



STAFF REPORT

DATE: February 7, 2018
CONSENT #7

AGENDA ITEM: Consultant for Building Fit Test/Analysis
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

At the January 16th meeting, Council directed staff to obtain quotes for a building fit test/analysis for the Brookfield building with respect to using it as a fire hall and city hall in the future. The building fit test/analysis is one of the contingencies in the purchase agreement for 3880 Laverne Ave N. The city has 90 days (April 18th) to complete their due diligence with respect to the contingencies.

ISSUE BEFORE COUNCIL:

Who would Council like to do the fit analysis of the Brookfield site?

PROPOSAL:

Staff was able to obtain quotes from two architecture firms-Leo A Daly and Buetow 2 Architects Inc. Copies of their proposals are included in your packet.

The proposals are similar in scope of work, timeline (4-6 weeks) and price (\$4,750 and \$4,900 respectively). Both firms have done work previously in Washington County on municipal fire stations and city halls.

Staff is recommending Leo A Daly for this project. Since the city has a limited time to complete the work staff is further recommending Council authorize the Mayor and Clerk to execute a contract for the services after it has been reviewed by the City Attorney.

RECOMMENDATION:

If removed from the consent agenda:

“Move to direct staff to prepare a contract with Leo A Daly for a building fit test/analysis and authorize the Mayor and City Clerk to execute the contract after legal review.”

ATTACHMENTS:

- Leo Daly Proposal
- Buetow 2 Architects, Inc Proposal

LEO A DALY

PLANNING

ARCHITECTURE

ENGINEERING

INTERIORS



EST. 1915

ABU DHABI
ATLANTA
AUSTIN
BEIJING
CHICAGO
COLLEGE STATION
CORPUS CHRISTI
DALLAS
DAMMAM
DOHA
FLINT
FORT WORTH
HONG KONG
HOUSTON
LANSING
LAS VEGAS
LOS ANGELES
MIAMI
MILPITAS
MINNEAPOLIS
OAKLAND
OMAHA
ORANGE
RIYADH
SAN ANTONIO
SAN MARCOS
TAMPA
WACO
WASHINGTON DC
WEST PALM BEACH

January 19, 2018

Kristina Handt
City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Dear Kristina:

Thank you for inviting LEO A DALY to assist the City of Lake Elmo as you continue your plan to improve the City's services and facilities. We are pleased to present this proposal for professional services based upon our recent and continued conversations.

PROJECT BACKGROUND / UNDERSTANDING

LEO A DALY understands the City of Lake Elmo has nearly completed a municipal facilities space needs assessment for its City Hall, Fire Station No. 1, and Fire Station No. 2. This study investigated each building's physical condition, assessed the space requirement needs for City Hall and the Fire Department, as well as proposed several conceptual master plan options which address the growing capital improvements required and solve the shortage of space for each department. In doing so, creating a civic presence and improving or maintaining the Fire Department response times were also examined.

Concurrent to the assessment, the City began negotiations for the purchase of the Brookfield Office Building and its 2.5 acres adjacent to City Hall. An agreed purchase price is in place, and they City has contracted with SEG to conduct a due diligence review of the building and property prior to closing on the agreement.

PROJECT OBJECTIVE

Upon purchase, the City will be the landlord until the last of the existing leases expire in June of 2022. In the meantime, the City will move City Hall functions, less the Council Chambers, into this building. The scope of our proposal is to synthesize all the programming and asset evaluations completed to date, as it pertains to the Brookfield building and site, into a concept / fit design and implementation plan. LEO A DALY proposes utilizing a client driven design charrette process to create and develop up to three options for the site.

