

Memorandum

Date: 06/30/2006
To: The Honorable Mayor and City Council members
From: Pat McGarvey, Interim City Administrator
Re: Approval to Award Contract for Design Services of a New Police Station

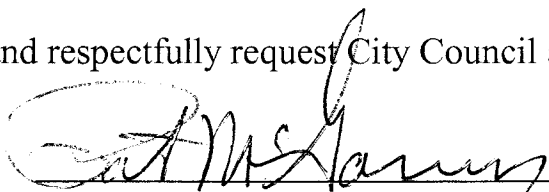
At its June 20, 2006, meeting, City Council approved the negotiation by staff of a contact with Waggoner and Wineinger Architects for the design services of a new police station. Interim City Administrator Pat McGarvey, Police Chief Dave Ellingson and Planner Charlie Kuester met with Ed Wineinger to negotiate the terms of the services.

The scope of services involves two phases including a pre-funding phase and a post-funding phase. The post-funding phase is provided a bond referendum is approved. Information will be provided to the Council in August to place a bond referendum on the ballot for the November general election.

The contract amount for the pre-funding phase is \$15,000, which is included in the fiscal year 2007 Capital Improvement Program budget. The post-funding phase includes a 7 ¾ percent architect fee, plus expenses for travel, printing and postage of bidding documents, geotechnical investigations, and topographic surveys. The post-funding phase will only be entered and paid due to a successful bond referendum.

Planner Charlie Kuester recommends City Council approval of a resolution awarding the contract for design services to Waggoner and Wineinger Architects for a new police station.

I concur with the recommendation and respectfully request City Council approval.



Pat McGarvey, Interim City Administrator

- CC: Dave Ellingson, Police Chief
 Kevin Jacobson, Finance Director
 Myrtle Nelson, Community Development Director
 Gary Wilfong, City Engineer
 Charlie Kuester, Planner
 Tom Meyer, City Attorney
 John Drew, Interview Team Member



TO: PAT MCGARVEY, INTERIM CITY
ADMINISTRATOR
FROM: CHARLIE KUESTER, SENIOR PLANNER
SUBJECT: CONTRACT WITH WWA FOR POLICE
STATION DESIGN SERVICES
COUNCIL MEETING OF: JULY 5, 2006

RECOMMENDATION: Staff recommends approval of a contract with Waggoner and Wineinger Architects for design services for a new police station.

BACKGROUND: At the June 20 City Council meeting, the Council gave staff direction to negotiate a contract with WWA for design services for a new police station. WWA has brought together a team that includes Venture Architects of Milwaukee, WI; Dennis and Magnani Structural Consultants of Des Moines (structural); Kapaun Consulting Engineers of Hudson, IA (plumbing, mechanical, and electrical); and WHKS of Mason City (civil).

Pat McGarvey, Chief Dave Ellingson and I met with Ed Wineinger to discuss the terms of the services. The scope of services involves two phases—a pre-funding phase and, assuming a bond referendum is approved, a post-funding phase. The attached scope identifies the tasks for each phase. The plan is to provide information to the Council in August to allow the City Council time to place a bond referendum on the ballot for the general election in November.

The requested amount for the pre-funding phase is \$15,000. The post-funding phase includes a 7 ¾ percent architect fee, plus reimbursable expenses for travel, printing and postage of bidding documents, geotechnical investigations, and topographic surveys.

BUDGET IMPACT: On February 21, the City Council amended the FY 2007-2011 Capital Improvements Program to include \$120,000 to be used in FY 2007 for lead removal and to prepare for a referendum for a new police station. This amount will include only the pre-funding compensation. Post-funding compensation would be paid only through a successful bond referendum.