

# **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

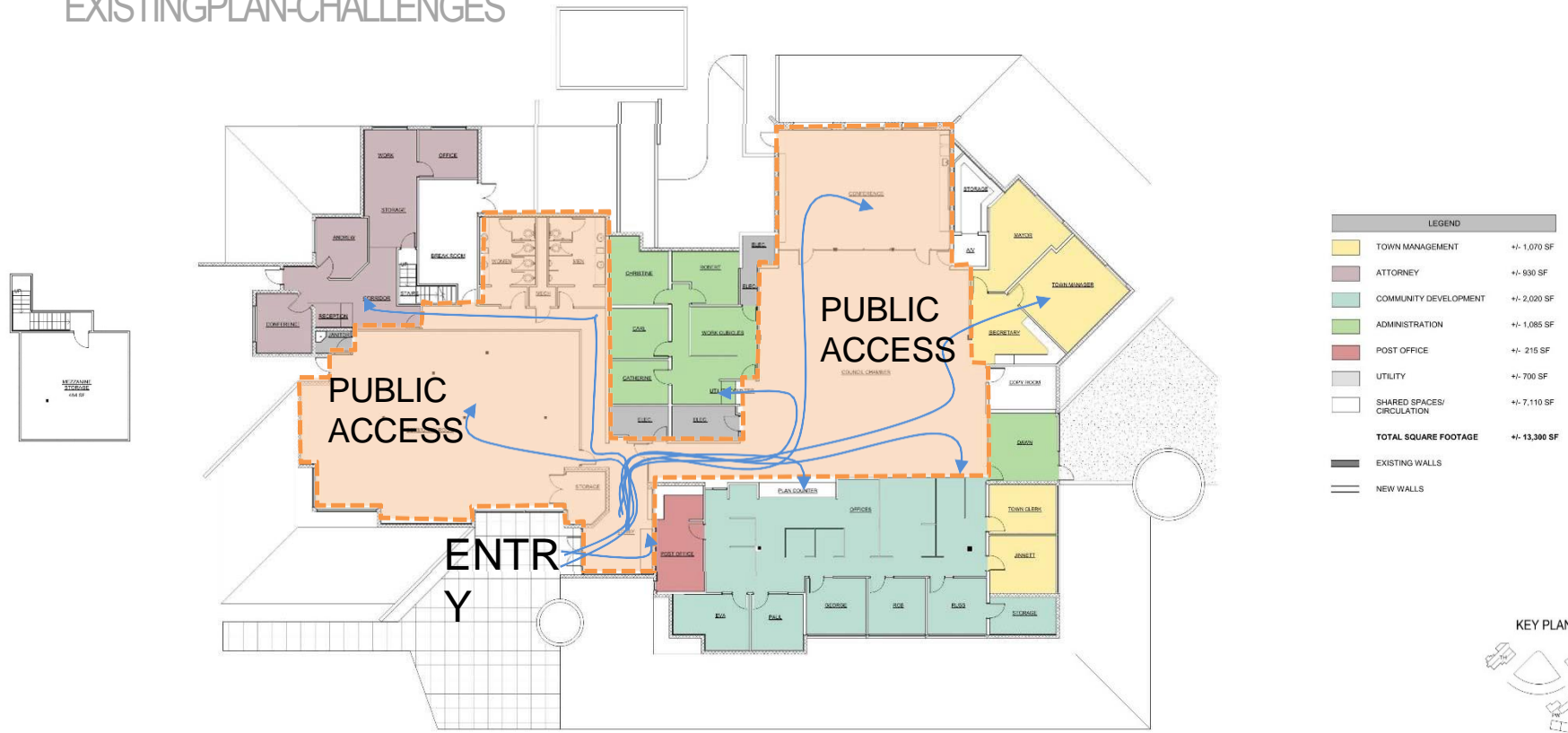
- Outdated – Periodically need a realignment
  - Town Hall
    - Built – Early 70's; 1980 west addition for Police and P.O.; Remodeled 1996 (PD and PW move out); 2012 Court Moves Out (but didn't realign space)
  - Police Building – Built 1996; 2003 remodel
  - Public Works – Built 1996; 2003 Added Offices





