



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: May 10, 2016

Title of Item: Approve Contract for Conceptual Design Services

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 15 min
Summary of Issue: Please see the attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Authorize the County Administrator to engage in a contract with BKV Group of Minneapolis, MN for conceptual design and facilities use assistance in an amount not to exceed \$13,000.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 13,000 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Dept 111 has financing available for this project.		

Legally binding agreements must have County Attorney approval prior to submission.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Nathan Burkett, Administrator
217 Second Street N.W. Room 134
Aitkin, MN 56431
218-927-3093
Fax: 218-927-7374

MEMO TO: Aitkin County Board of Commissioners
FROM: Nathan Burkett, County Administrator
DATE: May 5, 2016
RE: Facilities Committee Recommendation

The Facilities Committee met with and interviewed 4 architectural firms/project manager teams for the purposes of determining suitability to assist Aitkin County with a conceptual design project. The Facilities committee recommends contracting with BKV Group of Minneapolis in an amount not to exceed \$13,000 to complete a project with the following scope:

1. To assist Aitkin County in developing and implementing immediate actions which will improve the security within the courthouse complex, but do not have a structural requirement (i.e. no construction).
2. To review Aitkin County's energy usage and make some recommendations about potential smaller projects which will improve energy efficiency within the County's facilities.
3. To review Aitkin County's current space usage and assist with developing and implementing some potential space adjustments (non-construction or minor remodeling only) that would assist the county to better use existing space.
4. Plan and develop several concepts (up to 6) for the long term facilities needs of the County, including a "one stop shopping" concept to better serve the public. This concept would provide easier access to the County offices, offer improved handicapped access, and provide greater overall convenience to the public.

BKV group has indicated that the project may commence immediately, and we anticipate completion of this project scope within 60 - 90 days. Outcomes will be presented to the full county board.