We have organized our proposal based upon assessing the results of the future open house, affirming the space needs report, reviewing the site and building due diligence report, developing concept alternatives, and presenting creative options to provide a road map for funding and project delivery. Our approach is as follows:

PROJECT APPROACH

PART A – UNDERSTANDING OF THE EXISTING PHYSICAL CONDITIONS

- Collect and review previous studies from CEG and BKV.
- Analyze the site and its surrounding context in relation to parking, ingress, egress, separation of user groups, and the civic presence of the site within the city.
- Conduct kick-off meeting to identify goals, schedules, and participants.

January 19, 2018

Kristina Handt

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PART B – FACILITY NEEDS CONFIRMATION (SPACE PROGRAM CONFIRMATION)

- Review and refine the existing program as it relates to possible city department and staff located at the Brookfield building and site with key leadership.

PART C – CONCEPTS, COSTS, AND FUNDING (SYNTHESIS)

- Host design workshop / charrette with key staff which vets:
 - Re-purposing the Brookfield building,
 - Site concepts addressing proper site access for various users (general public, city hall staff, fire department staff, etc.)
 - Friendly parking strategies for users and neighbors alike.
 - Complementary programmatic relationships inter-departmentally, between the Brookfield building and any addition, and externally to the site.
- Develop preliminary costs and implementation schedules.
- Package all information into a clear report for implementation.
- Present to key leadership and city council.

COMPENSATION

Lump Sum Fee: \$4,750 (including reimbursable)

SCHEDULE

Part A:	Start:	February 12 (or upon notice to proceed)
	Duration:	One week after notice to proceed and receipt of currant studies
Part B:	Start:	March 5, or upon completion of Part A
	Duration:	One to two weeks
Part C:	Start:	March 12 or March 19
	Duration:	Two to three weeks

If this meets with your approval, please contact Todd LaVold at LEO A DALY via mail or email for contract development. We appreciate this opportunity and look forward to working with you.

Sincerely,

LEO A DALY

Todd LaVold
Associate, Senior Architect
tblavold@leoadaly.com

BII BUETOW 2 ARCHITECTS, INC.

City of Lake Elmo, Minnesota Request For Proposals Building Fit/Test Analysis



Submitted To:

City of Lake Elmo, Minnesota

January 31, 2018



City of Lake Elmo, Minnesota
Request For Proposals
Building Fit/Test Analysis

January 31, 2018
Buetow 2 Architects, Inc.
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BII BUETOW 2 ARCHITECTS, INC.

January 31, 2018

(sent via Email to KHandt@lakeelmo.org)

Ms. Kristina Handt
City Administrator, City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

**Re: City of Lake Elmo, Minnesota
Request For Proposals
Building Fit/Test Analysis**

Please review our Firm's Professional Services Proposal as directed in your Request For Proposals Email issued to Buetow 2 Architects, Inc. on January 22, 2018 on behalf of the City of Lake Elmo.

We ask the City to consider our Project Team's unique qualifications:

Buetow 2 Architects, Inc. is an experienced and 'right-sized' Architectural and Site and Building Evaluation Consultant. We promise that only experienced and professionally-astute Principals of Buetow 2 Architects, Inc. and of our Consultants will be tasked to serve the citizens of Lake Elmo on behalf of this very important municipal site and building analysis.

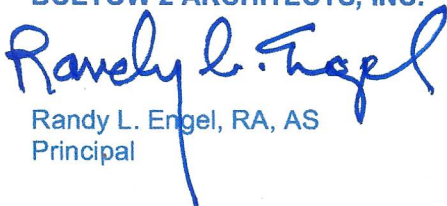
Thus, **Randy Engel** will serve as Principal in Charge and **Modris Feders** will manage the preparation of site and building assessments. **Randy will also act as our Firm's primary contact** with the City of Lake Elmo. Please observe that we each have extensive experience in the evaluation of essential city services sites and buildings including City Halls and Fire Stations. We each are also well-versed in the planning and design of remodeling/addition projects that have resulted in the creation of highly successful operational and physical transformations of existing sites and buildings.

