



Memorandum

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

From: Martin Lyons, Assistant City Manager / Chief Financial Officer

Subject: Robert Crown Community Center, Ice Complex and Library Update

Date: December 7, 2016

The Robert Crown Community Center, Library and Ice Complex (RCCCL) project continues to move forward with the following progress:

- Review and Recommendation of Architect for the RCCCL design and construction phases – Staff requests authority to negotiate fee with most qualified architect as described in Council report delivered for December 12, 2016 meeting.
 - Negotiate Fee in December/January for Council approval
 - Begin schematic design and public meeting processes
- Continued Progress on Funding – Dashboard with most recent funding status attached.
- Moving forward beyond “Quiet Period” to public funding efforts in 1st and 2nd quarter of 2016.

CCS representatives will be present to answer questions on funding.

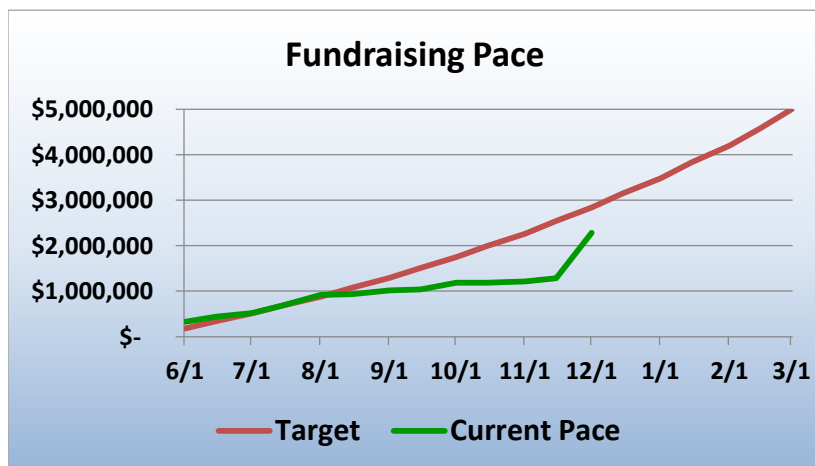
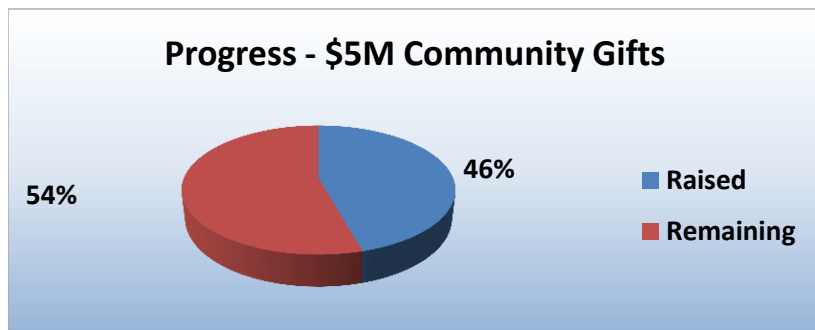
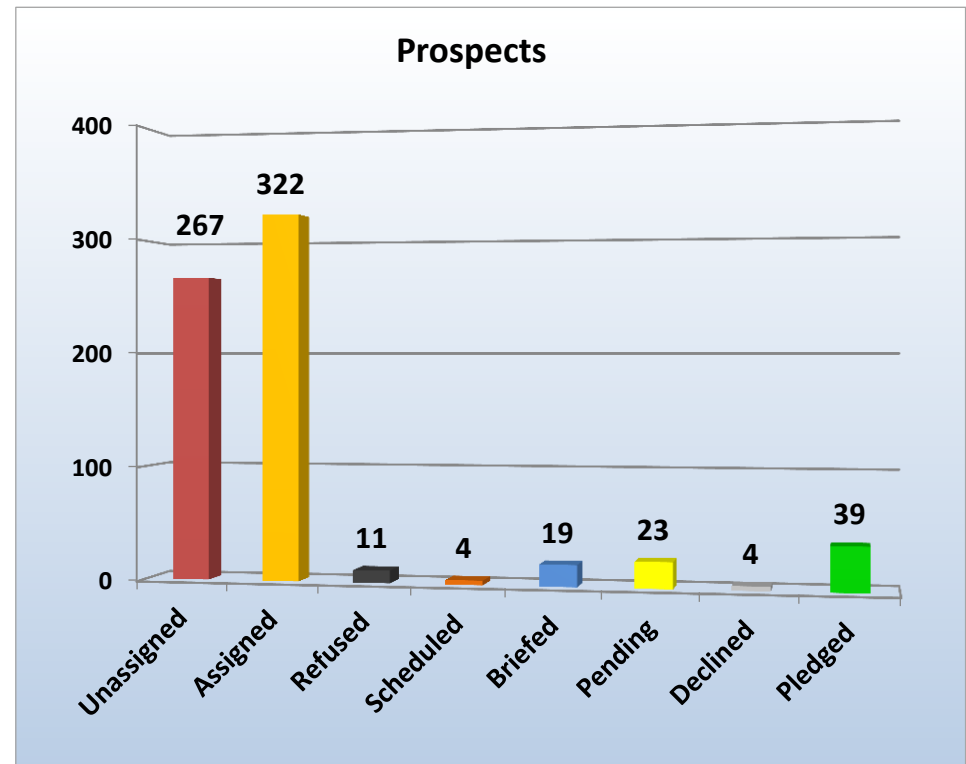
Robert Crown Community Center Campaign

