

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: 2-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Facilities Committee

Requested Meeting Date: 2-28-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

- For info only, no action requested       Approve under Consent Agenda
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion       Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale       Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Discussion – Facilities Committee – Court House**

**DATE: February 21, 2012**

It has been three years since the County Board heard the final presentation from David Kane of Kane and Johnson Architect, Inc. relating to the Court House Facility Study. In 2008 the then County Board authorized \$34,800 for a comprehensive study as attached.

Recently several County Commissioners have approached me about the possibility of revisiting the study results and building upon the work that has already been done. This could include security improvements, space needs, and improving the County Boardroom.

In 2008, the Board did not address the possible funding options. The County Auditor and I discussed asking Springsted or Elhers, both financial consultants, to review recent bond issuances. Clearly part of the Board discussions need to center around the ability to pay for any new project.

Staff asks for direction from the County Board as to what the next step should be in the Court House study, and also suggests the Board hold a separate funding discussion.

Please contact me with any questions.



Owner copy  
 KJA copy

## KANE AND JOHNSON ARCHITECTS, INC.

2460 Highway 63 North • Suite 100 • Rochester, MN • 55906  
507/ 288-1839 • Fax 507/ 288-1830 • email [info@kjarchitects.com](mailto:info@kjarchitects.com)

May 13, 2008

Patrick Wussow, County Administrator  
Aitkin County  
217 2<sup>nd</sup> Street NW, Room 130  
Aitkin MN 56431

### PROPOSAL FOR ARCHITECTURAL SERVICES FOR AITKIN COUNTY

Dear Mr. Wussow and Commissioners:

Thank you for this opportunity to work on the Facility Needs study and Conceptual Design for Aitkin County. We look forward to developing a strong partnership into the future.

As discussed, we are *extremely excited* about the prospect of working with you and offer the following Services and Fee Proposal for your consideration. If meeting your approval please sign and return a copy to our office so work can proceed. Feel free to call if you have any questions or concerns.

Sincerely,

David I. Kane, President

DIK/slm/2008603/051308

## ***SERVICES & FEE PROPOSAL***

### **ASSUMPTIONS:**

Based on our discussions on January 16, 2008, we understand the scope of this project to be a Facility Needs Study and Conceptual Design of the County's buildings.

### **Services to include:**

1. Initial meeting with Patrick Wussow, County Administrator. (Completed on January 16, 2008.)
2. Assembly of site information, existing building plans and detailed inspections of existing building(s).
3. Needs interviews, discussions with various Departments, Administration (i.e. Health and Human Services, Sheriff's Department, etc.)
4. Preparation of Architectural Program of Space Needs.
5. Interview with County Board regarding goals and interim report of findings above.
6. Initial Concept Design (lot plan, floor plans and elevations), with minimal layout alternatives, for the Aitkin County facilities. These will be very loose, thumbnail sketches.
7. Concept Sketch(es): Site and Building Plans, all options.
8. Review of initial Concept Plan(s), with County Board and key Administrators.
9. Refined Concept Sketch(es), with the Board's and Administrator's input.
10. Review of plans with Administrators, Department Heads.
11. Presentation to the Board.
12. Detailed Cost Estimates of the selected plan(s).
13. Development of Architect's recommendations.
14. Assembly of all of the above into a written report.
15. Presentation of the report to the Board of Commissioners.
16. Complete any required revisions to Concept Drawings incorporating Aitkin County's input.
17. Coordination of Planning and Zoning as required.
18. Preliminary Building Code Review.
19. Development of a Phasing Plan.
20. Preparation of more detailed free-hand drawings of the approved plans to include Floor Plans, Elevations, and a Lot Plan, as directed by Aitkin County representatives.
21. Additional detailing, elevation options, and colored renderings of the conceptual designs, as directed.
22. Meeting with Aitkin County representatives to discuss the final Concept Drawings.

NOTE: This proposal does not include any engineering services (Structural, Mechanical/Electrical, or Civil). Upon refinement of the Scope of Work, if deemed necessary, competitive proposals for these services will be requested.

NOTE: We believe a careful, comprehensive review of your program of needs and preliminary plan is warranted. This is the most important part of the entire project for three reasons:

- a. Needs are determined.
- b. Design is established.
- c. Cost implications result.

We have done much work of this type and are very familiar with the effort required and subsequent fees. We have compared your project to other very similar projects in our recent experience, done a time/task analysis and propose the following fee for your consideration:

**Fee:**

**Fee to be on an Hourly basis, not to exceed:** **\$34,800.00**  
plus reimbursable expenses

**NOTE: Reimbursable Expenses shall not exceed \$1,200.00**

The reason we have done this on an hourly basis is that we understand one or more options may fall out of consideration fairly early in the project. The other reason is that this is our best estimate of the time and effort required. Sometimes we find the Scope of Work increases as other options evolve through discussion with the Board. Should this occur, we will advise the Board and will not exceed the maximum fee until authorized to do so.

However, the effort may be accomplished with less involvement of time and, therefore, the County should not be penalized by a Lump Sum fee. In the event the effort does not require this total cost, we will only bill the County for the actual cost and expenses incurred. See our attached Hourly Rates for details of our billing rates.

**ACCEPTANCE**

I hereby accept the above Services and Fee Proposal dated May 13, 2008.

**AITKIN COUNTY**

**KANE AND JOHNSON ARCHITECTS, INC.**

  
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Mr. Patrick Wussow, County Administrator

Mr. David Kane, President

5/29/08  
Date

May 13, 2008

## KANE & JOHNSON ARCHITECTS, INC. HOURLY RATE & REIMBURSABLE EXPENSES SCHEDULE

**A. HOURLY RATES: ARCHITECTURAL SERVICES.**

1. Architectural Services		
Principals		\$155.00 per hour
Associate Partners		\$95.00 per hour
Interior Designer		\$110.00 per hour
Intern Architect		\$80.00 per hour
Project Managers		\$75.00 per hour
CAD Drafting		\$57.00 per hour
Clerical		\$45.00 per hour
2. Asbestos & Environmental Consulting Services		
Division Manager		\$95.00 per hour
Project Manager Designer		\$95.00 per hour
CAD Drafting		\$57.00 per hour
Clerical		\$45.00 per hour

**B. REIMBURSABLE EXPENSES**

Mileage (based on State of MN guidelines and adjusted annually)		\$0.505 per mile
Blackline Bond	24 x 36	\$2.50 each
	30 x 42	\$3.00 each
Color Bond	24 x 36	\$10.00 per sheet
	30 x 42	\$14.00 per sheet
Photocopies, runs less than 100		\$0.18 each
runs 100 or more		\$0.12 each
Photos and developing		At Direct Cost
Photographic Reproductions		\$1.50 per sheet
Fax transmissions		\$1.50 each
Presentation Boards:		
White:	24 x 36	\$5.00 each
	30 x 42	\$6.00 each
Black:	24 x 36	\$7.00 each
	30 x 42	\$8.00 each
Specification covers, backs and bindings		\$2.50 each
Postage		At Direct Cost
Long distance phone calls		At Direct Cost
Plane rental		\$60.00 per hour
Lodging, meals, etc. if travel is required for the project		At Direct Cost
Professional Consultants		At Direct Cost

A multiplier of 1.1 will be applied to all Reimbursable Expenses.