This Proposal establishes the following:

- (1) We believe that four to six weeks will be required to prepare and to present our Report to the City of Lake Elmo.
- (2) Our Firm propose a Professional Services Fee of \$4,900.00
- (3) We, at Buetow and Associates, Inc., are ready, willing and able to proceed with the work of this project for the City of Lake Elmo.

Sincerely,

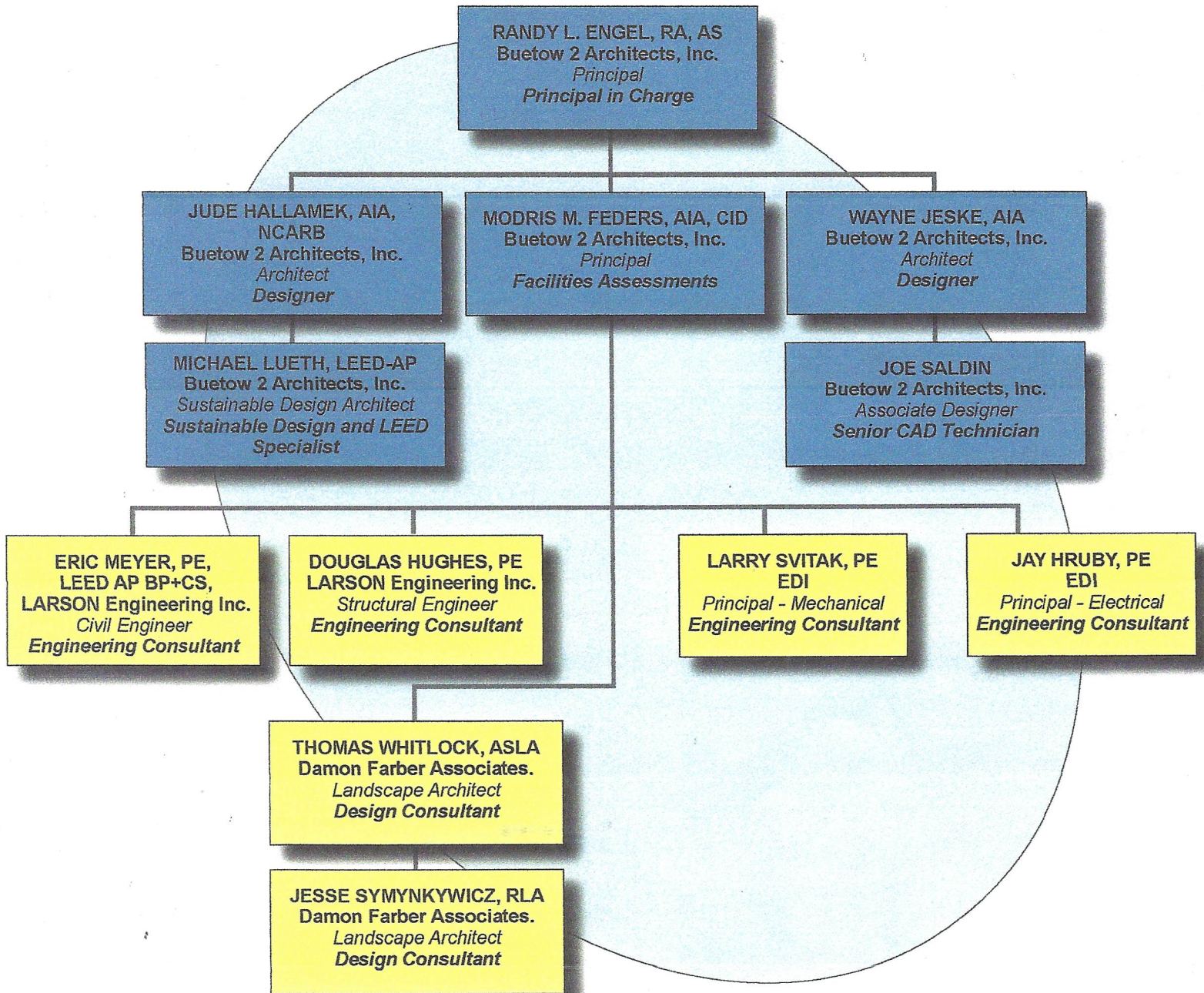
BUETOW 2 ARCHITECTS, INC.