DASHBOARD

12/6/2016



Campaign Totals	
Community Gifts & Pledges	\$2,283,000
Dollar-for-Dollar Matching Gift	\$2,283,000
<i>Full Matching Commitment</i>	<i>(not public)</i>
TOTAL GIFTS & PLEDGES	\$4,566,000
City & Library Bond Financing	\$12,500,000
COMBINED GRAND TOTAL	\$17,066,000



Benchmarks	Requests	Raised
December 1, 2016	70	\$2,800,000
December 15, 2016	75	\$3,100,000
January 1, 2017	80	\$3,400,000
January 15, 2017	85	\$3,800,000



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
(RFQ 16-61)

Date: November 28, 2016

Recommended Action:

Staff recommends City Council authorize the City Manager to enter into negotiations for architectural/engineering services for the Robert Crown Community Center, Ice Complex and Library Architectural/Engineering Services (RFQ 16-61) with Woodhouse Tinucci Architects, LLC (230 W. Superior St, 6th Floor, Chicago, IL).

Funding Source:

In the proposed 2017 CIP, funding is available from the 2016 GO Bond in the amount of \$600,000 and the 2017 GO Bond in the amount of 900,000.

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 15, 2016, staff provided an update to the City Council noting that over \$2 million had been pledged in fundraising. At the same meeting, the City Council authorized a Request for Qualifications process for the design services for the Robert Crown Community Center and Library (RCCCL). The purpose of this RFQ was to determine the firm best qualified to provide architectural/engineering services for the planning, design and construction of the proposed RCCCL. Because it is an RFQ, pricing is not requested. Instead, firms are evaluated on their qualifications, their demonstrated understanding of the project, and their compliance with the City's requirements for submittals.

For this project, planning and design of the proposed RCCCL is expected to continue through late 2017. Construction would begin in 2018, provided funding is available.