# TOWN HALL

## EXISTING PLAN-CHALLENGES



# TOWN HALL

## OPTION 2





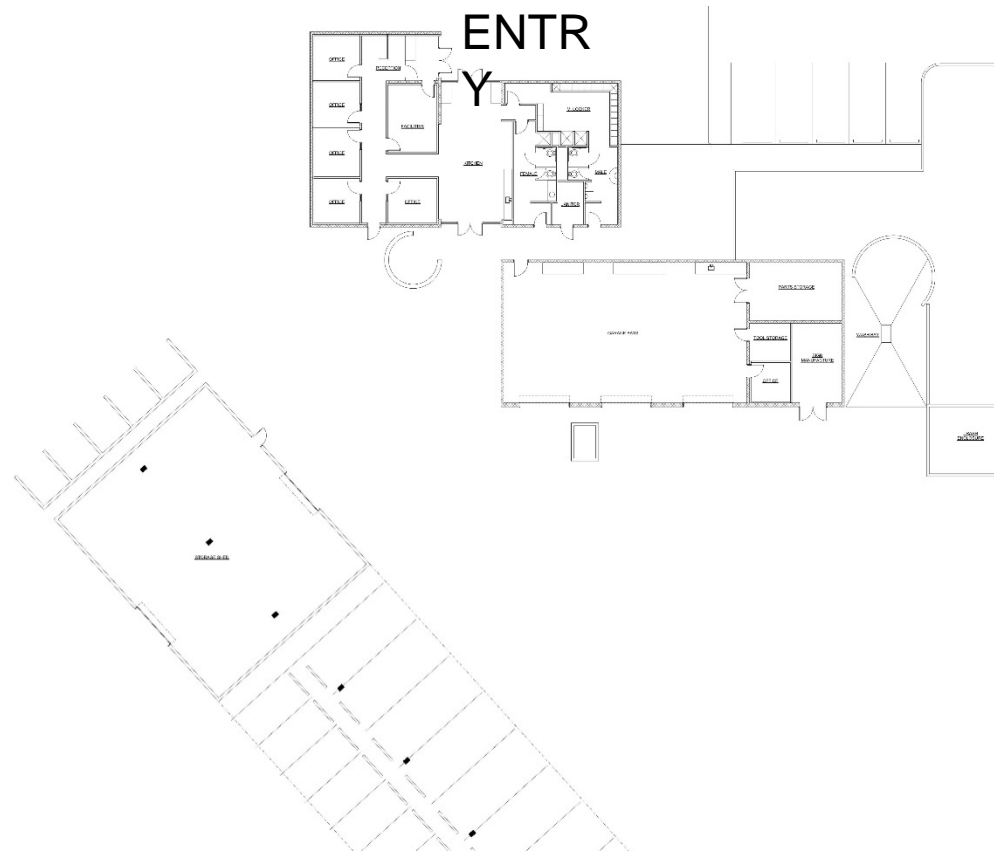
# Architectural Service Contract

- 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

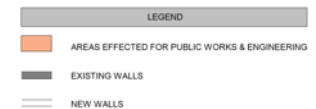
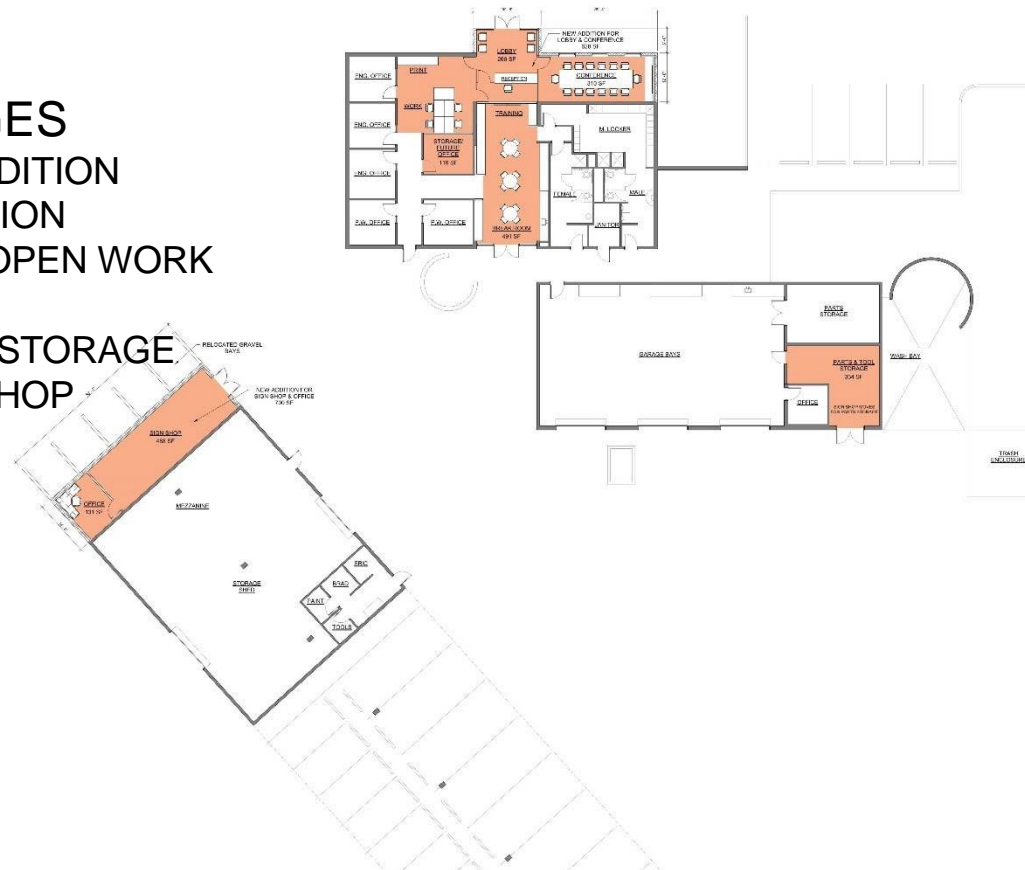


# PUBLIC WORKS & ENGINEERING

## 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

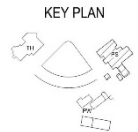
SECURED ACCESS TO PRIVATE VS PUBLIC

- EGRESS PATHS
- SHARED CONFERENCE ROOM
- ENTRY WAY

EFFICIENT OPEN OFFICE SPACE



## PROPOSEDOPTION





# Architectural Services Contract

- CIP

Building	Architectural FY18	Construction FY19	Construction 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

## 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
Total		1,000

- 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		→	

January 11, 2018



## **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**



January 11, 2018