



AGENDA ITEM EXECUTIVE SUMMARY

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|--|---|--|--|
| Agenda Item: | Authorization to accept a proposal to perform City Facilities Assessment, Studio GC | | |
| Presenter & Title: | Nate Landers, Superintendent of Streets, Fleets, and Facilities | | |
| Date: | March 11, 2019 | | |
| Please Check Appropriate Box: | | | |
| <input checked="" type="checkbox"/> | Committee of the Whole Meeting | | Special Committee of the Whole Meeting |
| <input checked="" type="checkbox"/> | City Council Meeting | | Special City Council Meeting |
| <input type="checkbox"/> | Public Hearing | | Other - |
| Associated Strategic Plan Goal/Objective: EMS - II | | | |
| | | | |
| Estimated Cost: \$60,000 | | Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If "Other Funding," please explain how the item will be funded: | | | |
| Executive Summary: | | | |
| <p>The FY19 budget provides for a city-wide facilities assessment to be completed. Buildings included in the assessment are Public Works, City Hall, Police/Finance, Water and Wastewater Treatment Plants, Fire Station 1 and 2, and the Tri-Com building. The assessment includes a review of interior and exterior building components (i.e. windows, flooring ceiling, walls, and roofs), HVAC, Plumbing, Electrical, ADA access, safety and security measures, specialized equipment (i.e. fuel systems) and elevator systems.</p> <p>In October, staff prepared a request for qualifications to provide a facilities condition assessment. This was posted on the City's website and published in the Daily Herald. On November 7, 2018 staff held a walkthrough of all the city buildings included in the assessment with a tremendous turnout.</p> <p>Staff received 14 qualification submittals. These packets were distributed to the review team members made up of at least one representative from each building. Prospective companies were evaluated and ranked based on ability, experience, recognition of problems and objectives, previous work experience with the City, and ability to handle project with in-house personnel. The review team picked the top four ranked companies for interviews. Candidates were instructed to prepare a presentation showing a completed facilities assessment and how they collect the data. Participants were evaluated again on overall presentation, final product offering, and overall strength of the team. Staff selected Studio GC as their top choice to conduct the facilities assessment.</p> <p>Attached for your review, is a copy of Studio GC's quote which includes the scope of work, deliverables, and work schedule. Total cost of the assessment is \$48,500.00 with an additional \$7000.00 for cloud point scanning. Which will only be used if the City cannot provide an accurate or up to date blueprint of the current building.</p> | | | |

Staff is recommending that a 10% contingency be included in the overall not-to-exceed amount to account for any unforeseen field changes that may occur. Any field changes (Change Orders) must be approved by the City Administrator to be applied to the contingency.

Attachments: *(please list)*

- Resolution
- Quote

Voting Requirements:

This motion requires 6 affirmative votes for passage.

The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie votes; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.

Recommendation / Suggested Action: *(how item should be listed on agenda)*

Request approval of a Resolution authorizing the City Administrator to enter into a contract with Studio GC., of Chicago Il., at a cost of \$55,500 and allow the City Administrator to approve up to \$4500 in change orders for a total not-to-exceed amount of \$60,000.

RESOLUTION NO. 2019-25
RESOLUTION AUTHORIZING EXECUTION OF
Contract with Studio GC of Chicago, Il. To conduct City Building Facilities Assessment

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, a contract with Studio GC of Chicago, Il. to conduct City Facilities Assessment in the form attached hereto at Exhibit “A”, relating to the assessment of seven city buildings for the purposes of capital upgrades and improvements.

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 18th day of March, 2019

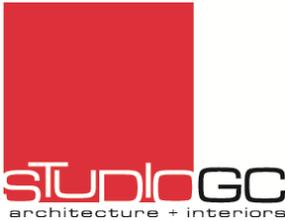
AYES: __ **NAYS:** __ **ABSENT:** __ **ABSTAINING:** __ **HOLDING OFFICE:** __

Approved by me this 18th day of March, 2019.