Analysis:

On August 18, 2016, the City issued Request for Qualifications to provide architectural/engineering services. On September 27, 2016, qualifications statements were received from 19 consulting firms:

Consultant	Address
Cordogan Clark & Associates	960 Ridgeway Avenue, Aurora, IL
DMAC Architecture p.c.	831 Chicago Avenue, Evanston, IL
Gelick Associates Inc.	494-2 Sheridan Road, Evanston, IL
Gensler Architecture, Design & Planning, P.C.	11 E. Madison #300, Chicago, IL
HDR Architecture, Inc.	30 W. Monroe Street, Suite 700, Chicago, IL
Holabird & Root, LLC	140 South Dearborn Street, Suite 500, Chicago, IL
JGMA	218 S. Wabash, Suite 200, Chicago, IL
John Ronan Architects	420 W. Huron Street, Chicago, IL
Krueck + Sexton Architects	221 W. Erie Street, Chicago, IL
Legat Architects, Inc.	2015 Spring Road, Suite 175, Oak Brook, IL
Nagle Hartrey Architects, Ltd.	55 W. Wacker Drive, Suite 302, Chicago, IL
Perkins+Will	410 N. Michigan Ave., Suite 1600, Chicago, IL
Ratio Architects	30 West Monroe Street, m Suite, Chicago, IL
Ross Barney Architects	10 W. Hubbard, Chicago, IL
Skidmore, Owings and Merrill LLP	224 S. Michigan Avenue, Suite 1000, Chicago, IL
Stantec Architecture, Inc.	224 South Michigan Avenue, Suite 1400, Chicago, IL
Wight & Company	211 North Clinton Street, 300N, Chicago, IL
Williams Architects / Aquatics	500 Park Blvd, Suite 800, Itasca, IL
Woodhouse Tinucci Architects, LLC	230 W. Superior St, 6 th Floor, Chicago, IL

A selection committee consisting of the following members reviewed the qualifications statements and scored the firms to determine the most qualified:

- Lara Biggs, P.E. – Bureau Chief Capital Planning & Engineering / City Engineer
- JacQuera Calvert – Purchasing Specialist
- Karen Danczak-Lyons – Library Director
- Bob Dorneker – Assistant Director – Parks, Recreation & Community Services
- Shawn Iles – Library Board
- Stefanie Levine – Senior Project Manager
- Martin Lyons – Assistant City Manager / Chief Financial Officer
- Lawrence Hemingway, Director of Parks, Recreation & Community Services
- Daniel Stein – Parks and Recreation Board

The qualification submittals were rated by each member of the selection committee and the scores were then averaged. The initial scoring of the firms was as follows:

Firm	Qualifications & Expertise (40 pts)	Project Approach (30 pts)	Organization and Completeness of Proposal (10 pts)	Willingness to Execute Evanston's Pro. Services Agreement (10 pts)	M/W/EBE (10 pts)	Total Score (100%)
Gensler	34	26	9	7	10	86
Woodhouse Tinucci Architects	34	23	9	10	10	86
Nagle Hartrey Architects	36	25	8	5	10	84
Perkins+Will	35	25	9	5	10	84
Stantec	33	26	10	5	10	84
Holabird & Root	29	24	10	10	10	83
Ross Barney Architects	30	22	10	10	10	82
Skidmore, Owings and Merrill	33	25	9	10	5	82
Wight & Co	31	24	10	5	10	80
HDR Architecture	31	23	9	5	10	78
Ratio Architects	29	23	10	5	10	77
Williams Architects	29	23	10	5	10	77
JGMA	26	19	10	10	10	75
John Ronan Architects	30	23	9	5	8	75
Krueck + Sexton Architects	29	22	9	5	10	75
Cordogan Clark & Associates	27	18	9	10	10	74
Legat Architects	30	23	8	10	0	71
Gelick Associates	18	13	10	5	10	56
DMAC Architecture	18	8	10	5	10	51

After reviewing the statements of qualifications and scoring them, the five firms that were determined to be the most qualified were invited to an interview with the selection committee. Following the interviews, those firms received an additional score related to information received in the interview. This was added to their initial scoring. Following the interviews, the revised scoring is as follows:

Firm	Pre-Interview Score (100 pts)	Interview Score (10 pts)	Final Score (110 pts)
Woodhouse Tinucci Architects	86	10	96
Gensler	86	8	94
Nagle Hartrey Architects	84	8	92
Perkins+Will	84	6	90
Stantec	84	6	90

The Committee was excited to have such a large list of qualified firms from which to choose. Any of the top three firms are qualified to provide excellent services to the City of Evanston in this important community project.

