

ORDINANCE NO. 07-20 AC CMS

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH R.P. HUGHES ARCHITECTS INC., OF COLUMBUS, OHIO, FOR PROFESSIONAL DESIGN SERVICES FOR THE OBERLIN FIRE STATION

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

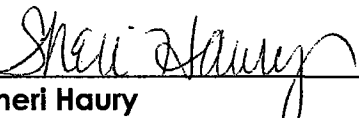
SECTION 1. That the City Manager is hereby authorized and directed to enter into a contract with R.P. Hughes Inc., of Columbus, Ohio, for the furnishing of Professional Design Services for the City of Oberlin in accordance with their proposal dated January 15, 2007, a copy being attached hereto and incorporated herein by reference, in an amount not to exceed \$34,500.00.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

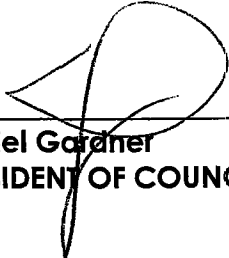
SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - February 5, 2007
2nd Reading- February 20, 2007 (E)
3rd Reading-

ATTEST:



Sheri Haury
INTERIM CLERK OF COUNCIL



Daniel Gardner
PRESIDENT OF COUNCIL

POSTED: February 21, 2007

EFFECTIVE DATE: February 21, 2007

**RP Hughes ARCHITECTS, Inc.**

1560 Fishinger Road Columbus, Ohio 43221 (614) 457-8710 Fax: (614) 457-8744 design@rphughesarchitects.com

January 15, 2007

Mr. Dennis Kirin, Chief
Oberlin Fire Department
430 South Main Street
Oberlin, Ohio 44074

**Re: Agreement for Programming & Schematic Design Services
Oberlin Fire Station Expansion & Renovation
Project No. 20701**

Dear Chief:

This Agreement is in reference to our conversations regarding the Programming and Schematic Design phase for the expansion and renovation of the existing Fire Station on South Main Street in Oberlin, Ohio.

The objective of this portion of the project is to determine the needs of the Fire Department, formulate a design for the expansion and renovation with respect to functionality and cost-effectiveness, determine the construction cost implications of the project including any necessary phasing, and outline the next steps, schedule and fees for completing the Construction Documents for Bidding and Construction.

The process we will utilize and the tasks that are included in this Agreement are as follows, generally excerpted from the Project Approach in our Statement of Qualifications:

■ **ANALYSIS, PROGRAM & SCHEMATIC DESIGN:**

Task 1 - Analysis:

- **Kick-off Meeting:** We will lead a meeting with the City, the Fire Department and/or the Building Committee to explain the Project Schedule, especially this phase of the project. We will also discuss our expectations from all involved and explain the Deliverables you will receive from RP Hughes Architects, Inc. Likewise, it will be an opportunity for us to understand the expectations of the City and the Fire Department. We will also discuss and document everyone's preconceived ideas for the solution to the project. The Deliverables will be to hand out the Project Workbooks (we presented at our interview) to those involved in the project.

- **Site & Building Evaluation:** We will observe, photograph and evaluate the existing site with consideration given to, but not limited to, land use, curb cuts(s), vehicular access and circulation, zoning compliance, apparatus training/staging areas including turning radii, pedestrian circulation, parking areas for visitors and staff, drainage patterns, vegetation, landscaping and relationship to adjoining land uses. In addition, we will evaluate available utilities including sanitary sewer, storm drainage, water, gas, electric and telecommunications. This effort will include our staff spending time at the station observing the existing conditions and operations. *This effort was initiated during preparation of our Statement of Qualifications.*

We will also analyze the existing building for Building Code deficiencies or design opportunities including, but not limited to, meeting NFPA standards, structural integrity, mechanical systems' condition, available utilities and remaining life. This effort may include the services of a Structural, Plumbing, HVAC and/or Electrical Engineer. Use of any of these Consultants will be at our expense. There are no Deliverables associated with this effort except that we may address (in a letter) building deficiencies with and/or recommended improvements to the existing building after we complete our analysis of the existing site and building conditions.

- **Prepare Existing Building Drawings:** Based upon any existing building drawings provided by the City, documentation provided by the City for past renovations, our observations and field measurements we may take, we will prepare Existing Building Drawings in our CAD system for use as base sheets for the Schematic Design and Construction Documents. The Deliverable will be a set of the Existing Building Drawings in our CAD format.
- **Site Survey Procurement:** We will coordinate the procurement of an existing Engineering Boundary, Topographical and Utility Survey prepared by a certified Surveyor. We believe that having an accurate, well-documented engineering survey of a site at the outset of any project is a prerequisite to preparing responsible Schematic Design Drawings and accurate Construction Documents.