Mayor

ATTEST:

City Clerk



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
Phone: 312-253-3400
Fax: 312-253-3401

Architectural Services Proposal

DATE: February 14, 2019

TO: Mr. Nate Landers
Superintendent of Streets and Fleets
City Of Geneva
1800 South Street
Geneva, IL 60134
630-232-1502
Email: nlanders@geneva.il.us

FROM: Craig S Meadows, AIA, LEED-AP

RE: Facility Condition Assessment for City of Geneva Facilities

Scope of Architectural Services:

StudioGC shall provide the following scope of services for the City of Geneva.

- Assess and evaluate current building conditions for each building listed below:
 - City Hall
 - Public Works
 - Tri-Comm 911 Center
 - Police/Finance
 - Fire Station 1
 - Fire Station 2
 - Water Treatment Plant
 - Waste Water Treatment Plan

- Evaluation of building conditions will include all elements stated below:
 - Site: StudioGC/RTM Engineers
 - Exterior Enclosure: StudioGC
 - Interior Components: StudioGC
 - Mechanical, Electrical, Plumbing and Fire Protection Components: 20/10 Engineering Group
 - Building Code Assessment: StudioGC and 20/10 Engineers
 - Operational Assessment: StudioGC

- Report will consist of an editable excel spreadsheet depicting the following:
 - All building components and locations
 - Originally installed dates
 - Service life of each individual item
 - Anticipated replacement date



- o Proposed budget year for replacement
- o Estimated replacement cost

Assumptions:

- City of Geneva has full sets of Building system and building construction drawings of sufficient clarity to create building information models.
- Point clouds are not necessary but can be provided at an additional expense should the City find it useful.
- Access to all spaces can occur during normal working hours, no overtime was included.

Deliverables

Draft and Final Building Condition Reports presented in format including:

- Existing Floor Plans identified with use and square footage.
- Building Condition Reports for facility infrastructure and budgeting purposes.

Compensation

Compensation will be based on a lump sum fee of \$48,500. We recommend an allowance of \$7,000 for point cloud scanning.

Reimbursable expenses will be invoiced at one and one-tenth (1.10) the cost billed to the Architect and shall be limited to plotting and printing costs.

Schedule

We can proceed with these assignments as soon as authorized to do so. If you wish to discuss the scope of services in greater detail, we are available to do so at your convenience.

If acceptable, please sign and forward one fully executed original of this document to our office.