Unfortunately, only one firm can be chosen to move this project forward. Based on the final scoring, Woodhouse Tinucci Architects (WTA) is the most qualified firm. Both Gensler and WTA clearly demonstrated their qualifications in all aspects of the design as well as a thorough understanding of the project issues in their respective proposals. However, during the interview, WTA did the best job of showcasing their knowledge and expertise, and they were able to most clearly demonstrate a plan for both the design and construction supervision of the project, including aspects of budgeting, and community engagement throughout the project.

Staff is requesting authorization to enter into financial negotiations with WTA. If unable to reach an agreement satisfactory to both sides, staff would then enter into negotiations with the next most qualified architect, Gensler.

The negotiations are expected to take place during December. Staff is anticipating making a recommendation for award in January 2017. Although preliminary M/W/EBE information was included in the initial submittal, staff will conduct a complete compliance review when the final cost has been negotiated. A brief summary of the timing for work in 2017 is provided on the next page and this schedule is provided in more detail in the Attached Work Plan.

RFQ 16-61, Robert Crown Community Center and Ice Complex	
Woodhouse Tinucci Architects and MacLennan Jaunkalns Miller Architects	
Estimated Project Schedule	
Task	Weeks
Programming	4
Schematic Design	12
Design Development	12
Construction Documents	12
Bidding	6
Construction Administration	58
Post-Construction / LEED Commissioning	12
Total	116

Legislative History:

None

Attachments:

Work Plan Detail WTA

WORK PLAN

The following work plan highlights the task and deliverables that make up this project. Work plans allow the design team and the client to know what is being done, when, why, where, and by whom. The work plan is the key tool to achieve your project in the manner you wish. It is the detailed organization of our work to achieve your needs. The following project management outline highlights the tasks and deliverables that make up all the elements of this project.

TASK 1 PROGRAMMING/INVESTIGATION

4 WEEKS: NOV 21, 2016 – DEC 16, 2016

TASKS

- Start-up meeting.
- Confirm project building committee and user groups.
- Establish reporting structure.
- Establish meeting schedule and meeting types.
- Confirm the public consultation process.
- Confirm approved program for the facility and park as the basis for concept design.
- Site documentation
- Engage geotechnical, topographical and utility surveys, as well as environmental consultants.
- Review all available background information for the park site and facilities.
- Prepare work plan for program confirmation phase responsibilities and tasks.
- Confirm appropriate space standards, design principles, and interrelationships.

DELIVERABLES

- Minutes of meetings.
- Contact list and organization chart.
- Preliminary schedule of community consultation programming meetings.
- Summary of programming changes into an 'Appendix' document.
- Preliminary LEED scorecard.
- Concept plans for building and site
- Survey plans stamped by Professional Engineer or Registered Surveyor.

METHODOLOGY

During the programming confirmation phase it is important for the project team to review the current program document and establish client / stakeholder / user group discussions. During the start-up meeting, existing program reviews and the survey of current recreation centers programs will establish a continuing dialogue to explore and re-confirm the report.

Thorough review of the expected site and building program summary, confirm the park requirements, facilities to be accommodated, including support functions such as parking and servicing, as well as outdoor amenity, specific to the park and specific to individual facilities and common and shared elements.

Review and Incorporate the Evanston Public Library program into overall building program

We will prepare a new draft program summary to confirm the building area. A project budget breakdown will be developed on that basis, confirming the available construction cost budget. We will illustrate for the Building Committee the quality standards achievable within the budget and confirm the alignment of the budget with facility requirements and design expectations. The completed document will be confirmed as approved as the basis for schematic design. Concept/ Pre-design approval will be a 2-week period.

