

# Facility and Support Services

600 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1003  
fss @ scottcountyiowa.com  
(563) 326-8738 Voice (563) 328-3245 Fax

---



October 1, 2013

To: Dee F. Bruemmer  
County Administrator

From: Dave Donovan, Director  
Facility and Support Services

Subj: Architectural services for Administrative Center Roof Replacement project

In the current 5 year Capital Improvements Plan, there are monies budgeted to begin the process of replacing roofs on several facilities, including the Courthouse, Annex Building and Administrative Center. We originally planned to complete those projects in the order listed above, one each summer for the next three years. Funds budgeted in the current plan reflect those intentions. Recently, a high wind event caused damage to the roof membrane at the Administrative Center. We made temporary repairs to the membrane, but are advised by our roofing contractor to consider making repairs to the Administrative Center roof sooner rather than later. We are thus proposing to swap the order of the roof replacements, undertaking the Administrative Center first rather than last. We will make that adjustment to the plan during the Capital budgeting process later this fiscal year.

In order to be prepared to hire a contractor and complete the roof repair during the mild summer weather in 2014, we need to begin the process of hiring an architect and beginning the design process. To that end, we solicited for professional services for the project with the following responses:

<b><u>Firm</u></b>	<b><u>Fixed Fee Proposal</u></b>
Bracke, Hayes, Miller, Mahon	\$ 11,280.00
Shive Hattery	\$ 22,000.00
Thomas McInerney	\$ 16,000.00
Ament	\$ 13,900.00
Larrison and Associates	\$ 8,500.00

The lowest fee proposal is from Larrison and Associates in the amount of \$8,500.00. Recently, Larrison and Associates completed the design work for the Jail Roof Replacement and we were quite satisfied with their work. I see no reason to not award this project to that firm and are recommending the Board award to them at this time. The entire project is currently budgeted in the amount of \$250,000 in FY18.

Cc: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 10, 2013

A RESOLUTION APPROVING THE AWARD OF CONTRACT FOR ARCHITECTURAL  
DESIGN SERVICES FOR THE ADMINISTRATIVE CENTER ROOF REPLACEMENT  
PROJECT IN THE AMOUNT OF \$8,500.00.

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the proposals for professional design services for the Administrative Center Roof Replacement Project are hereby approved and awarded to Larrison and Associates in the amount of \$8,500 plus reimbursable expenses.
- Section 2. That the Director of Facility and Support Services is hereby authorized to sign and execute contract documents relating to this award.
- Section 3. This resolution shall take effect immediately.