

Memorandum

Department of Public Works



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: April 19, 2023

RE: Public Works Facility Storage Structure

As you know for some time we have been investigating the construction of an overhead storage area in the garage portion of the Public Works Facility. This began with a feasibility study conducted in 2021 which generated a schematic design and estimated project cost of \$225,000. The next step in this process is to complete an architectural design, including plans and bid documents. On February 27, 2023 I issued a Request for Qualifications to five architectural firms who previously notified the City that they can provide these types of services. Two of those firms chose to submit qualifications, from which Archimages Incorporated was chosen as the firm most qualified to provide the desired architectural services. Subsequently I negotiated a scope and fee (\$51,750), which is attached. The 2023 Budget includes \$60,000 for architectural services at the Public Works Facility within 120-079-5261.

The proposed improvements will be constructed entirely within the existing structure, and will allow overhead storage along the southern wall of the garage area of the Public Works Facility. The proposed storage structure will allow our mechanics to recapture portions of the garage which are unusable (due to existing storage) and help make our fleet operations more efficient. A schematic design is attached.

Concurrence:

J Kelly

Jeannette Kelly, Finance Director

Action Recommended

This matter should be forwarded to the City Council for consideration. Should Council concur with Staff's recommendation, it should authorize the City Administrator to execute an Agreement with Archimages Incorporated for architectural services at the Public Works Facility in an amount not to exceed \$57,000. This includes the contract amount and a small contingency to allow for change orders if necessary.

Forward to PPW for further review and recommendation.

Michael O. Geisel 2023-4-19

April 18, 2023

City of Chesterfield
690 Chesterfield Pkwy W
Chesterfield, MO 63017
Attn: James Eckrich

**RE: Architectural and Engineering Services
Chesterfield Public Works Facility
Mezzanine Storage Structure
AI Project # 23036**

Mr. Eckrich,

We are pleased to submit the following fee proposal for professional services. Our fee is based on your RFQ. Our goal is to offer you a comprehensive fee and service proposal that meets your needs.

Scope Assumptions:

1. Project will entail construction of up to two separate storage mezzanine structures, approximately 2,700 sf total, inside the existing public works facility located at 165 Public Works Drive; Chesterfield, MO 63005.
2. Services included are planning, programming, architectural, interiors, and structural.
3. Electrical and, if needed, mechanical and fire protection will be design/build. We will include appropriate narratives and description of work for bidding.
4. Project will be designed and issued as one package. No phased drawings are included.
5. This proposal assumes the scope of the project is completely contained within an existing building. No exterior or site design or municipal approval processes for exterior modifications (ARB, etc.) is included.
6. No larger organizational studies or whole building planning is included in this proposal. The scope of planning for this project is contained within the extents of the mezzanine, above and below, to determine weight limits, hazardous storage requirements, and other design and operational criteria associated directly with the mezzanine structure.

Programming

1. Archimages will coordinate with the Public Works staff to establish the space programming for the required mezzanine. Archimages will confirm existing conditions for the project. Team responsibilities and objectives will be identified and assigned. Design schedule milestones will be prioritized and a schedule distributed.
2. Based on the approved programming documents, Archimages will produce preliminary floor plans for review and approval.

3. Archimages will coordinate with necessary AHJ's for compliance elements and submission requirements.
4. One (1) team meeting and one (1) site visit for existing conditions verification is included to accomplish this portion of work. All meetings may not be required and any additional meetings over this amount will be considered an extra service to the contract.

Design

1. Based on the approved program, Archimages will develop interior floor plans.
2. Coordinate placement of all equipment.
3. Review and obtain general knowledge of all interior finishes.
4. Define preliminary outlet placement and light placement.
5. Structural sketches of mezzanine framing system will be provided. Selected structural details and calculations will be developed, as required.
6. Cost opinion will be provided.
7. Archimages will present our preliminary design package to the Owner's Design team for approval.
8. Two (2) team meetings are included to accomplish this portion of the work. All meetings may not be required and any additional meetings over this amount will be considered an extra service to the contract.

Construction Documents

1. Based on the approved DD package, Archimages will develop a comprehensive set of construction documents and specifications of all disciplines for Owner approval, permits, bidding, and construction purposes.
2. Our construction documents will include working drawings and technical specification sections as required in a Revit format (LOD 300). 3D modeling will be used for design and coordination efforts only.
3. We anticipate one (1) 90% review session with the Owner during this phase. All meetings may not be required and any additional meetings over this amount will be considered an extra service to the contracts.
4. We will assist the Owner with budget and schedule/phasing development.

Bidding Phase

1. All disciplines will answer bid period questions and produce any necessary addenda during the bid process. We will assist with the bid advertisement process.
2. We have included one (1) pre-bid meeting.
3. We will aid you with analyzing and comparing the bids for completeness. Contractor interviews, if required, are included. Value engineering services are not anticipated or included.