TASK 1 SCHEMATIC DESIGN

12 WEEKS: DEC 19, 2016 – MAR 10, 2017

TASKS

Prime Consultant – Architecture

- Site development confirmation.
- Confirm detailed design criteria.
- Review and prepare master plan for site.
- Develop approved floor plans, concept massing, and elevations.
- Area analysis.
- Sustainability concepts for LEED.
- Schematic design review workshops.
- Preliminary building code review.
- Coordinate consultants.
- Prepare schematic design estimate.
- Present design for review and approval.
- Public consultation.

TASKS

Structural Engineering

- Establish design criteria.
- Develop preliminary structural solutions for the selected architectural design options.
- Review detailed geotechnical information evaluate foundation options.
- Preliminary Building Code Review.

Mechanical Engineering

- Review Site servicing information and contact local utilities: gas, water, and sewer.
- Review and confirm design criteria.
- Develop site servicing options and mechanical systems options.
- Preliminary energy analysis / sustainability review.
- Preliminary code review.
- Review conceptual systems alternatives.

Electrical Engineering

- Review and confirm design criteria.
- Review site servicing information and contact local utilities and City Departments.
- Review floor plan alternatives.

- Preliminary energy analysis / sustainability review.
- Develop system alternatives.
- Preliminary standards review.

Civil Engineering

- Review site servicing information and contact local utilities: power and communications.
- Review and confirm design criteria.
- Develop site plan options with provision for drainage options and servicing options.

Landscape Architect

- Preliminary Landscape Design in conformance with Zoning
- Bylaw and City of Evanston design requirements.
- Schematic Design Cost Estimate.

DELIVERABLES

Schematic Design Report

- Site plans.
- Floor plans.
- Elevations.
- Computer generated massing models.
- Sustainability concepts.
- Evaluation of options against benchmarks and sustainability criteria.
- Building Code Synopsis.
- A schedule to forecast the implementation of the recommended option.
- Schematic design cost report with a breakdown to the different funding sources.
- A area spreadsheet comparing design areas to programmed areas and identified by the separate funding sources.

METHODOLOGY

During the schematic design stage, the design team will generate two to three concept design options and site plans that explore the goals and objectives established in the pre-design phase. We will review these concepts with your team and together adopt one of the options for further refinement. We will develop a concept design package suitable for presentation to the community. This package will include plans, elevations, sections, and a computer generated architectural rendering. We will prepare a preliminary Code Analysis and review it with the Code officials.

The schematic design will address the City of Evanston and all stakeholders functional concerns. We will explore image, form, and materiality as they relate to the Park and adjacent communities. Cost control will be a key factor and cost consultant input will allow us to make design decisions within budget. A schematic design estimate will be prepared and submitted with the schematic design report. Schematic design approval will be a 2-week period.

TASK 2 DESIGN DEVELOPMENT

12 WEEKS: MAR 13, 2017 – JUN 02, 2017

TASKS

Prime Consultant – Architecture

- Site developments concepts.
- Floor plans with detailed room layouts.
- Detailed massing and exterior elevations.

- Building sections.
- Typical details.
- Detailed building code review.
- Material palette and color board.
- Computer renderings.
- Outline specifications.
- Coordinate Consultants.
- Apply for development permit.
- Community presentation(s).
- Update cost estimate.
- Participate in Public Consultation Process.
- Prepare and submit a Final Site Development Plan for the Crown Park. It will illustrate: site lighting design, landscape plan, site plans complete with materials annotations, planting schedule and details, and tree compensation policy.

Structural Engineering

- Structural systems options and recommendations.
- Structural framing grid layout.
- Roof structure layout.
- Foundation plan and typical details.
- Special system analysis.
- Final Building Code Review.
- Outline specification.

Mechanical Engineering

- System alternatives, cost evaluation, recommendations.
- Energy analysis and equipment sizing. – Service area space requirements.
- Preliminary equipment room layout and schematics.
- Preliminary equipment selection.
- Pipe/air flow schematics.
- Detailed Code review.
- Outline specification.

