



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**March 28, 2019**

**Department** Administration

**Director Approval** Kelly Passauer

**AGENDA ITEM** Consider revised proposal for architectural services from TreanorHL for 1916 City Hall Renovation and New Public Safety Facility – Phase II.

**SUMMARY RECOMMENDATION** No recommendation.

**BACKGROUND** TreanorHL has provided a proposal for architectural services for programming and conceptual design for the 1916 City Hall and New Public Safety Facility.

Services proposed:

1. Historic City Hall
  - a. Field Assessment
  - b. Schematic Design, Design Development, & Construction Documents
  - c. Bidding
  - d. Contract Administration
  - e. State Historic Tax Credits – Part 2 & 3
2. New Public Safety Facility
  - a. Schematic Design, Design Development, & Construction Documents
  - b. Bidding
  - c. Contract Administration

City staff received an email from TreanorHL on the afternoon of March 27, 2019 advising that they had made a calculation error on the proposal originally provided. The costs included in this memo have been revised to correct the error which was regarding the Historic City Hall Design & Contract Administration which was increased from \$206,885 to \$344,808.

**BUDGET IMPACT** Funding options will be discussed at the meeting.

**Proposed Fees**

Programming and Conceptual Design	\$ 5,000.00	
Historic City Hall Design & Contract Administration	\$ 344,808.00	
New Public Safety Facility Design & Contract Administration	\$ 666,286.00	
<b>Subtotal Proposed Fees</b>		<b>\$ 1,016,094.00</b>

**Additional Services**

Historic City Hall Part 2 & 3 Tax Credit Application	\$ 9,000.00	
Historic City Hall Furniture Design Package & Contract Administration	\$ 22,750.00	
New Public Safety Facility Furniture Design Package & Contract Administration	\$ 37,750.00	
Historic City Hall IT Cabling Design	\$ 7,500.00	
New Public Safety Facility IT Cabling Design	\$ 7,500.00	
<b>Subtotal Additional Services</b>		<b>\$ 84,500.00</b>
<b>Total*</b>		<b>\$ 1,100,594.00</b>

\*Does not include reimbursable costs, per trip additional costs and exclusions.

**SUGGESTED MOTION** I move to accept the proposal for architectural services from TreanorHL in the amount of \$1,100,594 plus reimbursable costs, per trip additional costs and exclusions for 1916 City Hall Renovation and New Public Safety Facility – Phase II.

**SUPPORTING DOCUMENTS**

1. 03/27/2019 email correspondence from TreanorHL explaining calculation error.
2. Revised Proposal from TreanorHL for architectural services for 1916 City Hall Renovation and New Public Safety Facility – Phase II received 03/27/2019.

**From:** [Ian Pitts](#)  
**To:** [Craig Whitehead](#); [Kelly Passauer](#)  
**Cc:** [Vance Kelley](#)  
**Subject:** Independence City Hall - Design Fee Proposal Letter & Math Error Revision  
**Date:** Wednesday, March 27, 2019 3:26:01 PM  
**Attachments:** [Independence KS City Hall Phase 2 Proposal 180321\\_rev.pdf](#)

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Craig & Kelly,

I am very sorry, but I just realized I had a math error in our proposal letter for the Phase 2 design services. The line item for the fees for the Historic City Hall Full Design & Contract Administration Fee should have been \$344,808 in lieu of \$206,885, in order equal 8% of the 2017 estimated construction cost of \$4,310,100 for the interior portion of the renovation work. This brings the proposed total design fee to \$1,016,094.

I have attached a letter with the numbers revised, please let me know if it is possible to get this out before tomorrow's meeting. Give me a call anytime if we need to discuss.

Apologies again for any confusion this causes.

Thanks,  
Ian

**Ian Pitts** ASSOCIATE AIA

TREANORHL  
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[treanorhl.com](http://treanorhl.com)

# TREANORHL

March 21, 2019

Craig Whitehead, City Manager  
City of Independence  
811 West Laurel Street  
Independence, KS 67301

Re: Proposal for the Interior Building Renovations of Historic City Hall (City Hall Renovation – Phase 2)

Dear Mr. Whitehead,

We appreciate the opportunity to provide a proposal for the re-evaluation of the programming performed as part of our June 2017 report; conceptual design revision of both the renovation of the historic City Hall and a new public safety facility; interior assessment and full design services for renovating the interior of the historic City Hall; and full design services of the new public safety facility. We have provided this recommended scope of work based on our recent discussions with the City.