Randy L. Engel, RA, AS
Principal


Modris M. Feders, AIA, CID
Principal

BII BUETOW 2 ARCHITECTS, INC.

City of Lake Elmo, Minnesota Request For Proposals Building Fit/Test Analysis



Project Team Leaders



Project Team

Architect

2905 Dean Parkway
Suite C
Minneapolis, MN 55416
Voice1: (612) 455-2626
Voice2: (612) 455-2627
randy.engel@buetowarchitects.com
mod.feders@buetow2architects.com

Landscape Architect

401 Second Avenue North Suite 410
Minneapolis, MN 55401
Voice: (507) 332-7522
twhitlock@damonfarber.com
jsymynkywicz@damonfarber.com

Civil Engineer & Structural Engineer

3524 LaBore Road
White Bear Lake, MN 55110
Voice: (651) 481-9120
Fax: (651) 481-9210
emeyer@larsonengr.com
dhughes@larsonengr.com

Mechanical & Electrical Engineers

1112 North Fifth Street
Minneapolis, MN 55411
Voice: (612) 343-5965
Fax: (612) 343-5982
lsvitak@edilimited.com
jhruby@edilimited.com

Buetow 2 Architects, Inc. (6 Staff Members)

- Randy L. Engel, RA, AS Principal in Charge
- Modris M. Feders, AIA, CID Facilities Assessments
- Jude Hallamek, AIA, NCARB Project Designer
- Wayne Jeske, AIA Project Designer
- Michael Lueth, LEED AP Sustainability Design Specialist
- Joe Saldin, Senior CADD Technician

Randy Engel will be our Firm's contact with the City.

Randy will oversee the entire project.

Modris will develop the Study approach, process, schedule, site and building layout concept and will prepare the Study.

Wayne and Jude will prepare a Conceptual Site and Building Layout for this Study.

Michael will provide LEED and Sustainability guidance.

Joe will supervise preparation of Drawings.

Damon Farber Associates (13 Staff Members)

- Thomas Whitlock, ASLA, President
 - Jesse Symynkywicz, ASLA, Landscape Architect
- Tom and Jesse will provide a Landscape Architectural layout recommendation.*

Larson Engineering, Inc. (57 Staff Members in MN Office)

- Eric Meyer, PE, LEED AP BD+C, Civil Engineer
 - Douglas Hughes, PE Dept. Manager, Structural Engineer
- Eric will review existing conditions, will advise regarding the application of: grading, drainage, utilities and pavements for a Conceptual Layout.*
- Douglas will provide a Structural Engineering concept and recommendation for a Conceptual Layout.*

EDI (10 Staff Members)

- Larry Svitak, PE, Principal-Mechanical
 - Jay Hruby, PE, Principal-Electrical
- Larry will provide a Mechanical Engineering concept and recommendation for a Conceptual Layout.*
- Jay will provide an Electrical Engineering concept and recommendation for a Conceptual Layout.*



Facility Evaluations Prepared in the Last Five Years

- 1. ST. CLOUD PUBLIC WORKS SPACE NEEDS STUDY** **2017**
St. Cloud, MN
150,000 S.F. Building Addition and Remod. Options \$7,300,000 (construction cost estimate projection in Study)
Principal in Charge: Modris Feders
Contact: **Steven R. Lawrence, Public Works Assistant Director**
(Former Public Works Assistant Director of Brooklyn Park)
City of St. Cloud
1200 15th Avenue SE
St. Cloud, MN 56304
(320) 650-2915
Steven.Lawrence@ci.stcloud.mn.us

