



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**February 27, 2020**

**Department** Administration

**Director Approval** Kelly Passauer

**AGENDA ITEM** Consider the following revised proposals from TreanorHL for architectural services relating to 1916 City Hall:

1. Additional Construction Administration
2. City Hall and Public Safety Center Concept Design

**SUMMARY RECOMMENDATION** Staff recommends approval.

**BACKGROUND** These items were discussed at the December 19, 2019 City Commission Meeting.

Regarding the Additional Construction Administration TreanorHL was asked to amend the proposed agreement to reflect a cost per visit rather than a fixed fee. TreanorHL asked that they be compensated for additional time above and beyond a trip charge, to which the Commission indicated that would be allowable if it was within reason. The revised proposal provides for a maximum fee of \$14,200 based on not more than eight site visits, review of submittals and response to questions, and review of not more than eight general contractor pay applications requests.

Regarding the City Hall and Public Safety Center Concept Design TreanorHL was asked to revise the proposal from four options to two options as shown below:

- ~~1. 1916 City Hall: Provide all city departments within the existing footprint.~~
2. 1916 City Hall with police department: Provide all city departments and the police department at this facility. This option will include an addition to the existing building.
3. Fire and EMS Department at Apparatus Bay: Provide addition to the existing apparatus bay for the fire department.
- ~~4. Fire, EMS and Police Department at Apparatus Bay: Provide addition to the existing apparatus bay for the fire department.~~

The following work would be included in the proposal:

1. Site Plan
2. Floor Plan
3. Narrative describing scope of work for architectural, structural, and mechanical, electrical, and plumbing systems.
4. Estimate of probable construction and project costs.

## **BUDGET IMPACT**

1. Additional Construction Administration – The estimated fee decreased from a fixed architectural fee of \$18,200 plus reimbursables to an estimated maximum architectural fee of \$14,200 plus reimbursables.
2. City Hall and Public Safety Center Concept Design -- The lump sum fee decreased from \$25,000 to \$12,750.

**SUGGESTED MOTION** I move to approve revised proposals for 1) Additional Construction Administration, and 2) City Hall and Public Safety Center Concept Design from TreanorHL for architectural services relating to 1916 City Hall.

## **SUPPORTING DOCUMENTS**

1. Revised Proposal for Additional Construction Administration
2. Revised Proposal for City Hall and Public Safety Center Concept Design

# TREANORHL

February 20, 2020

Kelly Passauer, Assistant City Manager  
City of Independence  
811 West Laurel Street  
Independence, KS 67301

Re: Proposal for Additional Construction Administration - Revised  
Exterior Building Repair Historic City Hall

Dear Ms. Passauer,

As previously discussed with you and City Commission, our original contract for the Construction Administration (CA) scope of work for the above reference project assumed a much shorter construction time period than the selected general contractor has in his contract for construction. During the contract negotiations for professional services we had assumed a three to six-month construction timeline and had included four site visits associated with construction observation services. This is noted in Attachments A & B of our original professional services agreement.

Hofer & Hofer & Associates, Inc have estimated it will take 427 days or 14 months to complete the construction project. To date, we have provided construction administration services since the end of the bidding process in May and have already made six trips to the site to work with the contractor from July through November. While all of this past work was able to be accomplished within the original contract amount, an amendment to our contract is warranted to cover the additional eight months of construction.

As requested by the City Commission, we have reduced the number of estimated hours we believe will be required each month and have reduced my hourly rate as a Senior Principal for this additional service amendment. In addition to this, we agree that if the Contractor finishes the project early, we will not invoice for the hours estimated for those months that are not needed. Based on the remaining outstanding shop drawings, outstanding construction activity, monthly pay applications and monthly site visits, we believe the additional construction administration services can be handled on an hourly/monthly basis with the estimated maximum additional fee as noted below. (Reference Attachment A: Time/Task Labor Analysis for estimated monthly hours.)

## SCOPE OF SERVICES

### A. ADDITIONAL CONTRACT ADMINISTRATION

1. Provide not more than eight site visits with site visit reports during construction.
2. Review submittals and respond to questions.
3. Review not more than eight general contractor pay application requests

Estimated Maximum Architectural Fee: \$ 14,200



**REIMBURSIBLE COSTS:**

Estimated costs for mileage, rental car and lodging are not included in the fees and will be handled as a reimbursable expense.

**EXCLUSIONS:**

Structural, civil, mechanical, electrical and plumbing engineering, hazardous material abatement, surveying, material sampling and testing.

If there are questions regarding the scope described or included, or if changes to the scope are requested please contact us to revise the proposal. Upon receipt of acceptance we will prepare the appropriate amendment to the current AIA Owner-Architect Agreement.

Sincerely,



K. Vance Kelley AIA  
**PRINCIPAL**

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## TREANORHL ADDITIONAL CONSTRUCTION ADMINISTRATION SERVICES

Time/Task Labor Analysis

11/11/2019

2019	Project Lead I 2019 Hourly Rate \$170		Senior Principal 2019 Hourly Rate \$330		
	Office	Field	Office	Field	
December	8	2.5	1	2.5	
2020					
January	8	2.5	1		
February	8	2.5	1	2.5	
March	8	2.5	1		
April	4	2.5	1		
May	4	2.5	1		
June	4	2.5	1	2.5	
July	8	8	1		Project Closeout
	52	25.5	8	7.5	
	\$8,840	\$4,335	\$2,640	\$2,475	Total \$18,290
					\$18,200

## TREANORHL ADDITIONAL CONSTRUCTION ADMINISTRATION SERVICES - Revised

Time/Task Labor Analysis

2/20/2020

2019	Project Lead I Reduced Rate \$170		Senior Principal Reduced Rate \$300		
	Office	Field	Office	Field	
December	8	2.5	1	2.5	
2020					
January	8	2.5	0.5		
February	8	2.5	1	2.5	
March	4	2	0.5		
April	2	2	0.5		
May	2	2	0.5		
June	2	2	0.5	2	
July	8	4	1		Project Closeout
	42	19.5	5.5	7	
	\$7,140	\$3,315	\$1,650	\$2,100	Total \$14,205
					\$14,200

# TREANORHL

January 11, 2020

Kelly Passauer, Assistant City Manager  
City of Independence, Kansas  
811 W. Laurel  
Independence, KS 67301

Re: City of Independence, Kansas  
City Hall and Public Safety Center Concept Design  
Revised Proposal

Dear Kelly,

Per our prior discussions and feedback from the City Commission, we are presenting a proposal to develop concept design options for the 1916 City Hall and a Public Safety Center. The following options will be developed.

1. 1916 City Hall with police department: Provide all city departments and the police department at this facility. This option will include an addition to the existing building.
2. Fire and EMS Department at Apparatus Bay: Provide addition to the existing apparatus bay for the fire department.

For each of the above options the following deliverables will be provided.

1. Site Plan
2. Floor Plan
3. Narrative describing scope of work for architectural, structural, and mechanical, electrical, and plumbing systems.
4. Estimate of probable construction and project costs.

For the above scope of work, we would propose a lump sum fee of \$12,750.00. Services will be billed monthly on the work completed the previous month. This scope would be an additional service to our existing agreement with the City for the renovation of the 1916 City Hall.

We look forward to working with you and assisting the City in the further development of the City Hall and Public Safety Building.

Sincerely,



T. Andrew Pitts AIA, LEED AP bd+c  
**PRINCIPAL**

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