We are in the process of soliciting a local Surveyor to provide the Site Engineering Boundary, Topographic and Utility Survey. The Deliverable will be a copy of the Boundary, Topographic and Utility Survey.

Task 2 - Program

- **Formulate Building Program:** We will meet with you and/or the Building Committee to discuss and determine program spaces, areas, adjacencies, finishes, fixed equipment, mechanical systems, loose furnishings and any other appropriate descriptive information. *This effort was initiated during preparation of our Statement of Qualifications to the extent that we prepared a conceptual Building Program based upon the information provided in the Request for Qualifications.*
 - ➔ To make sure all program spaces and functions are considered, we recommend allowing our firm to restart the Building Programming process utilizing *our* worksheets while incorporating the programming information requested in the Requests for Qualifications and outlined in our Statement of Qualifications. The Deliverable will be a completed Building Program in our format; quantity as needed so that all involved have a copy of the Building Program.

We anticipate facilitating two (2) meetings with you and/or the Building Committee to discuss and finalize the Building Program.

- **Formulate a Project Budget:** With the Site and Building Evaluation and Building Program completed, we will prepare a budget estimate of the project costs including building and site costs, construction contingency, architectural and engineering fees, testing fees, tap fees, utility connection fees, loose furnishings and building permit costs. The Deliverable will be a letter outlining all of the hard and soft budget costs for the project.

Task 3 - Schematic Design

- **Schematic Design:** With information documented during the site evaluation, site survey and Building Program as well as the **Project Concepts considered in our Statement of Qualifications**, we will design the building and site within the established budget. The Schematic Design will also take into account any local Zoning and Building Code requirements as well as include the proposed sitework, the interior design and preliminary selection of finishes, furnishings and equipment.

During development of the design, but before the final design is presented, we will meet with you and/or the Building Committee to review our sketches of the Floor Plan layout to make sure we have addressed all of the City's requirements and suggestions -- we want to make sure we have designed a building that will be functional, yet aesthetically pleasing.

The Schematic Design will include the effort of our Structural, Plumbing, HVAC and Electrical Engineers to the extent of providing enough (drawing) information for our Cost Estimator to prepare a responsible detailed cost estimate. When completed, the Schematic Design Drawings will become the basis for proceeding with Construction Documents as they will include a portion of the Design Development phase.

The Schematic Design Drawings will include the following:

- Site Design, Utility, Lighting and Landscaping Plans
- Floor Plans, Interior Elevations and Finish Schedule
- Reflected Ceiling Plan
- Exterior Elevations and Building Sections
- Typical Wall Sections
- Door and Frame Schedule
- Window Schedule
- Furnishings Plan
- Plumbing Schematic Floor Plan
- HVAC Schematic Floor Plan
- Electrical Power, Lighting, Telecommunications Schematic Floor Plan

The Deliverables will include a set of mounted presentation drawings of the Schematic Design Drawings and ten (10) copies of the Schematic Design Drawings in a reduced 8-1/2" x 11" format.

- **Prepare Detailed Cost Estimate:** We will work with our Cost Estimating Consultant to prepare a Detailed Estimate of Probable Construction Cost, including establishing a responsible contingency amount, based upon the Schematic Design Drawings to make sure the project is designed within budget including any necessary soil correction and site improvements. We will refine this Cost Estimate at various completion stages of the Construction Documents and Specifications to assist in keeping the project within budget up to the Bidding phase. The Deliverable will be a letter outlining all of the hard and soft costs for the project based upon project to that date.
- **Schedule Zoning Code Review with Planning Department:** We will review the building design with City of Oberlin Planning Department to make sure we are in compliance with all of the required site setbacks, lot coverage, landscape buffer(s) and screening as well as having the correct amount of parking spaces including driveways and parking lot aisles.
- **Schedule Building Code Review with Plans Examiner:** Although we will remain cognizant of the local and State Building Codes during design, including ADA compliance, we will schedule an informal review with the local Plans Examiner to make sure we are in compliance with the Ohio Building Code and to make sure that our interpretations are accurate. This proactive step speeds up the actual Building Permit application later in the process.