Electrical Engineering

- Preliminary schematic and riser diagrams. – Site lighting plans.
- Preliminary lighting selection, layout, and lighting calculations.
- Document special areas/systems.
- Layout of power, communications, and security design.
- Preliminary electrical room layout.
- Detailed code review.
- Outline Specification.

Civil Engineering

- Site plan with preliminary grades.
- Site servicing plan.
- Typical construction details.
- Development permit application.

Landscape Architecture

- Site lighting design.
- Landscape plan.
- Planting schedule and details.
- Development permit application.

Cost Consultant

- Design Development Cost Estimate.

DELIVERABLES

Design Development Report

- Site plans.

- Floor plans.
- Elevations.
- Sections.
- Preliminary Details.
- Building code synopsis.
- Written systems description.
- Computer generated renderings.
- Sustainable Design Review and updated LEED Scorecard.

METHODOLOGY

Within the context of the approved schematic design, the team will develop the agreed upon park site exterior places and amenities and floor plans illustrating all rooms. Preliminary engineering calculations will be completed and system types reviewed. The architectural team will study the massing and building elevations in detail, and site development will be refined with the landscape architect. Regular meetings will be held with the client and user groups as well as with the authority having jurisdiction for all code issues and municipal standards and approvals.

Cost estimates will be closely monitored to review value and budget compliance. An update of the schematic design estimate will be prepared with the cost estimate. Design development will be reviewed with the client team and feedback will be incorporated into the working drawings and specifications.

Design development approval anticipates an approximate 3-week period. Upon receipt of approval to proceed, we will continue to the production documentation phase.

TASK 3 CONTRACT DOCUMENTS

12 WEEKS: JUN 05, 2017 – AUG 25, 2017

TASKS

Prime Consultant – Architecture

- Working Drawings and Specifications.
- Ongoing cost control.
- Ongoing interface with Code officials.
- 50% Submission for City Review.
- 90% Submission for City Review.
- Coordination with all disciplines at weekly consultant meetings.
- Final Submission for approval for bid.

Structural Engineering

- Foundation plans and details.
- Developed site plan and details.
- Analysis of project for lateral forces.
- Review of architectural wall sections.
- Roof and floor framing plans.
- All columns and beams sized.
- Size lateral load resisting elements.
- Column, beam, and footing schedules.
- Details and sections showing reinforcing, connections, and special construction requirements.

Mechanical Engineering

- Room by room heating and cooling load calculations.
- Site services plan.
- Heating / ventilation layouts.
- Plumbing layouts.

- Mechanical room layout and sections.
- Piping schematics.
- Air flow schematics.
- Equipment schedules.

Electrical Engineering

- Power and systems layout.
- Coordinate security systems.
- Electrical equipment rooms layout.
- Schematics diagrams.
- Grounding.
- Lighting system layouts.
- Fire alarm systems.
- Motor and equipment schedule.

Civil Engineering

- Final Site Plan coordinated with all disciplines.
- Site servicing plan coordinated with all disciplines.
- Ongoing client and City of Evanston coordination.

Landscape Architecture

- Final Landscape plan and associated elements and components for exterior places.
- Planting schedule and details.
- Liaison with City of Evanston Recreation and Parks to ensure compliance with municipal standards and maintenance practices.

Cost Consultant

- Pre-Bid Cost Estimate.

DELIVERABLES

- Progress drawings and specifications documents for review.
- Weekly coordination meeting minutes
- Bid documents.
- Minutes of meetings with City Officials.
- Pre-Bid Estimate.

METHODOLOGY

Final construction contract documents are prepared and coordinated by our technical team. Input from each successive review phase will be incorporated. Coordination meetings will be held on a weekly basis with team members. The schedule will be updated and reviewed and action will be taken to rectify any deviation. Quality reviews of all material in progress at successive stages will yield valuable input to the preparation of the comprehensive documents.

