CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	7/23/2013	
RESOLUTION OR ORDINANCE NUMBER	R-13-61	
AGENDA TITLE	**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH SFS ARCHITECTS FOR ARCHITECTURAL SERVICES.**	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley	
FISCAL INFORMATION	Cost as recommended:	$602,000
	Budget Line Item:	520-5-350-478
	Balance Available	N/A
	New Appropriation Required:	[X] Yes [ ] No
PURPOSE	Authorizes the Mayor to execute an amendment to the agreement with SFS Architects for professional services.	

BACKGROUND	In November, 2012, voters approved a ½ cent sales tax for a period of 15 years, 70% of which is designated for use in the rehabilitation and/or expansion of five municipally owned buildings in the downtown area. Staff issued a Request for Qualifications, ultimately recommending SFS Architects for selection by the Mayor and Commissioners in February 2013. In February 2013 the City Commission approved resolution R-13-16, authorizing the Mayor to execute an Agreement with SFS Architects. It was understood at that time that the contract was for preliminary plans, along with analysis regarding phasing, funding, and the maintenance of operations during the construction process. SFS completed their preliminary design work and other tasks. This amendment would enable them to complete final design and prepare all drawings and documents necessary to bid the project in accordance with their previously submitted recommended schedule. The cost is inclusive of all design work, including the replacement of windows. The proposed cost was included in the total project cost estimates that were previously provided to the Mayor and Commission by SFS on June 11, 2013.
SPECIAL NOTES	The project is currently being coded to 520-5-350-478, which will be reimbursed from bond proceeds once bonds are issued to fund the renovation projects. As bonds are not anticipated to be issued until the sales tax revenue stream becomes available to service the debt, no specific available balance has been established.

ANALYSIS	Typically, design fees for new construction are in the range of 8% to 10% of total project costs, while costs for renovation of existing structures are usually at the higher end of that range, and the older the building and the more things that have to be designed around or taken into consideration, the more complex the project is and the higher the overall design costs are. This project requires multiple disciplines (Architectural, structural engineering, mechanical, electrical, and plumbing engineering (MEP), interior design, and civil engineering. SFS expects that between them and PEC, there will be 8-12 people actively involved in the design work. Additionally, they will provide services that are not typical, including design and contractual documents related to asbestos abatement, historic preservation, the preparation of multiple bid packets, and assistance to the City in submitting CDBG applications (that could reduce our overall project expenses by up to $400,000). Construction Administration is not included in this phase of the contract, in part because the City may choose to use existing personnel on staff to provide inspection services for certain aspects of the project, such as the Library, Youth Activity Center, and Perkins Building. Even if the total anticipated construction administration costs were included in this phase, SFS Architects' proposed compensation would still fall within an acceptable range for design costs.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends approval of this resolution.
REFERENCE DOCUMENTS ATTACHED	

RESOLUTION NO. R-13-61

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT WITH SFS ARCHITECTS FOR ARCHITECTURAL SERVICES.

Whereas, the Board of Commissioners of the City of Coffeyville adopted Resolution R-13-16 approving an agreement with SFS Architects for architectural services for five municipally owned buildings; and

Whereas, this agreement was for preliminary plans along with analysis regarding phasing, funding and the maintenance of operations during the construction process; and

Whereas, SFS has completed their preliminary design work;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas, that the Mayor is hereby authorized to execute Amendment No. 1 to the agreement with SFS Architects in the amount of $602,000 to complete final design and prepare all drawings and documents necessary to bid the project.

Adopted this 23rd day of July 2013.

_____
David George, Mayor

ATTEST:

_____
Cindy Price, City Clerk

Approved as to Form:

_____
Paul Kritz, City Attorney

AMENDMENT NO. 1
Agreement for Architectural Services
Between City of Coffeyville, Kansas and SFS Architecture, Inc.

City of Coffeyville Municipal Buildings Renovations
Coffeyville, Kansas

This Amendment No. 1 is made this ____ day of July 2013 between the City of Coffeyville, Kansas (Owner) and SFS Architecture, Inc. (Architect) pursuant to the terms and conditions set forth in the AIA Document B101 Standard Form of Agreement between Owner and Architect dated February 8, 2013.

1. Article 3 Scope of Architect's Basic Services is modified as follows:
   a. 3.1.3: Add the following: "As soon as practical after the execution of this Amendment, the Architect shall submit for the Owners approval a schedule for performance of the Architects Phase 2 services.
   b. Paragraph 3.3 Design Development Phase Services, 3.4 Construction Document Phase Services and 3.5 Bidding Phase Services are hereby enacted.
   c. Paragraph 3.6: Revise as follows: "Construction Administration Phase Services (Phase 3)"

2. Article 4 Additional Services is modified as follows:
   a. 4.1.1: Revise as follows: "4.1.11 Hazardous Material Abatement with the exception of asbestos abatement". Asbestos abatement is included as a basic service.

3. Article 11 Compensation is modified as follows:
   a. 11.1: Add the following: "11.1.2 Phase 2 fee shall be a stipulated sum of Six Hundred Two Thousand Dollars ($602,000.00).
   b. 11.2: Revise as follows: "Phase 2 fees shall be invoiced monthly based on the following compensation schedule:

Design Development and Construction Documents Phase	95%
Bidding Phase	5%

4. Article 13 Scope of the Agreement is modified as follows:
   a. 13.2: Add the following: ".3 Exhibit B – Phase 2 Scope of Work"

Owner	**Architect**
_____	_____
Signature	Signature
_____	Kerry K. Newman, AIA LEED AP
Name (Printed or typed)	Name (Printed or typed)
_____	7/13/2013
Date	Date

Phase 2 Scope of Services

1.1 Description of Project as shown in drawings and improvements listing contained within the City Commission Report dated June 11, 2013:

- 1.1.1 Renovation of the first and second floor as well as a new egress path from the third floor of the Municipal Building.
- 1.1.2 Renovation and addition to the first and second floor of the Fire Department.
- 1.1.3 Remodel and repair of the Youth Activities Center.
- 1.1.4 Remodel and repair of the Library.
- 1.1.5 Exterior restoration of the Perkins Building.

1.2 Assist City in preparation of a Preliminary Engineering/Architectural Report for the CDBG application.

1.3 Phase 2 Services include Design Development, Construction Documents and Bidding Phase Services

1.4 Basic Services is based on a construction cost up to $8,365,000.00 including asbestos abatement but excluding project soft costs. Soft costs include move expense, geotechnical exploration, testing during construction, construction contingency, furniture, audio visual equipment, security equipment, fees and reimbursable expenses.

1.5 Preparation of topographic surveys as needed.

1.6 Includes the disciplines of Civil Engineering, Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing Engineering and Asbestos Abatement Design.

1.7 Contact regulatory agencies such as City Code Officials, KDHE Stormwater Permit (if necessary), and Kansas State Historic Preservation Office as needed to receive feedback on the intended improvements.