- **Contact Utility Companies:** We will contact all of the applicable utility companies and assist the City in determining any associated connection fees with potential utility service improvements. The utility companies include, but are not limited to, electric, gas, water, sewer, telephone and cable services.
- **Refine Project Schedule:** We will modify as necessary the Project Schedule for completing the Construction Documents and Specifications, Bidding and Construction.

The fee to provide the above-mentioned scope of services will be a fixed fee of \$34,500.00, including mileage to and from Oberlin and the Deliverables. Invoices will be prepared monthly based upon a percentage of completion for each phase or at the completion of a phase. We would expect to get paid for invoices within fifteen (15) days upon receipt of each invoice.

Our services will not include nor will we be responsible for the following items:

1. Additional Schematic Design alternatives or changes to the Schematic Design after the initial design is discussed. Minor modifications and "tweaking" can be made once the project proceeds with Construction Documents.
2. Construction Documents and services related to Bidding or Construction. These services would be performed after this phase is completed and a separate Agreement would be prepared for these services.
3. Determining utility sources or preparing life cycle cost analysis of the mechanical systems.
4. Preparation of a Geotechnical Investigation (soils report). This will be recommended to be performed prior to preparation of Construction Documents. Unless you are aware of unstable soil conditions at or around the existing building, then the soils report can be prepared after the Schematic Design is completed.
5. Any site or building environmental hazards found in need of abatement and/or for demolition, such as asbestos or lead paint removal or soils contamination. If you suspect these conditions may exist, you should have them tested and/or removed.
6. Unforeseen conditions covered up by existing construction.
7. Time required for zoning reviews, hearings or variances with zoning officials. If zoning variances are required to execute a particular design solution, these will be pursued prior to preparation of the Construction Documents.
8. Reimbursable expenses in addition to the architectural fees and Deliverables including, but not limited to, reductions/enlargements/reproductions of renderings, mounting, presentation boards and color copies. All reimbursable expenses would be invoiced at cost. At this point, no reimbursable expenses are anticipated.

Agreement for Programming & Schematic Design Services
Oberlin Fire Station Expansion & Renovation
January 15, 2007
Page 6 of 6

Once the decision is made to proceed with Construction Documents and Specifications for Bidding and Construction, then we will prepare an industry standard AIA Document *B151 Abbreviated Standard Form of Agreement Between Owner and Architect*. Included in our Statement of Qualifications was our most-recently-signed B151 Agreement and a letter identifying line items requiring modification.


If you concur with this Agreement, please have the appropriate person sign below where indicated and return one signed copy to our office.

Thank you for the opportunity to work with you. If you have any questions or would like to discuss this further, please contact me.

Sincerely,



Rich Pontius, AIA
Principal

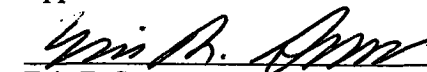


City of Oberlin, Ohio

February 27, 2007

Date

Approved as to form:



Eric R. Severs
Law Director

INTER-OFFICE

Oberlin City Manager

Memorandum

To: Dennis Kirin, Fire Chief

From: Gary Boyle, Interim City Manager



Subject: Agreement With RP Hughes
Fire Station Analysis

Date: February 23, 2007

Further to City Council's passage of Ordinance No. 07-20 AC CMS on February 20, 2007, please find attached a fully executed original agreement. The other signed original agreement has been provided to the City Clerk.

Could you please forward the agreement to R P Hughes, Inc. Thank you.

Cc: ~~S. Haury, Interim City Clerk~~



January 15, 2007

Mr. Dennis Kirin, Chief
Oberlin Fire Department
430 South Main Street
Oberlin, Ohio 44074

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Agreement for Programming & Schematic Design Services
Oberlin Fire Station Expansion & Renovation
January 15, 2007
Page 6 of 6

Once the decision is made to proceed with Construction Documents and Specifications for Bidding and Construction, then we will prepare an industry standard AIA Document *B151 Abbreviated Standard Form of Agreement Between Owner and Architect*. Included in our Statement of Qualifications was our most-recently-signed B151 Agreement and a letter identifying line items requiring modification.

If you concur with this Agreement, please have the appropriate person sign below where indicated.

Thank you for the opportunity to work with you. If you have any questions or would like to discuss this further, please contact me.

