



Board of County Commissioners Agenda Request

58

Agenda Item #

Requested Meeting Date: November 22, 2016

Title of Item: Building Addition Discussion

<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)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Ross Wagner		Department: Economic Development & Forest Ind
Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator		Estimated Time Needed: 25 minutes
Summary of Issue: <p>There are 2 issues for this agenda item, moving ahead with an initial design and discussion for public meetings.</p> <p>First; We have received a proposal from Bruce Schwartzman, BKV Group for Initial Design Services for \$20,800 plus reimbursables' not to exceed \$1,200. This is the next step towards the new building addition and can be done while public meetings are being held. At this point we have a design concept and an overall building footprint. This next step will consist of preparing preliminary floor plans of department layouts and locations then working towards a finalized plan. After a final plan, cost estimates will be generated. This will not include actual bidding documents and plans. After this initial design, that would be the next step towards actual bidding and construction. There is an urgency in moving ahead with this next step in order to have bid documents ready for a favorable bidding time. A 2017 spring bid time is ideal but if that can not be met the next best time would be summer/fall of 2017.</p> <p>Second; is the matter of holding public informational meetings on the new building addition. Different scenarios have been bandied about. Such as, formal presentations in each commissioner district, informal meetings in each district or a formal presentation at the courthouse and another location/s or a combination thereof. I personally do not feel that this needs to be decided on the 22nd but discussion would be helpful in determining a course of action. Another consideration for discussion is the timing of the meetings. For example, do we wait until we are further along in the planning process after we have at least a preliminary layout?</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve Initial Design services for Courthouse building addition.		
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? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



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EOE

October 10, 2016

Mr. Patrick Wussow
Interim County Administrator
Aitkin County
217 2nd Street NW, Rm. 134
Aitkin, MN 56431

Re: Fee Proposal for Initial Design Services for Aitkin County Government Facility

Dear Mr. Wussow:

As a follow up to our meeting on Thursday, October 6th we are submitting this proposal for design services. The intent of the services in this proposal is to continue the development of option B. Option B is the demolition of the west annex and constructing a new government services addition to the west and a new secured entry between the historic courthouse and the new addition. As discussed in the meeting on October 6th continuing with the design and planning steps at this point will help in meeting an ultimate schedule of either bidding the project in spring or fall of 2017.

The steps planned and tentative dates for this initial design phase are as follows:

1. Obtain existing site survey from the County Engineering department
2. Prepare a preliminary floor plan showing all proposed department layouts, including offices, workstations, work areas, storage, reception counters, etc.
3. Meet with departments, individually to review the proposed space layouts for their specific departments. (October 27, 2016)
4. Building Committee meeting to review the plans and information from the managers meeting. (October 27, 2016)
5. Plan revisions from initial managers and building committee meetings
6. Prepare site plan and proposed building elevations
7. Meet with departments, individually to review the revised floor for their specific departments. (November 17, 2016)
8. Building Committee meeting to review the plans and information from the managers meeting. (November 17, 2016)
9. Prepared updated site and floor plans and exterior elevations
10. Work with Contegrtity Group to review project budget
11. Building Committee meeting to review the final plans, elevations and estimate. (December 8, 2016)

This scope of work will allow the project to continue and resolve a number of items that will need to be done in the project process. This will allow the project to proceed with the County resolves some of the next steps prior to complete project authorization. The services in this phase will be of value no matter when

the project might occur and will be money well spent to negate possible project inflation cost of waiting to construct the project in 2019.

Our proposed fee for this scope of professional services is \$20,800.

We would also have reimbursable expenses for industry standards such as internal and county printing, travel and shipping. The estimated cost for those expenses is \$1,200. We set this amount as a "not to exceed" amount and only invoice for actual expenses incurred and do not include any administrative mark up.

The intent of this letter is to obtain approval to proceed with the project for the services as stated. If this is acceptable, please sign and date below. The tentative dates listed above are based on being given authorization to proceed by October 17, 2016.

If there are any questions, please don't hesitate to contact me.

Sincerely,
BKV Group



Bruce Schwartzman, AIA
Partner-in-Charge

Cc: Ross Wagner, Economic Development & Forest Industry Coordinator

Signature of approval to proceed

Date

Print Name