

# **TOWN OF PARADISE VALLEY**

**Contract for Architectural Services  
Town Campus Remodel  
January 11, 2017**



# Architectural Service Contract

## Agenda

- Why the Project
- Selection Process
- Terms and Conditions



# Architectural Service Contract

- Why the Project
  - Town has four main service areas
    - Public Safety – Visible, Infrequent Contact
    - Public Works – Touch Streets Daily, Infrequent Contact
    - Courts – High Contact, Few Residents
    - Town Hall/Engineering – High Contact, Mostly Residents



# Architectural Services Contract

- Town Hall is not Intuitive
  - Entrance
  - Office Locations
  - Post Office vs. Reception
- Approx. 75,000 People Visit Town Hall/YR
  - Driven by Post Office – Holidays and Tax Season
  - Community Development/Utility Bills/Meetings



# Architectural Service Contract

- Inefficient Use of Space
  - 53% of Town Hall is shared space
  - Council Chamber used ~2-4 hours a week
  - Community Room used ~ 2 hours per week
  - Board Room used ~40+ hours per week (including after hours) but poor access
- Insufficient Space for Employees and Storage



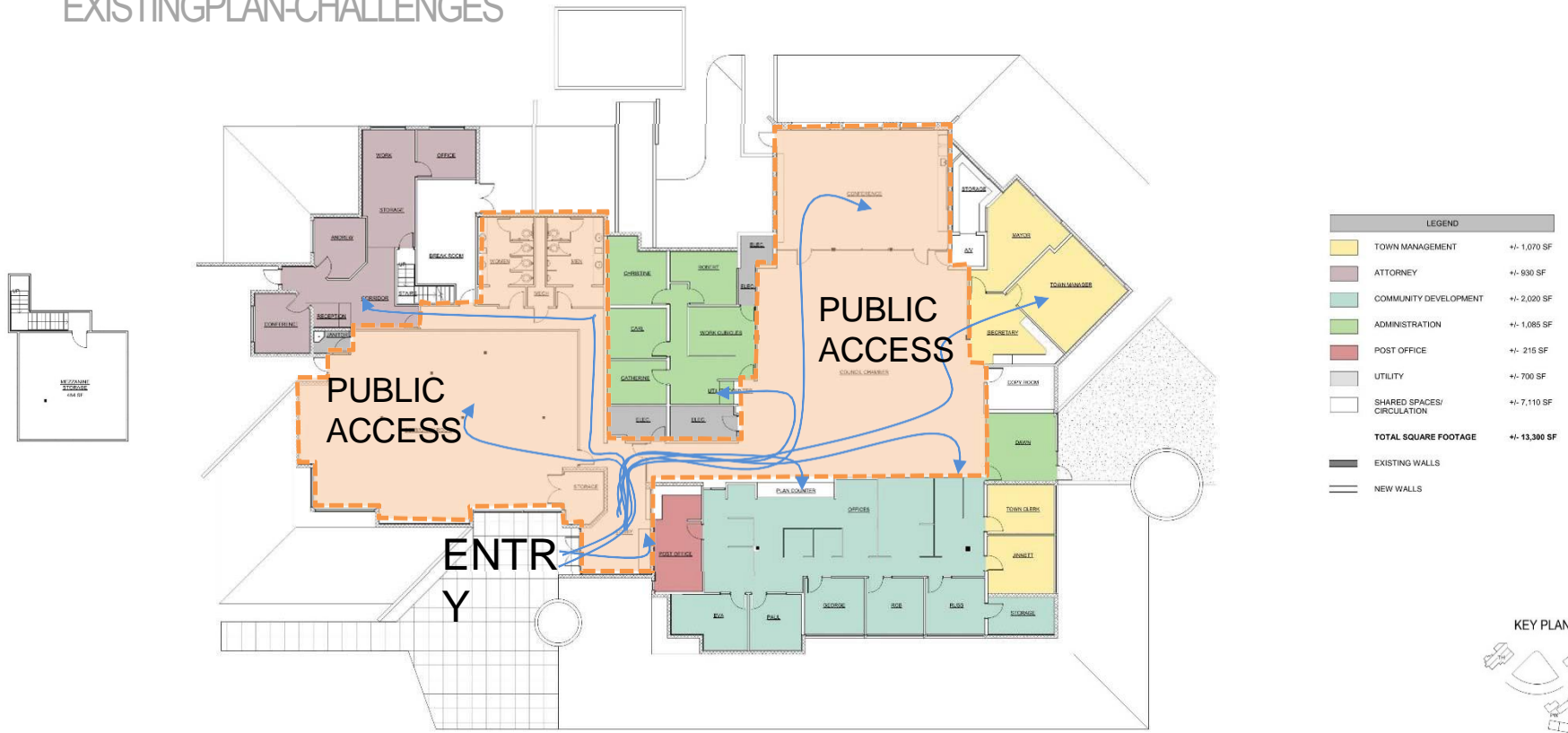
# Architectural Service Contract

- Outdated – Periodically need a realignment
  - Town Hall
    - Built – Early 70's; 1980 west addition for Police and P.O.; Remodeled 1996 (PD and PW move out); 2012 Court Moves Out (but didn't realign space)
  - Police Building – Built 1996; 2003 remodel
  - Public Works – Built 1996; 2003 Added Offices



# TOWN HALL

## EXISTING PLAN-CHALLENGES



# TOWN HALL

OPTION 2





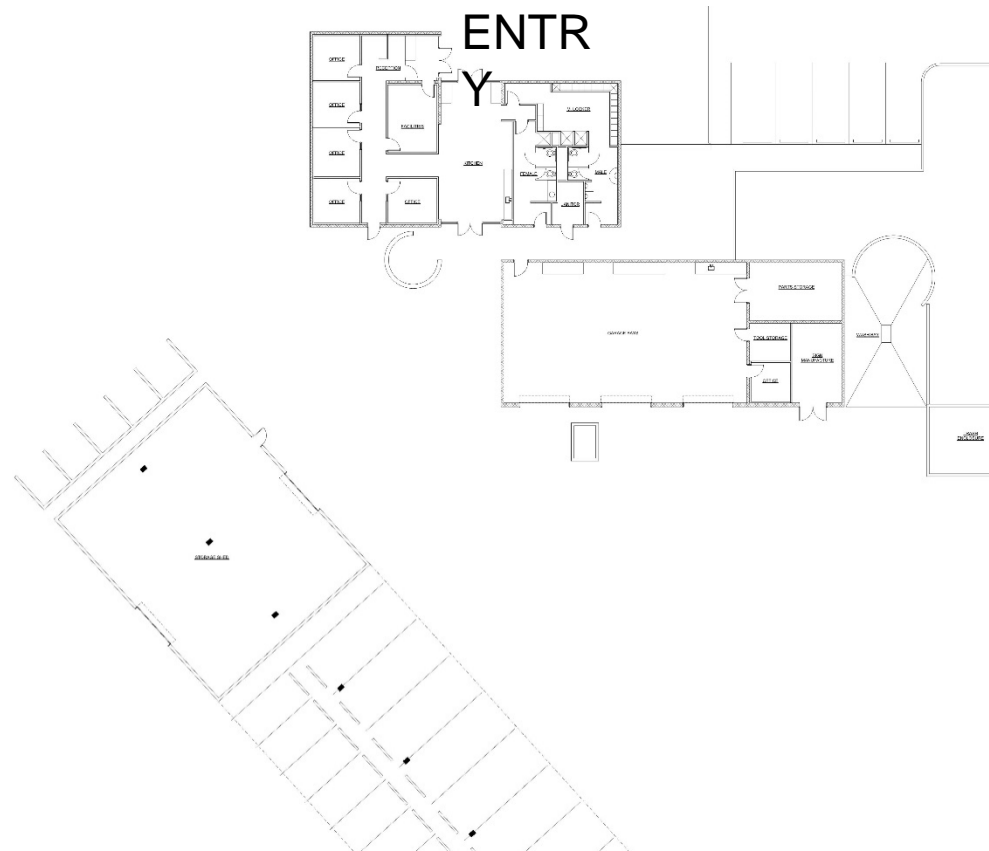
# Architectural Service Contract

- Engineering/Public Works Building
  - Minimal Space to Service Customers
    - Minimal Counter Space
    - No Waiting Space
  - Insufficient Work Space
    - Employee Work Space
    - Sign shop