The historic City Hall in Independence, Kansas is currently vacant with many exterior issues being addressed as part of the Phase 1 project repairs. The City's goal is to undertake a Phase 2 project to renovate the interior of the historic building and its surrounding site with the intent of re-occupying the building as City Hall offices and for providing a new public safety facility for the City across the street from the historic City Hall.

## SCOPE OF SERVICES

### PROGRAMMING RE-EVALUATION/CONCEPTUAL DESIGN REVISION

We will revisit the programming and concept designs presented in our June 2017 report, including additional meetings with relevant stakeholders to review how the City's needs or goals may have changed since that time. This phase of work will define the ultimate use of the historic City Hall and determine the function and size for the new public safety facility. Concept designs and budgets will be developed for approval by the City before any other work is completed.

- A. Review existing program and design concepts developed and presented in June 2017 report.
- B. Meet with stakeholders to review program and further develop project goals and program requirements.
- C. Update program accordingly and review with stakeholders.
- D. Revise "test fit" plan concepts to provide a finalized conceptual plan for the Historic City Hall and the new Public Safety facility.
- E. Review revised concept plan with stakeholders.
- F. Update construction estimates for the concepts as necessary.



## HISTORIC CITY HALL

We have anticipated utilizing the drawings of the Historic City Hall that were developed by TreanorHL as part of the Phase 1 project, as well as extensive field verification of dimensions and details completed at that time, to develop construction documents for the Phase 2 renovation work. While trips for additional fieldwork will still be necessary to confirm interior dimensions, materials, conditions, and details not covered as part of the Phase 1 project, we have included an anticipated efficiency and savings into our proposed fee. We request the City provide access to the building and it's components by providing ladders, access equipment and personnel to assist with moving them and setting them up.

As the City Hall is on the National Register as part of an historic district our recommendations and designs will comply with the Secretary of the Interior's Standards for Treatment of Historic Properties. This would also qualify the project for State Historic Tax Credits, which are transferrable and may help with project funding for the Historic City Hall portion of the work. We have included as part of this proposal our services for preparing and assisting the City with submission of the Part 2 Tax Credit application.

### **A. FIELD ASSESSMENT**

1. On site assessment of interior of the building (one trip), after completion of Phase 1 project construction:
  - a. Two people for three full days on site (two-overnight stay) to assess the interior conditions and verify interior plans, details, and locations of historic finishes.
  - b. Photographs and notes will be taken on site to document the various conditions.
  - c. Measurements of critical dimensions will be confirmed.
  - d. The following building components will be addressed:
    - Review all historic materials remaining after completion of Phase 1 project.
    - Review existing non-historic elevator and central stair remaining after completion of Phase 1 project.
    - All remaining historic materials, including doors, trim, plaster, and terrazzo flooring will be accurately located and incorporated into base drawings for development of interior renovation construction documents.

### **B. SCHEMATIC DESIGN, DESIGN DEVELOPMENT, & CONSTRUCTION DOCUMENTS**

1. Produce drawings and illustrations of the work.
2. Produce specifications for use with the drawings.
3. Documents will not only define the quality of work but will include estimated quantity of historic repairs for more competitive bidding. Unit price work will be included to address unforeseen conditions.
4. Two trips to the site are included as part of the Construction Documents (CD) phase.
5. We anticipate one submittal each for Schematic Design (SD) and Design Development (DD), with periods for City review and comment.
6. We anticipate two submittals for Construction Documents (60% and 100% CDs) with periods for City review and comment.

### **C. BIDDING**

1. Attend pre-bid meeting (one trip).
2. Respond to questions during bidding and prepare addenda where appropriate.
3. Evaluate bids and one trip to present to the City.



**D. CONTRACT ADMINISTRATION**

1. Provide eight site visits with site visit reports during construction.
2. Review submittals and respond to questions.
3. Review general contractor pay application requests

**E. STATE HISTORIC TAX CREDITS – PART 2 & 3**

1. Prepare the Kansas Rehabilitation Tax Credit Application, including the Part 2 application, as well as all necessary photographic documentation, and deliver to Owner for processing and final execution.
2. Provide one site visit to complete Part 3 photographic documentation upon completion of the project and deliver to Owner.

**NEW PUBLIC SAFETY FACILITY**

We have based the scope and fees for the New Public Safety Facility on what was included in the June 2017 report. If, the results of the re-evaluation of the programming/revised concept designs reduce the complexity for the new facility, we will gladly review the proposed fees to determine whether possible savings can be found.