Sincerely,

Rich Pontius, AIA
Principal

City of Oberlin, Ohio

Date

ORDINANCE NO. 07 - ____ AC CMS

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH R.P. HUGHES ARCHITECTS INC., OF COLUMBUS, OHIO, FOR PROFESSIONAL DESIGN SERVICES FOR THE OBERLIN FIRE STATION

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the bid of RP Hughes Inc, of Columbus, Ohio, for the furnishing of Professional Design Services for the City of Oberlin, is hereby accepted, and the City Manager is hereby authorized and directed to enter into a contract for same in the amount of \$34,5000.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - February 5, 2007
2nd Reading-
3rd Reading-

INTER-OFFICE Memorandum

City of Oberlin
Fire Department

To: Gary Boyle, Interim City Manager
From: Dennis Kirin, Fire Chief
Date: January 25, 2007
Subject: Architectural Needs Analysis

In conjunction with the Fire Department's capital budget requests for 2007, and at the City Manager's request, the Oberlin Fire Department had solicited Request for Proposals (RFP) in November 2006 for Professional Design Services for the Oberlin Fire Station. The RFP was mailed to six firms including known Ohio firms who specialize in fire station design and those who contacted us about the project. The RFP was also sent to the Ohio Builder's Exchange. We received responses from five architectural firms within the State of Ohio.

The Request for Proposal was designed to solicit architect services for the fire station in order to identify perceived needs for renovation and/or expansion to meet current and forecast emergency services to the City. The proposal was divided into three distinct phases:

- Analysis, program and schematic design
- Design development and construction documents
- Bidding and construction management

Each RFP was provided to an administrative review team comprised of Public Works Director Jeff Baumann and myself. An initial review of the five architectural firms was performed. With his recent experience in this area, Jeff provided a weighted rating tool to facilitate comparison of the RFPs received. Each RFP was evaluated as follows:

- | | |
|----------------------------|-----|
| • Knowledge and experience | 40% |
| • Project approach | 20% |
| • Project team composition | 20% |
| • References | 20% |

We agreed that each person would read the RFPs individually and then meet to collectively score each one. After analyzing these proposals, we decided that two firms - RP Hughes Architects Inc. and Architectural Resources Corporation - were immensely qualified and experienced, not only in public building design, but specifically in fire station operational design.

A references request was mailed to several municipalities listed on the firms' experience and reference list. References for both firms can back consistently positive with indications that the client has a good experience and would use the firm again. We agreed to interview RP Hughes Architects Inc., and Architectural Resources Corporation only. The interviews were conducted on the week of December 4th for a 2-3 hour combination interview and project discussion.

The review team met again on December 21st to compare notes on the interviews with the two firms. Although our response to both firms was good, it was our collective opinion that RP Hughes was best qualified to provide the desired services. Justification for selection of this firm was based on the following information:

- The depth of their experience and expertise in fire station design. RP Hughes has designed more than 30 such facilities in the last 10 years. Four of these were included in the reference checks including Carlisle Township, Pleasant

Valley Fire District, and Mifflin Township who had five individual projects and a facilities study.

- RP Hughes is a smaller firm with approximately six employees. Both of the principals will be involved with our project: Richard Pontius as project architect and David Hughes as technical expertise.
- RP Hughes was eminently qualified to oversee the project from initial design through construction management.
- The firm is very successful in producing cost estimates and has a exemplary record in controlling change order (less than 2/10ths of one percent of cost).

Following Council wishes, I requested RP Hughes to prepare a draft agreement for the proposed services, reflecting only the design services for phase one and the initial portion of phase two. The agreement was provided to the City Law Director for review and a copy is attached.

In brief, the scope of services includes:

- **Analysis** - evaluate existing characteristics of the current building site; analyze the existing building for operating deficiencies according to the building code and NFPA safety standards; prepare existing building drawings; and prepare a site survey
- **Program** - formulate a building program; determine program spaces, areas, equipment and mechanical systems; present review and analysis of the study's findings to Administration and Council; formulate project budget; prepare budget estimates of cost and affordability of the construction activities.
- **Schematic Design** - prepare schematic design for the proposed facility and associated work requirements within the proposed budget; present a design to City for final acceptance. The design shall: (1) coordinate exact location and building plan layouts with conceptual drawings; and (2) prepare a projected preliminary cost estimate or overall development costs, including all required site improvements; prepare a detailed cost estimate; assure zoning and building code compliance.

The actual scope of services is fully defined in the agreement.

RP Hughes proposes to invoice the City monthly based on a percentage of completion for each phase. The total fee for the scope of services is \$34,500.

