

THE CITY OF



OWATONNA

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DATE: April 20, 2021
TO: Honorable Mayor and City Council, City Administrator
FROM: Jenna Tuma, Director of Parks and Recreation
SUBJECT: City Council Chambers Remodel Project

Purpose:

City Council approval of the Architectural and Engineering Services proposal for the Council Chambers remodeling project.

Background:

Five firms were invited to tour and provide a proposal for the City Council Chambers remodeling project. Four firms attended a scheduled walk through of the project and three provided a written proposal.

A project scope and objective were provided to each firm. Items, as discussed with the Council and staff include, updated modern look, improved and repurposed technology equipment, multiuse space created, demolish existing stage and create new Dias with seating for 8-10 and a podium for presentations, north entrance added with ADA improvements, safety upgrades incorporated, upgraded HVAC. A behind-the-scenes tour provided to each firm.

The proposal fee is to include a complete start to finish project. Concept planning, budget estimating, design documents and construction administration services and final punch list.

Proposals were received from the following firms:

- Wold Architects & Engineers
 - \$31,600 based on a \$400,000 project; 7.5% fixed fee based on agreed project cost.
 - Or they do a Schematic Design for \$4,500 to fully vet the scope and cost of the project.
- ISG
 - \$ 6,430 for "Task 1" Investigation and Concept Planning to determine project details.
 - 7% - 9% of project budget for "Task 2" Design Documents and Construction Administration.

- ADSIT Architecture and Planning
 - \$38,400 (Base fee for architectural, electrical engineering and structural engineering allowance)
 - additional fees for
 - \$1,900 commissioning for code compliance
 - \$2,900 TV/data, phone cabling
 - \$3,900 video/card access/surveillance

Budget Impact:

The Council Chambers remodeling project will be paid from the Capital Improvement Fund which have been committed to fund the project.

Staff Recommendation:

Staff recommends approval of the Wold proposal and to continue to the next steps to meet the timeline for as a priority project to be completed in 2021 by the Council.

April 5, 2021



City of Owatonna
Attn: Jennifer L. Tuma, Director of Parks and Recreation
540 West Hills Circle
Owatonna, MN 55060
507 774 7361

RE: City of Owatonna — City Council Chambers Remodel Project

Dear Jennifer,

Wold Architects and Engineers is excited to submit this proposal to provide architectural and engineering consulting services for the Council Chambers Remodeling to the City of Owatonna.

For 52 years, Wold has worked with government entities to develop and realize their facility visions. Government facilities – and especially places of public meetings for elected bodies - are often the place where the public sees their government most evidently and we are proud to be a part of the team to design and develop facilities that showcase a transparent, but respectful space in which democracy can thrive. While your facility is certainly unique, we approach every project with the attitude that it is a unique opportunity to develop a creative and singular solution which responds specifically to your long term needs. We have had the pleasure of working on many similar municipal facilities which contain similar challenges including being housed in historic environments and have included many of them for your reference following our proposal letter. We are enthused about applying this expertise to your facility to assist you in developing a safe and modern space for civic discourse in Owatonna.

Wold believes in a full-service approach for our clients and we also have the expertise in-house to design the re-use of your recently purchased audio-visual systems that are integral to communicating with the public – whether in the room or at a remote location. By bringing an integrated design approach where our architects, our municipal facility planners and our technology designers sit together and address the challenge simultaneously, we know that we will expedite the time it takes to get to a consensus design solution.

OUR APPROACH

Our approach begins with collaboration. The Wold team believes that successful facility projects are those that include a great deal of interactive participation that engages building users, staff, and the community. Wold has developed a “Participatory Planning Process” which enables a design effort to come to life. Each participant’s specific needs and objectives must be understood and every attempt must be made to meet those needs and objectives. Wold specializes in facilitating the site-based team process. We understand how to bring groups together, gain consensus and communicate the conclusions.

We begin every project by establishing a Core Planning Group. For your project, we would suggest one or two representatives from City Council, a few representatives from City Administration and a few representatives from Facilities. You may even choose to include a member of the public or two.

The Core Planning Group will first establish criteria – or Guiding Principles – that will define the project’s success. Wold’s design team will create and refine facility solutions that 1) meet your budget and 2) respond to the established objectives. The Core Planning Group will work to evaluate design options using these criteria too.

We often propose a tour of other similar spaces for you to learn how other cities have responded as well as to establish a common language of shared experiences between you and the design team. With the last year of restrictions on travel and group activity, we have found great success in developing and holding ‘virtual’ tours of other facilities. Wold is excited to share with you images and floor plans of many of the projects represented as attachments to this proposal. Seeing different elected official seating layouts, staff positions within the chambers, public podium locations, audio-visual and aesthetic treatments of council chambers will all give you more ability to refine your expectations for your project.

Once an overall concept which meets all criteria is agreed upon, Wold will shift focus on designs to the gathering of detailed input. Integration of existing audio-visual systems, finishes, door hardware and other functionality will be reviewed with all of the users of the Council Chambers to ensure that all functionality that you expect is included in the remodeling.

FEE PROPOSAL

Wold believes in establishing trusted, long term relationships with our clients. We understand that building trust takes time and shared experiences together. As a professional service provider we also believe in no surprises. In proposing fees, we attempt to determine the challenge ahead and present a fair fee that we believe will provide the required service. We avoid fees that can eventually go beyond your comfort level and we resist charging additional fees that create surprises for our clients. In order to create this stability and trust, we consistently proposed fixed fees based upon 7.5% of the estimated or agreed upon construction budget for a project plus and maximum estimated reimbursable expenses of \$4,000 per million of construction. Therefore, we proposed the following fixed fee for your project.

estimated construction cost	\$400,000
professional services fee rate	x 7.5%
proposed fixed fee	\$ 30,000
maximum estimated reimbursable expenses	\$ 1,600
TOTAL CONTRACT MAXIMUM	\$ 31,600


We do not limit the number of meetings we will attend or quantity of design options we will produce in our fixed fee. We believe capping the number of meetings or design options is too restrictive. We want you to know that we will be there for you whenever and as often as you need and that we're always available to explore another concept as you seek to find the right solution. This fixed fee is inclusive of all necessary engineering sub-consultants and covers our full services from project inception through construction to occupancy and project close-out.

If you do not want to commit to a \$400,000 construction cost or want to explore a variety of options with costs far less or far greater than our assumed fee basis of \$400,000, Wold is willing to propose a fixed fee of \$4,500 to perform Schematic Design. This would allow a more thorough vetting of the scope and cost of proposed solutions before committing to a full services for the remainder of the project. Once a project scope and cost are agreed upon by the City Council, we would propose fees based upon the calculation above to determine a fair fixed fee for the remainder of Wold's services.

Our team matches up well with your objectives and this project's needs and Wold is qualified to perform the work proposed as well as offer opportunities to improve upon your solution so that the City of Owatonna is making the best long term investment. We commit that our team will collaborate with the you, your Council and facility users to provide innovation and sensitivity in the design and the implementation of the project. Our creative and expert team is prepared to leverage the full range of opportunities that this project presents, and I know that Wold can exceed all expectations for service and responsiveness.

Sincerely,

Wold Architects and Engineers


Joel Dunning
Principal-in-Charge
jdunning@woldae.com

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ARCHITECTS
ENGINEERS**