Construction Administration

1. All disciplines will review shop drawings and submittals, answer contractor requests for information (RFI's).
2. Site observation trips will be made during construction (assumes 3-4 month construction period) by the design team for observation of the construction progress approximately every other week during construction. These visits will be used for construction observation and to answer any contractor questions as well as review certification of any pay applications. On non-site visit weeks, we have included a conference call with the Contractor for coordination purposes. All meetings may not be required and any additional meetings over this amount will be considered an extra service to the contracts.
 - Structural Engineer visits – 1 total
 - Architectural/Interior visits – 6 site visits, 6 conference calls, 1 punch list, 1 punch list review.
 - One (1) Post occupancy warranty walkthrough by the Architect at 11 months after substantial completion.

Structural Scope of Work:

Our Scope of Work for the Project generally includes structural analysis and design of the primary structural system, production of structural documents, review of structural submittals, and periodic field observation. Specifically, we propose the following Scope of Work:

1. Review available information as it applies to foundation recommendations, seismic site classification, and slab-on-grade support. If a geotechnical report is not available, code minimum design values will be assumed.
2. Perform analysis and design of the primary structural system in accordance with the Governing Building Code. Elements designed by KPFF are: load bearing walls, roof framing, floor framing, foundation walls, spread footings, shear walls, and slab on grade.
3. Delegate the design responsibility for selected elements to Specialty Structural Engineers and specify structural criteria for the design of those elements. Such elements would include pre-cast concrete members, cold-formed metal framing, utility stairs, steel connections, pre-engineered trusses, etc.
4. Assist architect with the detailing of architectural components, such as ladders, pipe bollards, guardrails, restraint of non-structural interior walls, etc.
5. Review and design for the effect of secondary or non-structural elements attached to the primary structural system. Such elements would include flagpoles, signs, packaged awnings, equipment, etc.
6. Coordinate our design with you and other design team participants.
7. Provide progress structural drawings for all elements designed by KPFF at identified project milestones for purposes of coordination and to permit interim construction cost estimates to be developed by others.
8. Provide structural drawings for all elements designed by KPFF in Revit Structure and following KPFF BIM standards. 3D structural modeling will be prepared to a level of development of approximately 300 which is suitable for design team coordination and production of traditional 2D hardcopy construction documents.
9. Provide applicable structural specification sections, edited for specific project requirements, in Masterspec and Microsoft Word formats.

10. Provide sealed structural documents (e.g. structural drawings, specifications, and calculations) suitable for submittal to the Building Code Official for building permit and for bidding and construction.
11. Review structural submittals, submitted through and checked by the General Contractor, for general conformance with the design concept.
 - a. Each submittal will be reviewed a maximum of two times.
12. Respond to RFI's and issue clarifications to structural drawings.
13. Review testing and inspection reports for compliance with the Contract Documents.
14. Make up to one (1) field observation visits at appropriate intervals during construction. The purpose of these visits is to generally become familiar with the progress of the work and to review it for general conformance with the construction documents. These visits are not to satisfy any requirements of Special Inspections required by the Building Code.

Services Not Included:

The following services are not included:

1. All Geotechnical testing and design.
2. Structural testing and observation required by code.
3. Shelving or pallet rack structural design
4. MEP-FP design and engineering, bidding narratives will be provided.
5. Move management services.
6. Environmental studies and reports or abatement plans.
7. Furniture, Artwork, signage.
8. Commissioning.
9. Testing and Balancing
10. Services required to accommodate site conditions discovered during excavation or foundation construction that could not reasonably have been anticipated to occur during design phase or geotechnical testing.
11. Value engineering after bidding.
12. Full-time, on-site construction observation.
13. As-built documents based on field document mark-ups provided by Contractor.
14. Exterior design, site design, and modifications to the interior except as directly impacted by the installation of the proposed mezzanines.

Fee Structure:

Archimages will perform the services outlined in this proposal under a **guaranteed maximum (GM)** fee format. If at the end of the process we have not utilized the entire fee it will result in a cost savings to the owner.

<u>Base Fee:</u>	
Architectural:	\$ 43,250.00
Structural:	\$ 8,500.00
	\$ 51,750.00

Reimbursables will be an additional charge at cost plus 10% and includes, but is not limited to, printing, mileage, photographs, courier, plots, and artist renderings. Invoices are sent monthly and due upon receipt.

While the fee may be incorporated into a future contract, should the project not proceed or should a more comprehensive contract not be achieved, this agreement will be valid for work performed until the delivery of written notice of termination by either party.

Charges will be due within thirty (30) days of the invoice date. Interest will be charged on unpaid balances at the rate of one and one-half percent (1-1/2%) per month compounded monthly.

This proposal allows the Architect to include photographic or artistic representations of the design of the Project among the Architect’s promotional, social media, and professional materials. However, the Architect’s materials shall not include the Owner’s confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary.

Thank you for allowing us the opportunity to submit this proposal. Please do not hesitate to call with any questions.

OWNER:

City of Chesterfield
690 Chesterfield Pkwy W
Chesterfield, MO 63017

ARCHITECT:

Archimages, Inc.
143 W. Clinton Place
St. Louis, MO 63122



By: _____

By: **Joe Carey**
Principal

Date: _____

Date: April 18, 2023

NOTICE TO OWNER:

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC’S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMo. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIALS TWICE.