There are several crucial points for this proposed project that must be acknowledged during deliberation of its approval:

1. City Council has suggested its desire to proceed with a master facilities study of all City-owned buildings. The goal of these types of studies fluctuates from a simple listing of properties to a detailed analysis of the operational needs of each department/division compared with their current facilities. The scope of this proposed fire station project will produce a detailed analysis of the fire station facility, identifying not only the operational needs of the fire department but also determining facility requirements to assure efficient delivery of those community services. In respect, the fire station project would be complimentary to any other facilities' study, with the capability to merge the resulting data into the larger study once it is completed.
2. For practical purposes, the final fire station design compiled by this project would not be time-limited. There may be some reservations about expending time/effort in 2007 to conduct this project design, while construction may not be approved or even funded for several more years. However, it should be recognized that the basic schematic design produced by this project will lead us to the threshold of construction documents and

specifications preparation, and will produce a detailed cost of construction. This result has three benefits:

- The detailed cost estimate would provide the City with sufficient data to more accurately determine how funding might be obtained and when funding might be appropriated to complete the entire construction project.
- Should the City decide to proceed with actual construction in the near future, the cost of preparing detailed construction specifications is not lost, as preparation of these documents would only begin when construction is approved.
- Less any major changes in building or zoning codes, the final design schematic and documents produced in this project would not require revision when used at a future time.

With this information in mind, I would request Council's consideration of the attached ordinance authorizing the City Manager to enter into the written agreement with RP Hughes Inc. to perform the above professional services at a cost of \$34,500 including mileage and materials.

Due to previous appointment, Mr. Richard Pontius is not available to attend the City Council meeting on February 5th. Contact me if there are any questions in the interim.



Dennis Kirin
Fire Chief

**Architectural Design Service - Fire Station Expansion/Renovation
RFP Summary**

Firm	Fire Station Project Experience	Green Design	Construction Management	Fixed Fee	Available Start Date	Estimated Fees
RP Hughes Architects 1560 Fishinger Road Columbus OH 43221 614 457-8710	30	Yes	Yes	Yes	January 1, 2006	\$90,000 - 140,000 (Phase 1 - \$14,000)
MKC Associates Inc 104 Fair Avenue NE New Philadelphia OH 44663 330 364-8871	11	Unk	Optional	Yes	Now	\$90,000 - \$115,000 (Phase 1 - \$12,000)
Architectural Resources Corp 2223 S Dixie Hwy Dayton OH 45409 937 297-0101	48	Yes	Yes	Yes	Now	percent of project
McCall Sharp Architecture 100 East Main St Springfield OH 45502 937 323-4300	10	Unk	Yes	Unk	Now	percent of project
Collins Gordon Bostwick Architects 2729 Prospect Ave Cleveland OH 44115 216 621-4610	9	Yes	Yes	Yes	Now	\$159,000 (Phase 1 - \$36,000)

Proposed Design Approach: Phase 1 - Analysis, Program and Schematic Design Phase
Phase 2 - Design Development and Construction Documents
Phase 3 - Bidding, Construction Management



City of Oberlin Fire Station Expansion & Renovation

PROJECT OVERVIEW

February 20, 2007

■ **Who is RP Hughes Architects, Inc.?**

■ **What is the Project Process?**

● **Task 1 - Analysis:**

- Kick-off Meeting
- Site & Building Evaluation
- Prepare Existing Building Drawings
- Site Survey Procurement

● **Task 2 - Program**

- Formulate Building Program
- Formulate a Project Budget

● **Task 3 - Schematic Design**

- Schematic Design
- Prepare Detailed Cost Estimate
- Schedule Zoning Code Review with Planning Dept.
- Schedule Building Code Review with Plans Examiner
- Contact Utility Companies
- Refine Project Schedule

■ **What are the Deliverables / What do you get?**

● **Task 1 - Analysis:**

- Existing Building Drawings
- Site Boundary, Topographical and Utility Survey of Existing Conditions

● **Task 2 - Program**

- Building Program
- Project Budget -- Hard and Soft Costs

● **Task 3 - Schematic Design**

- Schematic Design Drawings (1 set mounted + 10 reduced copies)
- Letter Outlining Detailed Cost Estimate
- Project Schedule for Proceeding to Next Step(s)
 - Prepare Construction Documents & Specs
 - Bidding
 - Construction
- Presentation to City Council

