



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.a

Title:

First Street Plaza Project Update and Request to Approve Professional Services Agreement with Serena Sturm for Design Development Phase

Presenter:

Mark Koenen, City Administrator
Peter Suhr, Director of Public Works

Meeting: Government Services Committee

Date: February 22, 2021

Proposed Cost: \$165,435

Budgeted Amount: \$927,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The Schematic Design phase of the First Street Plaza Project is complete. Staff would like to provide the Committee with an update on progress since the December 14, 2020 Government Services Meeting and Request Approval to move forward with the project into the Design Development Phase.

Public Comment and Feedback- Mark Koenen will update you on the public comment and feedback received from the 2021 First Street Plaza Expansion Survey and future communication plans for the project.

Schematic Design- Peter Suhr will share how the plaza design is advancing forward while maintaining the goals established from the concept. With the Schematic Design Phase of the project being complete, a renewed project Cost Estimate, Phasing Plan and Schedule have been prepared and will be presented to the Committee for consideration.

Design Development- Peter Suhr will request approval of a Professional Services Agreement with Serena Sturm for the next phase of the project (Design Development). Design Development will begin immediately and conclude around mid-May 2021 in preparation to begin construction on a portion or the entire project after Labor Day 2021 if desired by the Committee and City Council. The total cost of the Design Development Phase is \$165,435 which is similar to the \$166,729 fee approved for the previous Schematic Design Phase. In consideration of the public/ private partnership for this project, the St. Charles Initiative has agreed to pay \$34,000 of the total Design Development Phase fee which represents about 20 percent of the total cost. Therefore, it is requested that the City contribute \$131,435 for this phase of the project.

Attachments *(please list):*

*Serena Sturm Professional Services Agreement

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Approve Professional Services Agreement with Serena Sturm for the Design Development Phase of the First Street Plaza in the amount of \$165,435.



February 16, 2021

Mr Peter Suhr, Director of Public Works
City of St. Charles
St. Charles, IL 60174

Re: Proposal for Design Services
First Street Plaza Concept
St Charles, Illinois

Dear Mr. Suhr,

Serena Sturm Architects, Ltd. (SSA) is pleased to submit the following response to your request for Proposal to develop the Design Development Package for the First Street Plaza. It has been a pleasure and wonderful opportunity to work with the Community Foundation and the City of St Charles on this special project. We recognize the significance of this project in the pursuit of the Community Foundations vision and wholly appreciate the considerable effect it will have on present and future generations. We feel our extensive expertise in design which requires a detailed research into the project potential, site history, a comprehensive assessment of present conditions, and creative design for a vibrant future, would be an essential contribution to the project.

The project site is defined by Main Street on the north, Fox River on the east, Alter Brewing building on the south and the entire First Street ROW from Main Street to Walnut Street. The design approach is based on the Phase 1 Preliminary Concept presented to the City on August 10, 2020 The overall gathering space is intended to support a wide variety of community events. No work is intended for the existing West Plaza.

We understand that this Proposal is for the implementation of Phase 3 Design Development consistent in intent to accomplish the Work Scope per the completed Phase 2 Schematic Design effort recently completed. The Phase 2 Work scope included the development of the program and scope of the improvements, a preliminary design that includes visuals and narrative to communicate with Stakeholders and the Community. In the Phase 3 work we will develop the Schematic Design intent as the next step for implementation of the project.

This agreement assumes that you will provide Miscellaneous Owners Expense items including but not limited to those noted on the attached Project Contract Budget which include Geotechnical an updated Site Survey of the entire project Area that documents the rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, building setbacks and easements, physical characteristics (trees, topography, etc), utility locations and etc. for the site of the Project and a written legal description for the site.

BASIC SERVICES (Architect, Structural, Electrical and Plumbing)

Phase 2 - Completed

Schematic Design

Develop Stage 1 conclusions into further detail including preparation of scaled architectural and engineering drawings.

Develop Preliminary Budget Outline

Develop Project Schedule

Owner Review – Staff meeting with stakeholders to review our proposed design solutions and gain feedback and insights.

Presentation to Stakeholders as appropriate/required

Phase 3 – This Phase

Design Development

Prepare and present for approval by the stakeholders documents consisting of drawings and other exhibits to describe the size and character of the project's site, architectural, structural, HVAC, plumbing and electrical systems, materials and such other elements as may be appropriate.

Prepare statement of probable cost

Sign-off of Design Development or revised Design Development

Future Work

Construction Documents

Prepare, for approval by stakeholders, documents consisting of Drawings and Specifications setting forth in detail the requirements for the Construction of the Project. Issue bid documents as required for competitive bidding or negotiated contract.

Bidding or Negotiating

Assist the client in pre-bid meeting, obtaining bids or negotiated proposals, and assist in awarding and preparing contracts for construction.

Construction Administration

Observe the Site at appropriate intervals, to become familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents. Review all shop and engineering drawings and sample submittals for compliance with contract documents.

Provide project status reports as required, informing Client of all relevant events, i.e., substantive discussion with contractors, building owners, etc., or any changes to the construction drawings or schedule.

