

## 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

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May 13, 2015

To: Dee F. Bruemmer  
County Administrator

From: Dave Donovan, Director  
Facility and Support Services

Subj: Annex Building Roof and HVAC Replacement project – Approval of Design Consultant

As you recall, the five year capital plan includes monies for the replacement of the Annex Building roof and the replacement of several rooftop HVAC (heating and cooling) units. The roof covering most of that building dates to 1991 and is 24 years in age. It was warranted for 20 years and is showing definite signs of age related problems and failures. The remainder of the roof was installed in 2001 when the Juvenile Detention Center was expanded and renovated. We will closely evaluate the condition of those newer roof sections as we do the design work.

In 1991, we replaced the rooftop HVAC units at the same time we replaced the roof. The life expectancy of rooftop HVAC is shorter than interior mounted equipment, typically 15-20 years is a good rule of thumb. Like the roof itself these HVAC units have begun to require substantial repairs that are a sign of age.

Doing both replacements at approximately the same time allows for any modifications to the roof openings to be coordinated and no patching necessary. We wish to use that same approach for the replacements this time. The funds for these projects have been coordinated within the CIP budget to allow for that.

During April of 2015, we solicited proposals for design consulting work for the Annex Building Roof and HVAC Replacement project. The solicitation was sent to all registered architects and engineers listed in our vendor database. In addition, the solicitation was posted to the County Purchasing web page.

The request for proposals asked respondents to outline their experience with similar work, provide us with references, and discuss their ability to meet the proposed project timeline (design to begin yet this year with project completion by October of 2016). In addition, we required them to submit a lump sum, fixed fee (plus reimbursables – printing, etc.) cost proposal for providing full service design consulting services.

We have received four responses to our solicitation. One response was received late and was therefore not considered. All five responses are summarized below:

<u>Firm</u>	<u>Timeline</u>	<u>Experience</u>	<u>Fixed Fee</u>
Bracke-Hayes-Miller-Mahon	OK	OK	\$15,060.00
Thomas McInerney Architect	OK	little or none demonstrated	\$14,899.00
IIW Architects	OK	OK	\$17,000.00
Terracon	OK	OK	\$26,700.00
Shive Hattery	proposal received late – not considered		\$24,000.00

We chose to interview the three lowest fee responses, BHMM, Thomas McInerney and IIW. We found that the lowest fee response from McInerney was not able to demonstrate that they had completed any similar or comparable work. Both BHMM and IIW have numerous examples of similar work. BHMM has successfully completed several projects for Scott County including restroom renovations, the renovation of a portion of the old jail for the Juvenile Court Services office space and the 503 Scott Street Maintenance facility, currently under construction. In addition, BHMM is the second lowest fixed fee proposal.

It is my recommendation that the Board of Supervisors award the contract for the design of the Annex Building Roof and HVAC Replacement Project to Bracke, Hayes, Miller and Mahon in the above amount. I further recommend that the Board authorize the Facility and Support Services Director to sign and execute the corresponding fixed fee plus reimbursables AIA contract documents. I will attend the next Committee of the Whole meeting to answer any questions and discuss my recommendation further. This project is funded in the five year CIP budget in the total amount of \$515,000.00 split between fiscal years 2016 and 2017.

Cc: FSS Management Team  
 Tim Huey  
 Jon Burgstrum  
 Jeremy Kaiser

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

May 21, 2015

A RESOLUTION APPROVING THE AWARD OF CONTRACT FOR DESIGN SERVICES FOR THE ANNEX BUILDING ROOF AND HVAC REPLACEMENT PROJECT TO BRACKE, HAYES, MILLER AND MAHON ARCHITECTS IN THE AMOUNT OF \$15,060.00.

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

- Section 1. That the contract for architectural and engineering design services is for the Annex Building Roof and HVAC Replacement Project is hereby awarded to Bracke, Hayes, Miller and Mahon Architects in the fixed fee amount of \$15,060.00.
- Section 2. That staff are hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take effect immediately.