**A. SCHEMATIC DESIGN, DESIGN DEVELOPMENT, & CONSTRUCTION DOCUMENTS**

1. Produce drawings and illustrations of the work.
2. Produce specifications for use with the drawings.
3. Unit price work will be included to control costs of any necessary additional construction work beyond what is included in the final Construction Documents.
4. We anticipate one submittal each for Schematic Design (SD) and Design Development (DD), with periods for City review and comment.
5. We anticipate two submittals for Construction Documents (60% and 100% CDs) with periods for City review and comment.

**B. BIDDING**

1. Attend pre-bid meeting (one trip).
2. Respond to questions during bidding and prepare addenda where appropriate.
3. Evaluate bids and one trip to present to the City.

**C. CONTRACT ADMINISTRATION**

1. Provide eight site visits with site visit reports during construction.
2. Review submittals and respond to questions.
3. Review general contractor pay application requests



**PROPOSED FEES**

**A. PROGRAMMING RE-EVALUATION AND CONCEPTUAL DESIGN REVISION**

Conceptual Design Revision Fee: \$ 5,000

**B. HISTORIC CITY HALL**

Full Design & Contract Administration Fee: \$344,808  
(8% of 2017 estimated construction costs)

**C. NEW PUBLIC SAFETY FACILITY**

Full Design & Contract Administration Fee: \$666,286  
(8.5% of 2017 estimated construction costs)

**TOTAL FEE \$1,016,094**

**D. ADDITIONAL SERVICES**

Part 2 & 3 Tax Credit Application  
Historic Preservation Consulting Fee: \$ 9,000

Furniture Design Package &  
Contract Administration Fee (Historic City Hall): \$ 22,750

Furniture Design Package &  
Contract Administration Fee (New Facility): \$ 37,750

IT Cabling Full Design (Historic City Hall): \$ 7,500

IT Cabling Full Design (New Facility): \$ 7,500

**REIMBURSIBLE COSTS:**

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

**PER TRIP ADDITIONAL COSTS:**

Should additional trips be required or requested, hourly rate charges for travel will be added. This is estimated at no more than \$750/person.

**EXCLUSIONS:**

Hazardous material abatement, surveying, material sampling and testing. Ladders, lifts and other access equipment for field work. The proposed fee for Part 2 & 3 Tax Credit Application Historic Preservation Consulting excludes amendments to the application for conditional approvals or supplemental information, as well as the required application fees and signatures for the Part 1 and 2 applications. Part 3 applications are excluded as well. Only photographic documentation for Part 3 is provided as part of this proposal. Kansas Department of Revenue forms required for Part 3 are also excluded and are the responsibility of the City. See "Owner's Responsibility" below.



## SCHEDULE

We are open to discussion about timing for the work and overall schedule. The Programming Re-Evaluation and Conceptual Design Revision we anticipate will take 7 weeks and could begin in April or soon after notice to proceed is received. The completion of design and construction documents for the Historic City Hall we anticipate would take 5 months total, allowing 2 weeks for City review at each review stage, and dependent on the extent of the final scope resulting from the programming/concept design revisions. Field work for the Historic City Hall portion of the project could potentially be completed in part during construction of the Phase 1 project. However, assessment of necessary repairs and conditions of historic materials would need to occur after completion of the Phase 1 construction, making development of the Phase 2 design documents for the Historic City Hall dependent on the construction schedule. When tax credits are applied for the Historic City Hall portion of the Phase 2 project, there will be a minimum of 30 days for State Historical Society Review for approval of the Part 2 Application to occur prior to the start of construction. That submission would be with the 100% construction documents. The completion of design and construction documents for the New Public Safety Facility we anticipate would take 6 months total, allowing 2 weeks for City review at each review stage, and dependent on the extent of the final scope resulting from the programming/concept design revisions. Construction would likely take 8-12 months depending on availability of materials and the extent of the final scope for both facilities resulting from the programming/concept design revisions.

## OWNER'S RESPONSIBILITY

Provide tax advisor or personnel to complete Part 3 application to claim the Kansas State Historic Tax Credit for the Historic City Hall portion of the work. (TreanorHL will provide photo documentation necessary to accompany the application.) Not all expenses incurred as part of the City Hall Renovation – Phase 2 project will be eligible for tax credits. Submission of the Part 3 requires that accounting during the project, including the schedule of values, be aligned to document costs for the project and differentiate between those that are eligible and those that are not. Please review the program requirements with your financial office and legal team:

- a. <http://kshs.org/p/tax-credit-basics/14673>
- b. <http://kshs.org/p/state-historic-rehabilitation-tax-credit/14666>

If there are additional 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 AIA Owner-Architect Agreements.

Sincerely,



K. Vance Kelley AIA  
**PRINCIPAL**

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