Phone: 602-954-9060

\_\_\_\_\_  
City Attorney By: 

ATTEST:

\_\_\_\_\_  
City Clerk

## **EXHIBIT A SCOPE OF WORK**

ANNUAL CONSULTANT shall perform the following project tasks:

### **Task 1 Design Development**

ANNUAL CONSULTANT shall prepare Design Development plans, specifications, and cost estimate. The plans shall include:

- Floor plan
- Interior elevations
- Materials and finish selections
- Preliminary equipment layout
- Preliminary plumbing and mechanical plans
- Preliminary electrical and lighting concept plans

### **Task 2 Site and Coordination Meetings**

ANNUAL CONSULTANT shall perform a site and coordination meeting consisting of the following:

- Kick off meeting with field visit to confirm existing conditions
- Four (4) Design review meetings
- Programming and Coordination meetings
- Comment resolution meeting to discuss City comments of design submittals

### **Task 1 Construction Documents**

ANNUAL CONSULTANT shall prepare permit/code compliant Construction plans, specifications, and cost estimate. The plans shall include:

- Floor plans
- Interior elevations
- Materials and finish selections
- Final equipment layout
- Final plumbing and mechanical plans
- Final electrical and lighting concept plans

### **Task 3 Bidding Assistance**

ANNUAL CONSULTANT shall perform bidding assistance to include the following:

- Attend the pre-bid conference/meeting and assist City in responding to bidder questions.
- Assist in preparation of addenda responding to bidder's questions.
- Review for approval or rejection, substitutions and approved equal requests from bidders.

### **CLARIFICATIONS, ASSUMPTIONS, AND EXCLUSIONS**

- Renovations, upgrades, and improvements to approximately 2,200 square feet at the Chandler Center for the Arts, in the existing two sets of public restrooms are to include the following:
  - Design consistent with Conceptual Design Final Report dated December 24, 2015
  - Americans with Disabilities Act (ADA) and other code requirement changes
  - Plumbing fixtures with low water use features
  - Change to energy efficient lights fixtures
  - Replace counters and fixtures to enhance aesthetics qualities

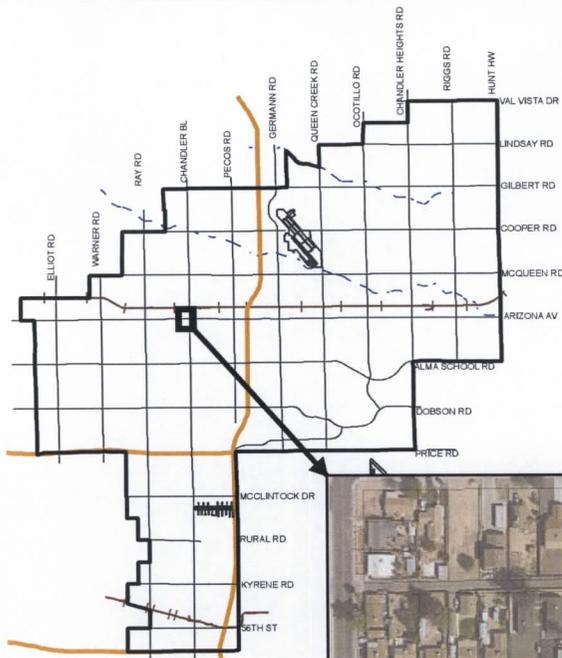
- Add isolation valves to facilitate current and future plumbing work
  - Replace toilet partitions
  - Replace interior finishes and tile
  - Replace/add new mirrors and accessories
  - Replace/add new hand drys
- Design services include:
  - architectural and interior design
  - mechanical, plumbing, and electrical engineering
- Specifications shall be incorporated within the project plans sheets, rather than be separate 8 ½" by 11" standalone document.
- Schematic and Construction Document submittal shall include three (3) full size bond plans sets and one (1) reproducible electronic copy of the plans in PDF and AutoCAD format, specifications in Word and PDF format, and cost estimate in Excel and PDF format, and building permit application. Construction Document submittal to include one (1) Mylar cover sheet.
- The general contractor is expected to be awarded thru a competitive low bid advertisement.
- Construction activities will be sequenced and require at least one restroom remain open for use at all times.
- Sub-Consultant, Spectrum Engineers, shall provide mechanical, electrical, and plumbing engineering services including:
  - Plumbing: Domestic water, waste and vent design, with associated plumbing fixtures such as toilet fixtures, urinals, lavatories, toilet accessories.
  - Electrical: Hand dryers, interior lighting, lighting control, wiring devices, equipment connections, communications and building systems raceways, and performance specifications for seismic design of the applicable systems.
  - Mechanical: Exhaust fan system (as shown on as-builts as EF-1 on Floor Plan A) including ductwork, piping, grilles, and associated equipment.
- The CITY shall provide all available as-built documents and CAD files at no cost to the ANNUAL CONSULTANT.
- Assumptions including the following:
  - Existing plumbing has adequate capacity for this project's renovations.
  - Metering of electrical panel to be provided by City, if required.
  - Existing normal and emergency electrical distribution system assumed to have adequate capacity for this project's renovations. Fixture count will remain the same as existing.
- Expenses for items such as printing, delivery, and mileage, shall be compensated at cost utilizing the Direct Expense Allowance.
- Owner's Allowance shall only be utilized for additional services with prior written approval from the City.

**EXHIBIT B  
FEE SCHEDULE**

Task	Subtotal
<b>Design Development</b>	
Schematic Design	\$1,480.00
Design Development Drawings	\$6,640.00
Material and Finishes Board	\$320.00
Preliminary Specification	\$800.00
Sub-Consultant and Quality Control Coordination	\$1,080.00
<b>Subtotal</b>	<b>\$10,320.00</b>
<b>Site and Coordination Meetings</b>	
Design Development Meetings (2)	\$1,680.00
Construction Documents Meetings (2)	\$1,200.00
<b>Subtotal</b>	<b>\$2,880.00</b>
<b>Construction Documents</b>	
Construction Document Drawings	\$13,680.00
Final Specifications	\$2,400.00
Sub-Consultant and Quality Control Coordination	\$1,520.00
<b>Subtotal</b>	<b>\$17,600.00</b>
<b>C. Bidding Phase</b>	
Pre-Bid Conference	\$240.00
Prepare Addenda	\$800.00
Review Substitutions and/or Equals	\$720.00
<b>Subtotal</b>	<b>\$1,760.00</b>
<b>Direct Labor Subtotal</b>	<b>\$32,560.00</b>
<b>Spectrum Engineers (Mechanical, Electrical, Plumbing)</b>	
Design Development	\$3,465.00
Construction Documents	\$5,940.00
Bidding Assistance	\$495.00
<b>Spectrum Engineers Sub-Consultant Subtotal</b>	<b>\$9,900.00</b>
<b>Direct Expense Allowance</b>	<b>\$500.00</b>
<b>Owner's Allowance</b>	<b>\$4,200.00</b>
<b>Sub-Consultants and Allowances Subtotal</b>	<b>\$14,600.00</b>
<b>Total</b>	<b>\$47,160.00</b>



# CENTER FOR THE ARTS BATHROOM RENOVATIONS PROJECT NO. BF1703.201



MEMO NO. CP17-043



PROJECT SITE