# PUBLIC WORKS & ENGINEERING

EXISTING PLAN

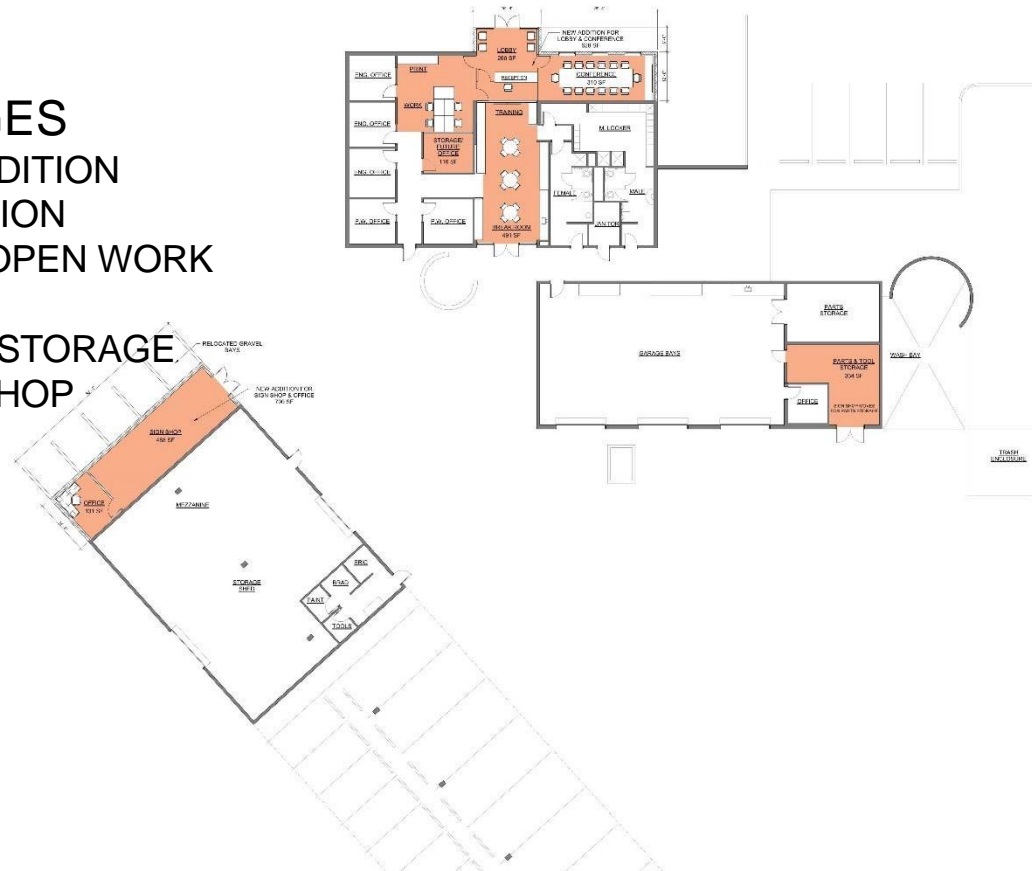


# PUBLIC WORKS & ENGINEERING

## PROPOSED OPTION

### MAJOR CHANGES

- MAIN ENTRY ADDITION
- CONF RM ADDITION
- CONSOLIDATE OPEN WORK AREA
- EXPAND PARTS STORAGE
- EXPAND SIGN SHOP



# POLICE DEPARTMENT

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## SPACENEEDS

WELCOMING ENTRY

SHOOTING RANGE

DEFENSIVE TACTICS/MILO TRAINING ROOM

SECURED ACCESS TO PRIVATE VS PUBLIC

- EGRESS PATHS
- SHARED CONFERENCE ROOM
- ENTRY WAY

EFFICIENT OPEN OFFICE SPACE

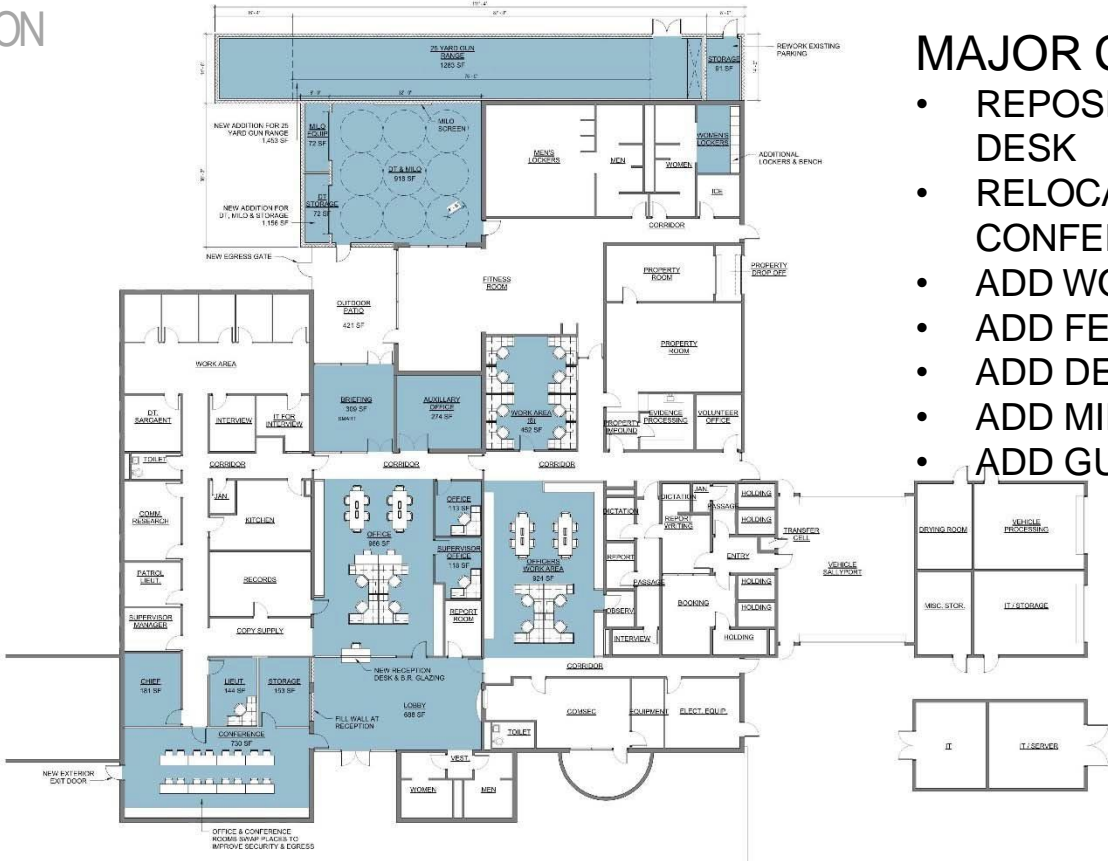
# POLICE DEPARTMENT

EXISTING PLAN



# POLICE DEPARTMENT

PROPOSEDOPTION

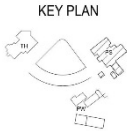


## MAJOR CHANGES

- REPOSITION MAIN ENTRY DESK
- RELOCATE LARGE CONFERENCE
- ADD WORKSTATIONS
- ADD FEMALE LOCKERS
- ADD DEFENSIVE TACTICS
- ADD MILO TRAINING
- ADD GUN RANGE

**LEGEND**

- AREAS EFFECTED FOR POLICE DEPARTMENT
- EXISTING WALLS
- - - NEW WALLS



# Architectural Services Contract

- CIP

| Building     | Architectural<br>FY18 | Construction<br>FY19 | Construction<br>FY20 |
|--------------|-----------------------|----------------------|----------------------|
| Town Hall    | \$210,000             | \$775,000            | \$775,000            |
| Public Works | \$ 50,000             | \$400,000            |                      |
| Police       | \$110,000             | \$300,000            | \$590,000            |
| Generator    | \$300,000*            |                      |                      |

\*Design and Construction

Total Budget Over 3 Years = \$3.51 M

- \$420,000 for Architectural



# Architectural Service Contract

- Directions
  - Council approved CIP for design but stated construction costs must come down if want to build.
- Cost reduction was a key concept of RFQ selection.