OWNER: _____

ACCOUNT MANAGER:  _____

PRINT NAME: _____

PRINT NAME: Craig S. Meadows, AIA

DATE: _____

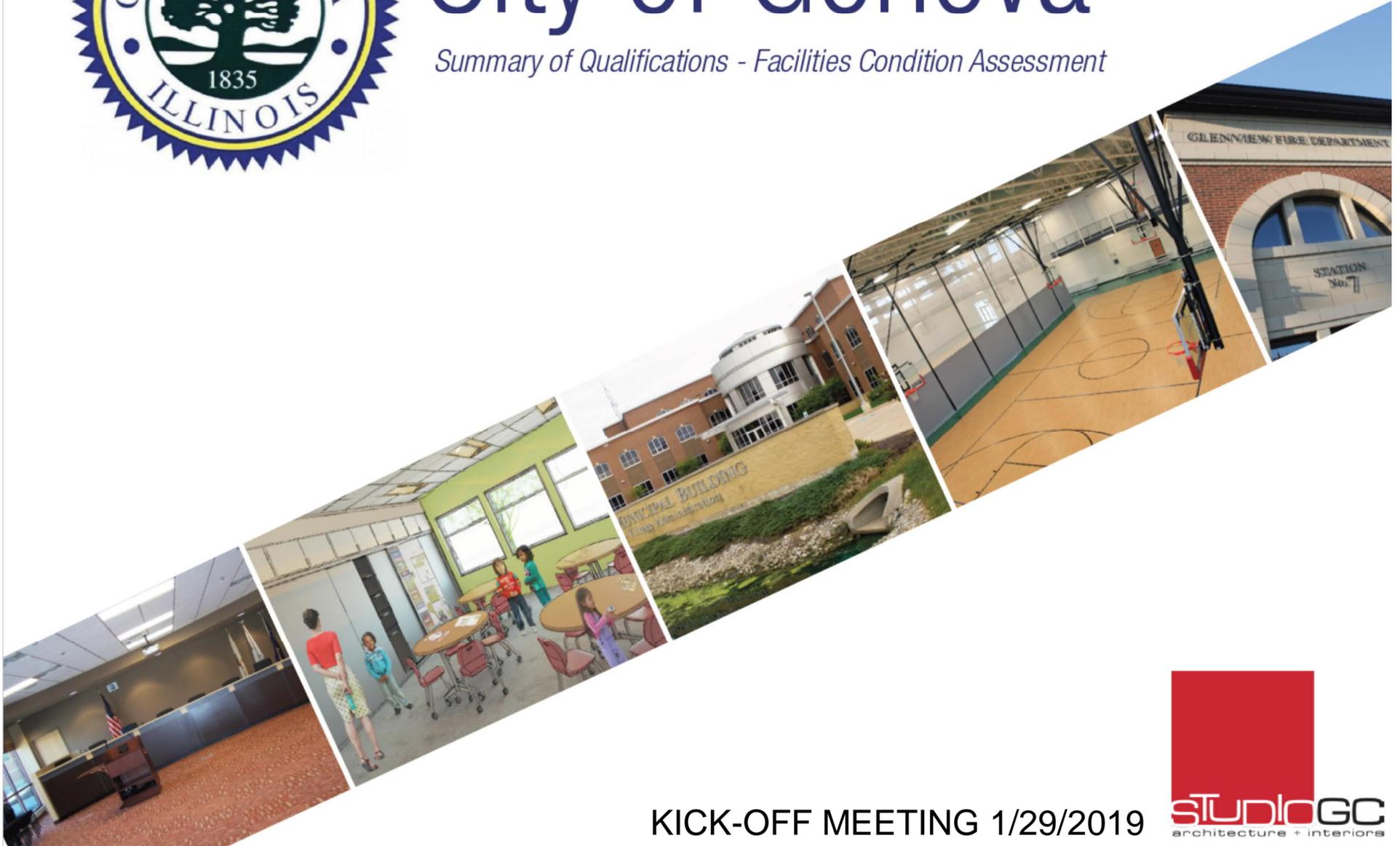
DATE: 2/14/2019

cc: Vicki Luczynski, StudioGC



City of Geneva

Summary of Qualifications - Facilities Condition Assessment

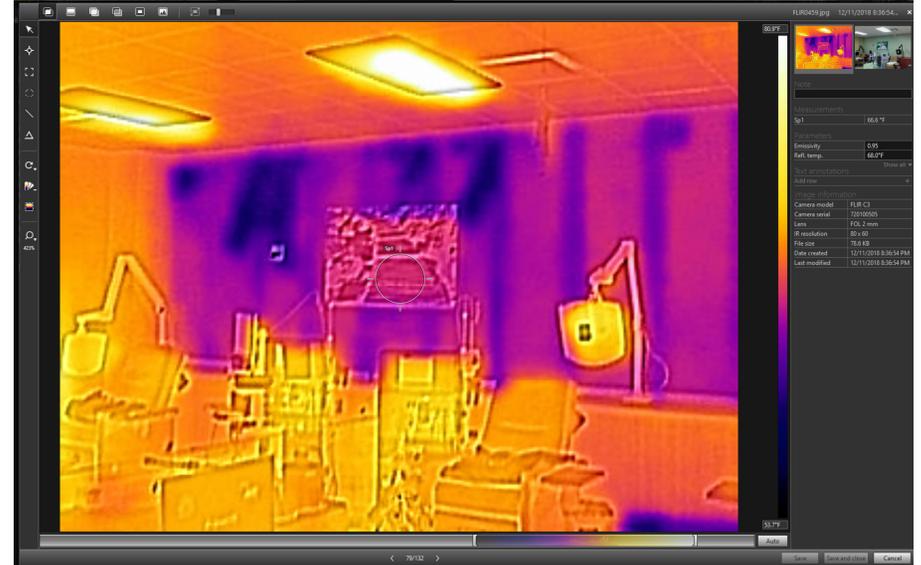


KICK-OFF MEETING 1/29/2019



Scope of Work:

- Site
- Exterior Enclosure
- Interior Components
- Operational Efficiencies
- Building Engineering Elements
- Security and Building Codes
- Property/Facility Replacement Value
- Current Building Maintenance