- 2. MENDOTA HEIGHTS FIRE STATION FEASIBILITY STUDY** **2015**
Mendota Heights, MN
3,500 S.F. Renovation Options \$7,200,000 (construction cost estimate projection in Study)
10,600 S.F. Addition Options **Principals in Charge: Randy Engel and Modris Feders**
Contact: **John Maczko, Fire Chief**
City of Mendota Heights
2121 Dodd Road
Mendota Heights, MN 55120
(651) 255-1371
johnm@mendota-heights.com

- 3. OSSEO POLICE FACILITY SPACE NEEDS STUDY** **2014**
Osseo, MN
5,123 S.F. Addition and Remodeling Options \$900,000 (construction cost estimate projection in Study)
Principals in Charge: Randy Engel and Modris Feders
Contact: **Doug Reeder, Interim Administrator**
City of Wayzata
(Former, City Administrator of Osseo)
600 Rice Street East
Wayzata, MN 55391
(952) 404-5300
dreeder@ci.wayzata.mn.us

- 4. LAKE JOHANNA FIRE STATIONS FACILITY SPACE NEEDS STUDY** **2013**
Shoreview, MN
4,500 S.F. Additions and Remodeling Options \$500,000 (construction cost estimate projection in Study)
Principal in Charge: Modris Feders
Contact: **Tim Boehlke, Fire Chief**
City of Shoreview/Lake Johanna Fire Department
5545 North Lexington Avenue
Shoreview, MN 55126
(651) 481-7026
tboehlke@lffd.org

(continued)



Facility Evaluations Prepared in the Last Five Years

5. **BROOKLYN PARK CITY HALL SPACE NEEDS STUDY** 2012
Brooklyn Park, MN
40,000 S.F. Additions and Remodeling Options \$2,100,000 (construction cost estimate projection in Study)
Principal in Charge: **Modris Feders**
Contact: **Steven R. Lawrence, Public Works Assistant Director**
(Former Public Works Assistant Director of Brooklyn Park)
City of St. Cloud
1200 15th Avenue SE
St. Cloud, MN 56304
(320) 650-2915
Steven.Lawrence@ci.stcloud.mn.us
6. **STILLWATER FIRE STATION SPACE FEASIBILITY AND PROGRAMMING STUDY** 2011
Stillwater, MN
27,420 S.F. New Building Options \$6,450,000 (construction cost estimate projection in Study)
Principals in Charge: **Randy Engel**
Contact: **Stuart Glaser, Fire Chief**
216 North Fourth Street
Stillwater, MN 55082
(651) 351-4970
sglaser@ci.stillwater.mn.us
7. **BURNSVILLE FIRE STATION FACILITY EVALUATION STUDY** 2011
Burnsville, MN
4,000 S.F. Renovation Options \$520,000 (construction cost estimate projection in Study)
4,760 S.F. Addition Options Principal in Charge: **Modris Feders**
Contact: **Dan Hove, Former Fire Chief**
100 Civic Center Parkway
Burnsville, MN 55337
(952) 895-4572
8. **BAYPORT FACILITIES SPACE NEEDS AND SITE LOCATION STUDY** 2011
Bayport, MN
20,000 S.F. New Building Options \$5,000,000 (construction cost estimate projection in Study)
Principal in Charge: **Randy Engel**
Contact: **Mitch Berg, Former City Administrator**
294 North Third Street
Bayport, MN 55003
(651) 275-4404
Mike Bell, Former Fire Chief
294 North Third Street
Bayport, MN 55003
(651) 275-4401

(continued)



