

Memorandum

To: Honorable Mayor and Members of the City Council
Administration and Public Works Committee

From: Martin Lyons, Assistant City Manager / Chief Financial Officer
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer

Subject: Robert Crown Community Center, Ice Complex and Library
Architectural / Engineering Services Contract Award (RFQ 16-61)

Date: January 23, 2017

Recommended Action:

Staff recommends that City Council authorize the City Manager to execute a contract to provide architectural/engineering services for the Robert Crown Community Center, Ice Complex and Library with Woodhouse Tinucci Architects, LLC (230 W. Superior St., 6th Floor, Chicago, IL) in the amount of \$497,500. This fee is to provide the programming/investigation and schematic concept design services only.

Funding Source:

Funding for this project will be provided from Capital Improvement Program (CIP) 2016 General Obligation Bonds (Account 415.40.4116.62145 – 616017) in the amount of \$600,000. Additional project funding is also available from the 2017 General Obligation Bonds in the amount of \$900,000 to be utilized for future project costs.

Livability Benefits:

Built Environment: Enhance public spaces

Education Arts & Community: Incorporate art and cultural resources; Provide quality education from cradle to career

Health & Safety: Promote healthy, active lifestyles

Background:

On August 18, 2016, the City issued a Request for Qualifications (RFQ) to provide architectural/engineering services for the Robert Crown Community Center, Ice Complex and Library (RCCCL). The RFQ selection process occurs in two parts. In the first part, a firm is selected as “most qualified” based on qualifications and their understanding of the project. In the second part, a fee for services is negotiated with the selected firm. If it is not possible to reach an agreement satisfactory to both the City and the selected firm, negotiations are then begun with the next most qualified firm.

On December 12, 2016, the City Council approved the staff recommendation to find Woodhouse Tinucci Architects (WTA) to be the most qualified firm and to begin negotiation of an agreement with them.

Analysis:

Following City Council approval, staff commenced negotiations with WTA. Negotiations included multiple communications and meetings in which the final scope of the programming and concept design was finalized, along with WTA's fees to provide these services. Staff has concluded negotiations with WTA and has reached an agreement satisfactory to both parties.

Much of the discussion related to developing a detailed public outreach and stakeholder coordination plan necessary to the development of the concept design. The plan is roughly organized into two "rounds" of meetings. Round 1 focuses on meeting with stakeholders and the public to best understand the needs of the different users of the facility and to develop initial concepts. Round 2 meetings will be to show the initial concepts to the stakeholders and the public to receive additional feedback. WTA will then incorporate the feedback to finalize the concept design. A list of the proposed meetings and stakeholder groups is provided in the attached Public Engagement Plan.

Staff has reviewed both the scope of work and the fees proposed by WTA and has found them to be reasonable. During this negotiation process, WTA demonstrated a strong understanding of potential project issues and had many helpful ideas on how to manage an inclusive public involvement process, validating their selection as the most qualified firm. A table detailing the proposed fees is attached. WTA is utilizing our standard professional services agreement.

Staff recommends entering into a contract for Task 1 services only. Although the RFQ found WTA to be the most qualified firm to provide concept design, detailed design, and construction administration services, it would be difficult to negotiate fees for later phases of work at this time. This is particularly true for a project like the RCCCL where there might be substantial changes to the design of the building and site based on feedback received during the programming and concept development. For reference, WTA has submitted estimated fees for future phases based on their current understanding of the project. Because this RFQ addressed the architect/engineering qualifications for future phases of this project, staff may recommend award of this future work to WTA, depending on their level of performance.

WTA has proposed complying with the City's M/W/EBE program goal of 25% for Tasks 1 – 3 (programming through final design) by utilizing M/W/EBE subconsultants for 37% of this work. During Task 1 (currently under consideration), they are proposing 15% of M/W/EBE participation. For this project, the subconsulting firms are proposed to be much more involved during the detailed design development. A review of their compliance with M/W/EBE program goals is attached.

