



Staff Report

TO: City Council
FROM: Robert Vestal, Interim Public Works Director
DATE: September 19, 2023
SUBJECT: First Amendment to the Professional Services Agreement with SGH Architects for the City Hall Renovations Project, in an Amount Not to Exceed \$48,875 – Capital Improvement Project (CIP) CF-104

Description Approve an amendment to the professional services agreement with SGH Architects for the City Hall Renovations Project, in an amount not to exceed \$48,875.

Background and Analysis:

The City Hall Renovations Project will provide various improvements to City Hall. These improvements include renovations to existing restrooms; the addition of a new restroom and mother's room; new office and cubicle spaces; new customer service counters; new roofing; and upgrades to HVAC, plumbing, electrical, fire sprinklers, and fire alarm systems.

On August 3, 2021, the City approved a Professional Services Agreement with SGH Architects for the design of the City Hall Renovations project. The design portion of the agreement was completed in January of 2023. The design scope also included construction administration services, including RFI and submittal review, preparation of revised drawings, change order review, and record drawings.

In March of 2023 the construction contract was awarded to Dalke Construction. Throughout construction, SGH Architects has continued to provide construction administration services. Additional items have come up during construction that have extended the scope of the construction services. These include the design of extensive ADA ramp improvements; and preparation of construction bulletins and revised drawings for fire rated walls, additional HVAC ducting, additional plumbing and electrical changes, and changes to office wall framing. Additional construction support services and RFI reviews have also been necessary due to unforeseen conditions during construction.

SGH Architects has provided a scope and fee for these additional construction administration services. An amendment to the professional services agreement is recommended to cover these costs.

Project Status Update:

SGH Architects is continuing to review RFI's, approve construction submittals, and provide construction bulletins and revised drawings for construction changes. They recently provided revised drawings for changes to wall framing and HVAC and are currently finalizing design changes to the ADA ramps. Construction is anticipated to be substantially complete by the end of the year.

Fiscal Impact:

The following table provides an overview of the current project funding, project budget, and remaining budget.

| CF-104 City Hall Renovation Project Accounting Summary | | | | |
|---|----------------------------|-------------------|---------------------|-------------------------|
| Funding Summary | | | | |
| Funding Year | Funding Source | | | Amount |
| 18/19 | Basic Service DIF | | | \$1,000,000.00 |
| 21/22 | SLFRF | | | \$1,200,000.00 |
| 22/23 | ISF04 - HVAC | | | \$275,812.00 |
| 22/23 | ISF09 - BUILDING B WINDOWS | | | \$26,000.00 |
| 22/23 | ISF03 - BATHROOMS | | | \$100,000.00 |
| 22/23 | ISF02 - FIRE SPRINKLER | | | \$403,504.00 |
| 22/23 | ISF01 - ROOF | | | \$313,071.00 |
| Total Project Funding = | | | | \$3,318,387.00 |
| Budget Summary | | | | |
| Project Component | Budget | Encumbered | Paid to Date | Remaining Budget |
| Project Management | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Preliminary Services | \$250,797.00 | (\$250,137.37) | (\$250,136.62) | \$659.63 |
| Environmental | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Design | \$181,000.00 | (\$181,000.00) | (\$168,330.01) | \$0.00 |
| Construction | \$2,708,032.00 | (\$2,500,983.00) | (\$1,143,176.02) | \$207,049.00 |
| Construction Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Permits | \$800.00 | \$0.00 | \$0.00 | \$800.00 |

| | | | | |
|-------------------------------|-----------------------|-------------------------|-------------------------|---------------------|
| Equipment | \$177,758.00 | (\$177,757.62) | (\$177,151.54) | \$0.38 |
| Project Summary Totals | \$3,318,387.00 | (\$3,109,877.99) | (\$1,738,794.19) | \$208,509.01 |

The recommended amendment to the professional services agreement in an amount not to exceed \$48,875 will bring the total contract amount for professional design and construction services with SGH Architects to \$239,875. Funding for the contract amendment will be paid from the available CIP budgets for construction as shown in the preceding tables.

The estimated cost to prepare this report is \$750.

Recommended Action:

Approve the first amendment to the professional services agreement with SGH Architects for the City Hall Renovations Project, in an amount not to exceed \$48,875.

Attachments:

- A. First Amendment to PSA with SGH Architects
- B. SGH Amendment #1 Scope & Fee
- C. Levine Act Statement