Determine the amounts owing to the Contractors based on observations at the Project premises and on evaluations of the Contractors' Applications for Payment. Issue Certificates for Payment in such amounts as provided in the Contract Documents

Punch List

COMPENSATION

Projected Overall Compensation for Architectural services for of your project will vary resulting from the ultimate size, our scope of Work, regulatory agency review requirements and project delivery method (i.e. Design-Bid-Build, Pre-Selected Contractor or Design/Build approach to name the most common). Following is an outline of the Projected Overall Compensation for Project Fees based on the approved Phase 2 Scope of Work and the Statement of Probable Cost.

Basic Services – Complete Project

SCHEMATIC DESIGN	15%	\$31,059	
DESIGN DEVELOPMENT	20%	\$50,000	
CONSTRUCTION DOCUMENTS	40%	\$89,525	
BIDDING	5%	\$10,000	
CONSTRUCTION	20%	<u>\$45,000</u>	
TOTAL BASIC SERVICES FEE			\$225,584

Required Supplemental Services

0.01	EXISTING DOCUMENTATION		\$10,000	
0.02	SPECIAL CONSULTANTS			
	Civil Engineer		\$248,994	
	Landscape Architect		\$62,000	
	Irrigation Design	\$12,900		
	Lighting Consultant		\$22,000	
0.03	AGENCY REVIEW			
	Civil Engineer (Hourly Allowance)		\$10,000	
0.04	COST ESTIMATES			
	Civil		\$11,342	
	Architectural, Structural, Electrical, Plumbing		\$9,500	
0.04	MODEL/PRESENTATION MATERIALS			
	Architect (Allowance)		\$10,000	
0.05	MAINSTREET BRIDGE EXPANSION FEASIBILITY			
	Architect (Hourly Allowance)		\$2,500	
	Civil Engineer (Hourly Allowance)		<u>\$10,000</u>	
	TOTAL REQUIRED SUPPLEMENTARY SERVICES			\$409,235

Micellaneous Owners Expense \$50,000

Reimbursable Expense (Allowance) \$6,900

TOTAL COST (with Allowances) **\$691,719**

Projected Compensation for Phase 3 Design Development:

Basic Services

DESIGN DEVELOPMENT \$50,000

Required Supplemental Services

0.01	EXISTING DOCUMENTATION	0
0.02	SPECIAL CONSULTANTS	
	Civil Engineer	\$65,205
	Landscape Architect	\$22,550
	Irrigation Design	4,000
	Lighting Consultation	\$ 8,000
0.03	AGENCY REVIEW	
	Civil Engineer (Hourly Allowance)	0
0.04	COST ESTIMATES	
	Civil	0
	Architectural, Structural, Electrical, Plumbing	\$6,500
0.04	MODEL/PRESENTATION MATERIALS	
	Architect (Allowance)	0
0.05	MAINSTREET BRIDGE EXPANSION FEASIBILITY	
	Architect (Hourly Allowance)	0
	Civil Engineer (Hourly Allowance)	<u>0</u>

TOTAL (Basic Services and Required Supplemental Services) \$106,255

Miscellaneous Owners Expense Allowance (coordinated by Architect paid by Owner)

Survey	\$1,800
Geotechnical Report (Allowance)	\$6,000

Reimburseables Allowance \$1,380

TOTAL COST (with Allowances) \$165,435

Additional Services

For Additional Services which are not listed above but may become necessary, compensation may be determined by the following methods:

- A. Fixed Fee to be determined based on the scope of work required.
- B. Hourly per the following Hourly Fee Schedule.

Serena Sturm Architects HOURLY FEE SCHEDULE

<u>Position</u>	<u>Base Hourly Rates</u>
Principal.....	\$160.00/Hour
Project Architect	\$120.00/Hour
Architect Staff II	\$ 95.00/Hour
Project Services Coordinator.....	\$ 60.00/Hour

Reimbursable expense items such as special delivery, printing and reproduction, etc. will be invoiced in addition to the fees outlined for professional services. The costs will be invoiced at the direct cost to our office plus 15% . Itemized billings will occur on monthly intervals.

Terms and Conditions of this proposal are in accordance with the AIA B 101 Owner – Architect Agreement 2017 Edition. Upon acceptance of this proposal SSA will prepare a Contract Draft for Owner review. Drawings, specifications and other documents, including those in electronic form prepared by the Architect and the Architect's consultants are Instruments of Service owned by the Architect and are for use solely with respect to this Project. Upon execution of this agreement the Architect grants the Owner a nonexclusive license to reproduce the Instruments of Service solely for the purposes of constructing, using and maintaining the Project.

We believe that our diverse architectural background, our collaborative team approach, our extensive experience in this scope of architectural work and our sensitive sustainable designs qualify Serena Sturm Architects, Ltd. to successfully complete the project goals. We are excited to submit this proposal and trust that it is responsive to your initial requirements for this project. We appreciate your consideration of our firm for this special project and look forward to the opportunity to work with you on it. Please call if you have any questions or require further information.

Respectfully,



Marty Serena, Principal
Serena Sturm Architects, Ltd.

ACCEPTANCE OF PROPOSAL

This proposal shall be signified by signing the endorsement below and returning one original to our office.

This proposal's acceptance may be terminated for convenience and without cause by either party upon not less than seven (7) days written notice. In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed and reimbursable expenses incurred prior to termination.

By: _____ Date: _____
Mr. Peter Suhr, Director of Public Works, City of St, Charles

CC. Mayor Rogina
City Council, City of St. Charles