
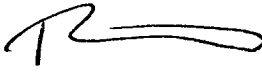


**PUBLIC WORKS DEPARTMENT
MEMORANDUM #2014 – 36**

DATE: July 28, 2014
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: John Pick, City Manager 
David H. Willett, Director of Public Works 
SUBJECT: Council Resolution **CR-79**
Review of Contract Addendum #2 – City Hall Administration Needs Assessment and MEP Evaluation

BACKGROUND

On February 10, 2014 Northglenn City Council awarded a contract to Architects Design Group (ADG) for the Police Facility Needs Assessment in the amount of 58,274.00. The scope of work in the original contract included:

- Phase One – Needs assessment (Police service)
- Phase Two – Conceptual Design (Police Service)
- Phase Three – Vacated Space Planning

On April 25, 2014 the City Manager approved contract addendum #1 to adjust the scope of services of the original contract with no price adjustment. The scope of work for the contract addendum included:

- Phase Four – Needs Assessment, additional scope (include – Municipal Court)
- Phase Four – Conceptual Design, additional scope (include – Municipal Court)
- Phase Three – Vacated Space Planning (removed from the scope of work)

At the study session dated June 2, 2014 it was requested by City Council to negotiate additional scope and cost to include a needs assessment of the current City Hall administration. The additional scope of services for the City Hall Needs Assessment includes:

- Phase Five – Needs Assessment City Hall Administration
- Phase Six – City Hall Facility – Mechanical, Electrical, Plumbing (MEP) Assessment
- Phase Seven – City Hall Facility – Energy Analysis and Cost Projections

BUDGET/TIME IMPLICATIONS

Budget Encumbered by Resolution (CR-14)	
Architects Design Services Contract	\$58,274.00
Contingency	\$00.00

The original architectural and design project appropriations did not include a contingency because the magnitude associated with the conceptual planning exercise did not warrant one. Due to the City's requested changes in scope to include an overall assessment of City Hall the consultant is requesting a contract addendum in the amount of \$32,200.00.

Pending Council's approval, the revised professional services contract would be **\$90,474.00** (\$85,274 + 32,200).

July 28, 2014
Police Facility Needs Assessment

RECOMMENDATION

Attached to this memorandum is a Resolution that, if approved, would authorize the City Manager to execute addendum #2 to Agreement for Professional Services between the City of Northglenn and Architects Design group, Inc in the amount of \$32,200.

Staff recommends approval of this Resolution.

STAFF REFERENCE

Jim May, Chief of Police

jmay@northglenn.org or 303.450.8967

ATTACHMENT

Addendum #2

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-79
Series of 2014

Series of 2014

A RESOLUTION APPROVING ADDENDUM NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND ARCHITECTS DESIGN GROUP FOR A CITY HALL FACILITY NEEDS ASSESSMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council hereby approves Addendum No. 2 to the Professional Services Agreement between the City of Northglenn and Architects Design Group, in an amount not to exceed \$32,200.00, for a City Hall Facility Needs Assessment.

DATED at Northglenn, Colorado, this ____ day of _____, 2014.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM # 2 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS SECOND ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this ____ day of _____, 2014, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and Architects Design Group (hereinafter referred to as "Consultant").

RECITALS:

- A. On February 10, 2014 the City and Consultant entered into an Agreement for Professional Services for architectural engineering services (the "Agreement").
- B. The parties desire to supplement the Agreement with this Addendum #2 to allow for an additional scope of services for the design services for:

EXHIBIT A, ADDITIONAL SCOPE OF SERVICES

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional engineering services as needed in the manner provided in the Agreement.

- 1. The Scope of Services in the Agreement is hereby supplemented to include the scope of services for the design services attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Services"). Consultant shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.
- 2. Subparagraph A. of Article IV entitled "Compensation" is hereby amended to provide as follows:
 - A. Compensation shall not exceed \$32,200.00 for the work described in **Exhibit A** to this Addendum #2.
- 3. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the City and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____

Title: _____

ATTEST:

Johanna Small, City Clerk

APPROVED AS TO FORM:


Corey Y. Hoffmann, City Attorney

CONSULTANT

By:  _____

Kevin Ratigan / Senior V.P. / 04/07/14
Title Date

ATTEST:



Sr. Admin Asst. 7/7/14
Title Date



EXHIBIT A – ADDITIONAL SCOPE OF SERVICES

V. PHASE FIVE – NEEDS ASSESSMENT CITY HALL EXCLUDING POLICE AND MUNICIPAL COURT

The needs assessment shall include, but not limited to the following:

- A. Utilizing plans provided by the City of Northglenn, provide an objective evaluation of existing City Hall space.
- B. Conduct a series of interviews with City Hall representatives to discuss current and future staffing projections and confirm organizational structure. Additional progress meetings with city staff shall be considered outside of the interviews.
- C. Verify, and update current Northglenn City Hall space requirements leading to a right-sizing of the space requirements.
- D. A total space needs assessment shall be rendered for both current and future projections.
- E. Adjacency requirements graphically represented based on interview feedback. Adjacencies should include detailed internal division adjacencies, overall building adjacencies and site adjacencies.

VI. PHASE SIX – CITY HALL FACILITY MEP ASSESSMENT

The needs assessment shall include, but not limited to the following:

- A. Due Diligence – Review the existing building Mechanical, Electrical, and Plumbing (MEP) systems to assess their condition and feasibility for complete replacement. This will include discussion with facility personnel, and a visual site evaluation of the existing building systems with review of original building drawings as required in order to clarify system capacities or service areas.
- B. Comparison Analysis – Evaluate the options of rebuilding the existing building MEP system as opposed to the construction of a new facility using current engineering practices in projecting the types of systems and overall operation that might be a part of each option.
- C. Energy Analysis – Perform a limited energy analysis of the existing building focusing on the exterior building envelope, including walls, windows, roof and insulation values. LEED and/or Green Ratings System analysis is not included.
- D. ROM (Reasonable Order of Magnitude) Cost Opinion – Provide “order of magnitude” cost opinion for MEP system based on generally accepted pricing criteria (RS Means Construction Cost Data).

- E. Above scope of work is to include not more than two (2) site visits, review meetings, or other scheduled on-site activities.

VII. PHASE SEVEN – CITY HALL FACILITY ENERGY ANALYSIS AND COST PROJECTIONS

The needs assessment shall include, but not limited to the following:

- A. Energy Analysis – Assist with architectural items relation to building component energy analysis such as replacement windows, new insulation, ect. Verify code requirements. Create specifications for these energy related building items.
- B. ROM (Reasonable Order of Magnitude) Cost Opinion – Provide and verify cost opinion for building envelope components required by code based on industry cost pricing criteria (RS Means Cost Data).