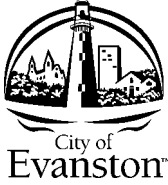
Attachments:

Task 1 Public Engagement Plan
Project Fee Proposal
M/W/EBE Participation Review Memo

Robert Crown Design Services				
Task 1 - Schematic Design, Draft Public Engagement Plan				
	No.	Meeting	Attendees	Purpose
Public Engagement Round 1	1	Kick off meeting	Staff	Set task 1 calendar, establish communication procedures, identify stakeholders, verify project program
	2	Stakeholder workshop #1	Staff and stakeholders	Meet individually with stakeholder groups to identify/verify needs, review / clarify project program. Identify advisory committee membership (one person per stakeholder group)
	3	Fundraiser meeting #1	Friends of Crown	Gather additional input from fundraising organizations on project program
	4	Review meeting #1	Staff	Review workshop results, discuss initial schematic documents, outline deliverables for advisory committee / public meetings
	5	Advisory Committee Meeting #1	Staff and stakeholder representatives	Meet with representatives of each stakeholder group as a consolidated advisory committee to review / gather feedback regarding initial schematic documents
	6	Review meeting #2	Staff	Review advisory committee feedback received and refine schematic documents for public presentation
	7	Public Meeting #1	Public	Present and gather feedback on schematic documents
	8	Parks and Rec Board Update	Public	Provide updates to Parks and Rec Board as needed on progress and project direction
	9	Council and Library Board Update	Public	Provide updates to Council / Boards as needed on progress and project direction
Public Engagement Round 2	10	Review meeting #3	Staff	Review results of first public meeting, identify refinements to schematic design and outline deliverables for advisory committee / public meetings
	11	Advisory Committee Meeting #2	Staff and stakeholder representatives	Review results of first public meeting, present modified schematic design and obtain feedback
	12	Fundraiser meeting #2	Friends of Crown	Gather additional input from fundraising organizations on schematic design direction
	13	Review meeting #4	Staff	Review advisory committee feedback received and refine schematic documents for public presentation
	14	Public Meeting #2	Public	Present and gather feedback on refined schematic documents
	15	Review meeting #5	Staff	Review results of second public meeting and outline refinements to finalize schematic design
	16	Interested City Committees / Ward Meetings	Public	Present final schematic design to committees / wards as needed
	17	Parks and Rec Board Approval	Public	Present final schematic design to Parks and Recreation Board for approval
	18	Council and Library Board Approval	Public	Present final schematic design to Council and Library Board for approval and proceed to task 2
Staff: PRCS Director, Library Director, CFO, PM, PRCS Assistant Director, City Engineer				
Stakeholders: Hockey, Speed Skating, Figure Skating, Soccer, Neighborhood Residents, Alderman (#4 and #2), Pre-school, After-school, Baseball, Basketball, Friends of Crown, Parks and Recreation Board, Library Board, Football, District 65, ETHS, PTA Council, Roycemore School, Friends of the Evanston Public Library, Public Art				
Note: Future task schedules will be developed/finalized upon completion of the prior task.				