Facility Evaluations Prepared in the Last Five Years

9. **WORTHINGTON FIRE STATION AND AMBULANCE FACILITY SPACE NEEDS, FACILITY EVALUATION AND SITE SELECTION STUDY** **2011**
Worthington, MN
25,000 S.F. New Building Options \$5,000,000 (construction cost estimate projection in Study)
Principal in Charge: Randy Engel
- Contact: **Craig Clark, City Administrator**
(Former City Administrator of Worthington)
500 4th Avenue Northeast
Austin, MN 55912
(507) 372-8622
Rick VonHoldt, Fire Chief
303 Ninth Street
Worthington, MN 56187
(507) 360-7240



Client References

Eric Johnson, AICP

City Administrator
City of Oak Park Heights
14168 Oak Park Boulevard North
Oak Park Heights, MN 55082
(651) 439-4439
eajohnson@cityofoakparkheights.com
City of Oak Park Heights Facilities and Space Needs Study (2008)
Oak Park Heights City Hall (2010)

Walt Fehst

City Administrator
590 40th Avenue Northeast
Columbia Heights, MN 55421
(763) 706-3600
walt.fehst@ci.columbia-heights.mn.us
Columbia Heights Public Safety Space Needs Study and Feasibility Study (2007)
Columbia Heights Public Safety Center (2008)

Gary Gorman

Fire Chief
City of Columbia Heights
825 41st Avenue Northeast
Columbia Heights, MN 55421
(763) 706-8152
ggorman@columbiaheightsmn.gov
Columbia Heights Public Safety Space Needs Study and Feasibility Study (2007)
Columbia Heights Public Safety Center (2008)

Steven R. Lawrence

(Formerly Public Works Assistant Director of Brooklyn Park Public Works Department)
Public Works Assistant Director
City of St. Cloud
1200 15th Avenue SE
St. Cloud, MN 56304
(320) 650-2915
Steven.Lawrence@ci.stcloud.mn.us
City of St. Cloud: Public Works Space Needs Study (2016)
City of Brooklyn Park: Central Fire Station Addition & Remodeling (2004), City Hall Space Study (2006), City Hall Building Renovation (2007), Public Works Maintenance Facility (2009) and City Hall Police Facility Study (2011)

Stuart Glaser

Fire Chief
City of Stillwater
216 North Fourth Street
Stillwater, MN 55082
(651) 351-4970
sqglaser@ci.stillwater.mn.us
Stillwater Fire Station Space Feasibility and Programming Study (2011)
Stillwater Fire Stations (2015)

Doug Reeder

(Formerly, City Administrators of South St. Paul, Osseo and Brooklyn Park)
City of Wayzata
600 Rice Street East
Wayzata, MN 55391
(952) 404-5300
dreeder@ci.wayzata.mn.us
Osseo Police Facility Space Study (2014)
City of Osseo Police Facility (2015)

Tim Boehlke

Fire Chief
City of Shoreview/Lake Johanna Fire Department
5545 North Lexington Avenue
Shoreview, MN 55126
(651) 481-7026
tboehlke@lafd.org
Lake Johanna Fire Stations Facility Space Needs Study
Lake Johanna Fire Station No.3 Remodeling and Fire Station No.4 Addition and Remodeling (2013)

Jim Dreelan

Fire Chief
City of Mendota Heights
2121 Dodd Road
Mendota Heights, MN 55120
(651) 406-4775
daved@mendota-heights.com
Mendota Heights Fire Station Feasibility Study (2015)

John Maczko

Former Fire Chief
(651) 485-2271

Craig Clark

(Formerly City Administrator of Worthington)
City Administrator
City of Austin
500 4th Avenue Northeast
Austin, MN 55912
(507) 437-9940
cclark@ci.austin.mn.us
Worthington Fire Facility and Space Study (2011)
Worthington Fire Station (2012)