Cost estimates will continue to be closely monitored to achieve value and budget compliance.

TASK 4 BIDDING/NEGOTIATIONS/PERMIT

6 WEEKS: AUG 28, 2017 – OCT 13, 2017

TASKS

Prime Consultant + Sub-consultants

- Submit project for City permit review.
- Respond to permit comments and provide clarification to City and bidders.
- Assist with bid advertising.
- Chair a site bidders meeting.
- Respond to bid queries.

- Clarify design intent and evaluation alternate products.
- Prepare addenda.
- Assist with City evaluation of bids and prepare recommendations.
- Recommendation to City of Evanston.

DELIVERABLES

- Electronic and Print Advertising.
- Bid Documents.
- Minutes of Site Meeting.
- Addenda.
- Letter of Recommendation.

METHODOLOGY

We will prepare the formal bid documents and assist with the advertisement for the bid. During the bid period, various design team members will respond to contract questions in accordance with your standard procedures. If required, addenda will be issued.

We will prepare and submit permit documents and respond to any questions for clarification. Permit will be acquired prior to the start of construction.

We will attend the bid opening and provide comment and feedback to the City.

TASK 5

CONSTRUCTION ADMINISTRATION

58 WEEKS: AUG 16, 2017 – SEP 30, 2018

TASKS

Prime Consultant + Sub-consultants

- Chair site meetings (normally every two (2) weeks).
- Perform regular walk-throughs to determine general conformity with design intent.
- Review contractor supplied shop drawings for general design intent and conformity with the project.
- Report on progress and problems.
- Clarify questions with regard to design intent.
- Issue supplementary details and field sketches.
- Prepare and issue proposed changes to the contract.
- Evaluate contract quotations.
- Issue Change Orders.
- Review material samples.
- Review construction mock-ups.
- Make recommendations regarding alternate products.
- Evaluate construction progress and prepare certificates of payment.

DELIVERABLES

- Site reports.
- Review shop drawings.
- Construction communications.
- Supplementary drawings.
- Proposed Change Notices.
- Certificate of Progress.
- Substantial Performance Deficiency list.

METHODOLOGY

We will provide normal field review to determine general conformance of the construction to the design intent. We will report on progress or problems and issue appropriate instructions. We will administer the construction contract including preparation of site instructions, change orders, and review and preparation of certificates for payment.

TASK 6

POST CONSTRUCTION PHASE LEED COMMISSIONING

12 WEEKS: OCT 01, 2018 – DEC 21, 2018

TASKS

Prime Consultant + Sub-consultants

- Review of contractor's application for substantial completion and total performance.
- Preparation and review of final certificates of payment including hold backs
- Review of deficiency corrections and Contractor's final completion.
- Prepare record drawings
- Field review prior to the end of the one year warranty period and preparation of instructions to the contractor at the end of the warranty period.
- Final USGBC construction documentation submission.

DELIVERABLES

- Issue final schedule letters to Authorities Having Jurisdiction.
- Final Certificates of Progress.
- Final Completion Report.
- Record Drawings in Electronic Format
- One year warranty report.
- Obtain FAC (Final Acceptance Certificates) for affected site works components, both on and off-site.
- Review USGBC comments and respond.
- LEED Certification

METHODOLOGY

Our team will complete the construction contract administration tasks through to substantial and total completion of the project. We will perform on-site review of deficiencies and of the deficiency corrections. We will prepare project close-out documentation and accounting. During the warranty period, design team members will be available to comment on deficiencies which may arise. A formal deficiency review will be completed at the end of the one-year warranty period and appropriate instructions reviewed with the contractor. Correction of the warranty deficiencies by the contractor will be reviewed for the final report.

Submission of LEED documentation will begin at the start of construction and final submission criteria will be submitted once construction is complete. We will review and respond to any comments/questions and obtain final approvals of our LEED Certification status.