**Robert Crown Center
Evanston, Illinois**

Robert Crown Community Center and Ice Complex Architectural / Engineering Services										
Discipline	Consultant	Task 1 Programming and Investigation	Task 1 Schematic Design	Task 2 Design Development	Task 3 Construction Documents	Task 4 Bidding and Negotiations	Task 5 Construction Administration	Task 6 LEED Commissioning	Total	
Architecture	WTA+M/JMA	\$ 45,000	\$ 210,000	\$ 250,000	\$ 425,000	\$ 35,000	\$ 250,000	\$ 40,000	\$ 1,255,000	
Structural Engineering	WBE	\$ 10,000	\$ 15,000	\$ 40,000	\$ 90,000	\$ 3,000	\$ 20,000	\$ 2,000	\$ 180,000	
MEP/FP	WBE	\$ -	\$ 8,000	\$ 75,000	\$ 120,000	\$ 10,000	\$ 75,000	\$ 10,000	\$ 298,000	
MEP/FP + Ice	Smith+Anderson	\$ 15,500	\$ 46,500	\$ 20,667	\$ 36,167	\$ -	\$ 12,400	\$ 7,750	\$ 138,983	
Landscape Architecture	CDF	\$ 7,000	\$ 15,000	\$ 25,000	\$ 35,000	\$ 3,000	\$ 30,000	\$ 5,000	\$ 120,000	
Civil Engineering	Terra	\$ -	\$ 8,000	\$ 25,000	\$ 45,000	\$ 5,000	\$ 20,000	\$ 8,000	\$ 111,000	
Library Design Specialist	WTA+M/JMA	incl above	incl above	incl above	incl above	incl above	incl above	incl above	incl above	
A/V Systems Specialist	Arup	\$ 1,000	\$ 3,000	\$ 15,000	\$ 18,000	\$ -	\$ 5,000	\$ -	\$ 43,000	
LEED Accreditation Specialist	WTA+M/JMA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cost Estimating Specialist	McHugh	\$ -	\$ 12,500	\$ 12,500	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 29,000	
Public Art Consultation	TBD/WTA+M/JMA	\$ -	\$ 5,000	TBD	TBD	TBD	TBD	TBD	TBD	
Total Fee	Base Scope Consultants	\$ 78,500	\$ 328,000	\$ 463,167	\$ 794,167	\$ 56,000	\$ 412,400	\$ 97,750	\$ 2,224,983	
		\$ -	\$ 406,500							
Land Surveyor	Terra	\$ 20,000	\$ -						\$ 20,000	
Geotechnical Engineering	EPI	\$ 25,000	\$ -						\$ 25,000	
Environmental Engineering	Canow, Conibear & Assoc				\$ 8,000				\$ 8,000	
3rd Party LEED Commissioning	Grumman/Butkus		\$ 5,000	\$ 5,000	\$ 20,000		\$ 25,000		\$ 55,000	
Total Fee	Non-Standard Services	\$ 45,000	\$ 5,000	\$ 5,000	\$ 28,000	\$ -	\$ 25,000	\$ -	\$ 108,000	
		\$ -	\$ 50,000							
Acoustic Specialist	Arup	\$ -	\$ 5,000	\$ 8,000	\$ 8,000	\$ -	\$ 5,000	\$ -	\$ 26,000	
Lighting Consultant	Ann Kustner Lighting	\$ -	\$ 5,000	\$ 15,000	\$ 20,000	\$ -	\$ 10,000	\$ -	\$ 50,000	
Sports Field Specialist	Jeffrey L Bruce & Co	\$ 3,000	\$ 8,000	\$ 12,000	\$ 10,000	\$ -	\$ 6,000	\$ -	\$ 39,000	
Sports Lighting	Musco	inc	inc						\$ -	
Food Service	SZO Consultants	\$ -	\$ -						\$ -	
Total Fee	Value-Add Consultants	\$ 3,000	\$ 18,000	\$ 35,000	\$ 38,000	\$ -	\$ 21,000	\$ -	\$ 115,000	
		\$ -	\$ 21,000							
TOTAL FEE		\$ 126,500	\$ 351,000	\$ 503,167	\$ 860,167	\$ 56,000	\$ 458,400	\$ 97,750	\$ 2,447,983	
		\$ -	\$ 477,500							
Expenses		\$ -	\$ 20,000	\$ 10,000	\$ 5,000	\$ 2,500	\$ 10,000	\$ 2,500	\$ 50,000	
Total Consultant Fee		\$ -	\$ 222,500	\$ 253,167	\$ 435,167	\$ 21,000	\$ 208,400	\$ 57,750	\$ 1,192,983	
Total Consultant %		\$ -	46.60%	50.31%	50.59%	37.50%	45.46%	59.08%	48.73%	
MBE/WBE/EBE Fee		\$ -	\$ 71,000	\$ 160,000	\$ 303,000	\$ 18,000	\$ 150,000	\$ 20,000	\$ 722,000	
MBE/WBE/EBE %		\$ -	14.87%	31.80%	35.23%	32.14%	32.72%	20.46%	29.49%	
NOTES:										
1. Fees include consideration and development of construction phasing options as necessary										



Memorandum

To: Martin Lyons, Assistant City Manager / Chief Financial Officer
Lara Biggs, P.E. Bureau Chief – Capital Planning / City Engineer

From: Tammi Nunez, Purchasing Manager

Subject: Robert Crown Community Center Ice Complex and Library
Architectural / Engineering Services Contract Award, RFQ 16-61

Date: January 23, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the recommendation for Robert Crown Community Center Ice Complex and Library Architectural/Engineering Services Contract Award, RFQ 16-61, WTA's total base bid during task 1 is \$497,500.00, and they will receive 14.2% credit for compliance towards the initial M/W/EBE goal.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Stearn-Joglekar 223 W Jackson Blvd Chicago, IL 60606	Structural Engineering	\$25,000.00	5%	X		
CCIM 430 N Michigan Ave Ste. 800 Chicago, IL 60611	Mechanical Engineering	\$8,000.00	1.6%	X		
Terra Engineering 225 W Ohio St., Ste. 400 Chicago, IL 60654	Civil Engineering	\$28,000.00	5.6%		X	
Grumman/Butkus 820 Davis St., Ste. 300, Evanston, IL 60201	3 rd Party LEED Commission	\$5,000.00	1%			X
Ann Kustner Lighting 900 Isabella Street Evanston, IL 60201	Lighting Consultant	\$5,000.00	1%			X
Total M/W/EBE		\$71,000.00	14.2%			