Work Plan and Timeline

List of Planned Achievements	Required Tasks
<p>1. Identify Existing Sites and Building and Issue Draft Report</p> <ul style="list-style-type: none"> • <u>Project Team</u> kick-off meeting and site visit. • Organize Project Team consisting of Owner's Representative(s), Architect and Architect's Consultants. • Develop Project Approach. • Review City Document (including Space Program): Municipal Building Space Needs Assessment (December 7, 2017). • Apply Space needs: 10,000 SF City Hall including 1,544 SF City Council Chambers plus 21,600 SF Fire Station. • Review available data regarding existing Site and Building located at 3880 Laverne Avenue North and adjacent site located at 39th Street and Laverne Avenue North. • Visit Site and Building at 3880 Laverne Avenue North and at 39th Street and Laverne Avenue North. • Develop general planning standards that address zoning, commercial traffic flow, vehicular access, traffic quantities, land area, zoning issues, visibility, security, utilities, grade issues, safety, security and future expansion. • Prepare <u>Draft Report</u> that includes evaluations of Sites and Building. • Review, evaluate and present <u>Draft Report</u> to Project Team and acquire Project Team Approval. • Present <u>Draft Report</u> to City Council and acquire City Council Approval. 	<p>Start February 2018</p> <ul style="list-style-type: none"> • Project Team Meeting • Visit to Existing Sites and Building • Review Owner's Documents including Space Program • Develop Site and Building Evaluation Standards • Evaluate Existing Sites and Building • Prepare Draft Report • Present Draft Report • Acquire City Council Approval <p>End February 2018</p>
<p>2. Prepare Conceptual Layout, Systems and Cost Estimate</p> <ul style="list-style-type: none"> • Present site and building layouts and acquire team input. • Work with Project Team to confirm cost estimates and project budget. • Introduce and study applications of Conceptual Site layout. • Introduce and study applications of Conceptual Landscape layout. • Apply Sustainable Design concepts to Sites and to Building. • Study applications of Conceptual Mechanical and Electrical Systems. • Introduce and study applications of Conceptual Structural System. • Seek options and alternate solutions within developed concepts in search for best practices and highest value conceptual solutions. • Prepare Conceptual Sites and Building Cost Estimate. • Review, evaluate and present recommendations to Project Team and acquire Project Team Approval. 	<p>Start February 2018</p> <ul style="list-style-type: none"> • Project Team Meeting • Prepare Building Conceptual Layouts • Apply Conceptual Layouts to Sites • Prepare Project Cost Estimate • Prepare Sites' Recommendations • Present Sites' Recommendations <p>End March 2018</p>
<p>3. Issue Final Report</p> <ul style="list-style-type: none"> • Prepare <u>Final Report</u>. • Present <u>Final Report</u> to Project Team and acquire Project Team Approval. • Present <u>Final Report</u> to City Council and acquire City Council Approval. 	<p>Start Mid-March 2018</p> <ul style="list-style-type: none"> • Prepare Final Report • Present Final Report • Acquire City Council Approval <p>Finish Mid-March 2018</p>



Professional Services Fee

The Project Scope of Services and Timeline are described elsewhere in this Proposal under **Work Plan and Timeline**.

Buetow 2 Architects, Inc. proposes to provide the Professional Services listed in this Proposal for the following competitive Professional Services Fee:

Professional Services Fee	\$4,900.00
Reimbursable Expenses	(included)
(includes mileage, draft document photocopying and printing, drawing plots, postage, messengers, delivery services and printing of a draft set and a final set of the Building Fit/Test Analysis Report)	
Printing of Final Set of Building Fit/Test Analysis Report	(Cost is included)
Total Maximum Professional Services Fee (not-to-exceed)	\$4,900.00

Notes:

The City of Lake Elmo will find that the compensation quoted above is a remarkable value and it will not be able to find a better or more qualified firm for this professional services project.

We, as Principals of Buetow 2 Architects, Inc., have prepared 20 visionary and well-received Municipal Facility Assessment and Space Needs Studies in the last 15 years and 9 such Studies in only the last 5 years.

With that understanding, we believe that the City of Lake Elmo will find that Professional Services Fee is still competitive with other proposing firms who would not be able to provide our thorough and highly-experienced level of professional services.