• Scope of Work provides for cost reduction efforts and new cost estimating by 30% design



# SELECTION OF ARCHITECT

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## DESIGN AND C.A. CONTRACT ONLY, NO CONSTRUCTION

- Compliance with A.R.S. Title 34 Section 603
  - “Procurement of Professional Services”
- Posted RFQ to [www.procure.az.gov](http://www.procure.az.gov) on 9/28/17
- Newspaper Ad published on 9/28/17 and 10/5/17
- Presubmittal Meeting and Site Walk held 10/10/17
- Received 10 Statements of Qualifications on 10/30/17
  - One was disqualified for being non-responsive



# SELECTION OF ARCHITECT

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## Review of SOQ's

- Selection Committee of Five Staff Members Included:
  - Town Manager
  - Police Lieutenant
  - Building Official
  - Facilities Maintenance Technician
  - Engineering Analyst



# SELECTION OF ARCHITECT

## Review of SOQ's Cont.

- Reviewed and Scored per Criteria in RFQ

| Criteria     |   | Points       |
|--------------|---|--------------|
| A.           | General Information                       | 100          |
| B.           | Experience and Qualifications of the Firm | 250          |
| C.           | Experience of Key Personnel               | 350          |
| D.           | Understanding and Approach                | 300          |
| E.           | Appendix                                  | 0            |
| <b>Total</b> |   | <b>1,000</b> |

- Top Five Rated Firms by Committee were Selected to Interview



# SELECTION OF ARCHITECT

## Interview Process

- Five Firms were Interviewed by Selection Panel on 11/30/17
- Non-Cumulative Scoring

| Criteria |   | Points |
|----------|---|--------|
| A.       | Questions and Answers                     | 100    |
| B.       | Experience and Qualifications of the Firm | 250    |
| C.       | Experience of Key Personnel               | 350    |
| D.       | Understanding and Approach                | 300    |
| Total    |   | 1,000  |



# SELECTION OF ARCHITECT

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- Top ranked Firm is DWL Architects
- DWL / Sub-consultants have Significant Experience in:
  - Remodeling occupied municipal buildings
  - Public safety building design/construction
  - Firing range design/construction
  - CMAR delivery method
- Additional considerations include staff availability, risk mitigation, project management approach, quality control, and cost estimating experience



# SCOPE OF WORK

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- All necessary design work for remodeling and additions to Town Hall, Public Works, Police Department including:
  - A/E services for 30%, 60%, 90%, and 100% plans
  - Range consultant and acoustical analysis
  - Generator load analysis for PD/PW Replacement
  - Cost estimating and GMP review
  - Construction Administration (Response to RFI's, inspect work)



# BUDGET AND SCHEDULE

- Fiscal Year 17/18 CIP Budget equals \$670,000, including generator replacement at Police Department / Public Works
- The approval of this contract will cost the town \$420,000
- CMAR Preconstruction Services Contract to Award at Later Date

| Task                     | 2018 | 2019 | 2020 |
|--------------------------|------|------|------|
| A/E Design               | →    |      |      |
| Contractor Selection     | →    |      |      |
| Preconstruction Services | →    |      |      |
| Construction             |      | →    |      |



## **RECOMMENDED ACTION**

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**Authorize the Town Manager to Execute a Contract with DWL Architects in an Amount not to Exceed \$420,000.00 for Design and Construction Administration for the Remodel and Additions to Town Hall, Police Department, and Public Works Buildings on the Town Complex Campus**