Facilities Condition Assessment
Kick-Off

January 28, 2019



GENEVA
ILLINOIS

STUDIOGC
architecture + interiors

Teaming:



Facilities Condition Assessment
Kick-Off

January 28, 2019

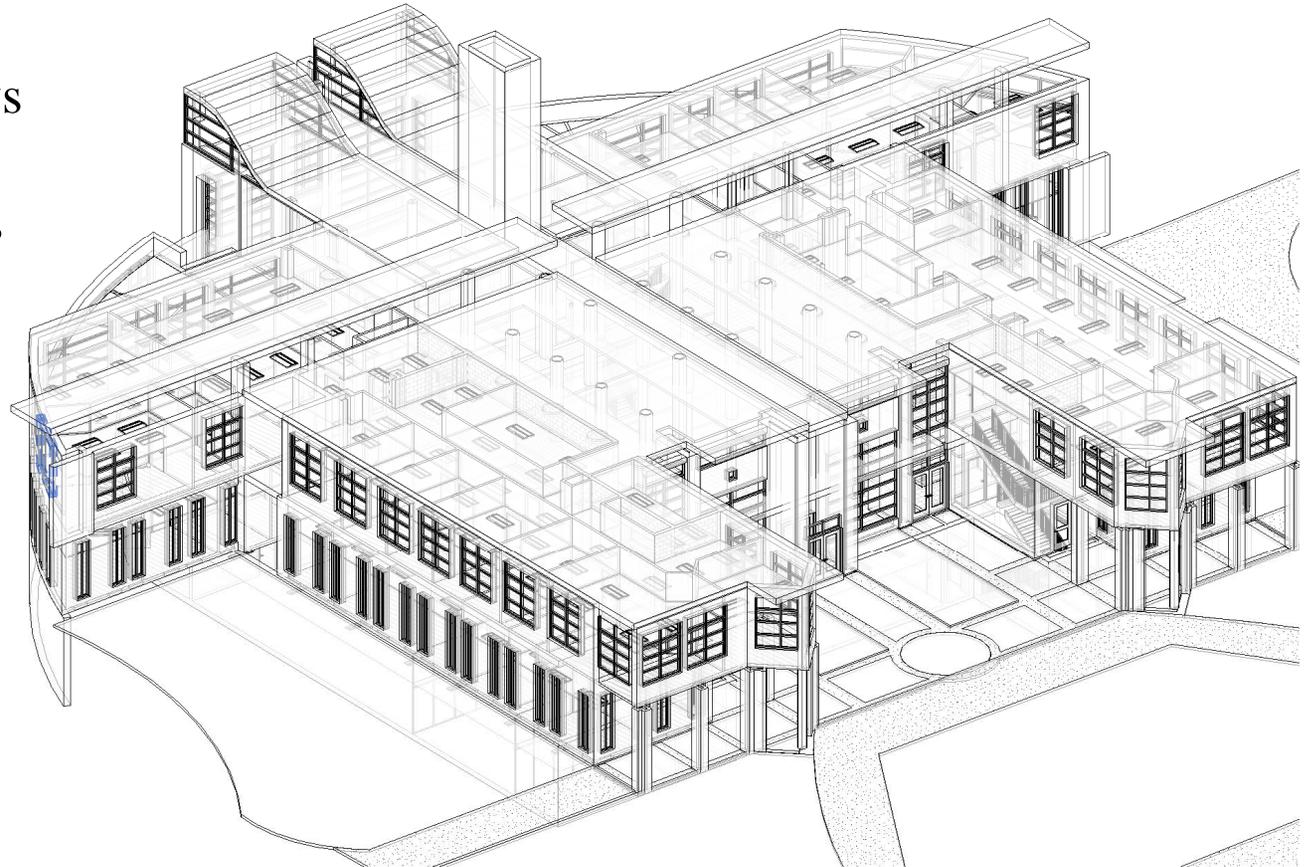


GENEVA
ILLINOIS



How we get there:

- Facility Management Staff Interviews
- Detailed Site Surveys
- Interior Components
- Building Systems
- Security and Safety
- Operational Flows
- BIM Modeling



Facilities Condition Assessment
Kick-Off

January 28, 2019



GENEVA
ILLINOIS

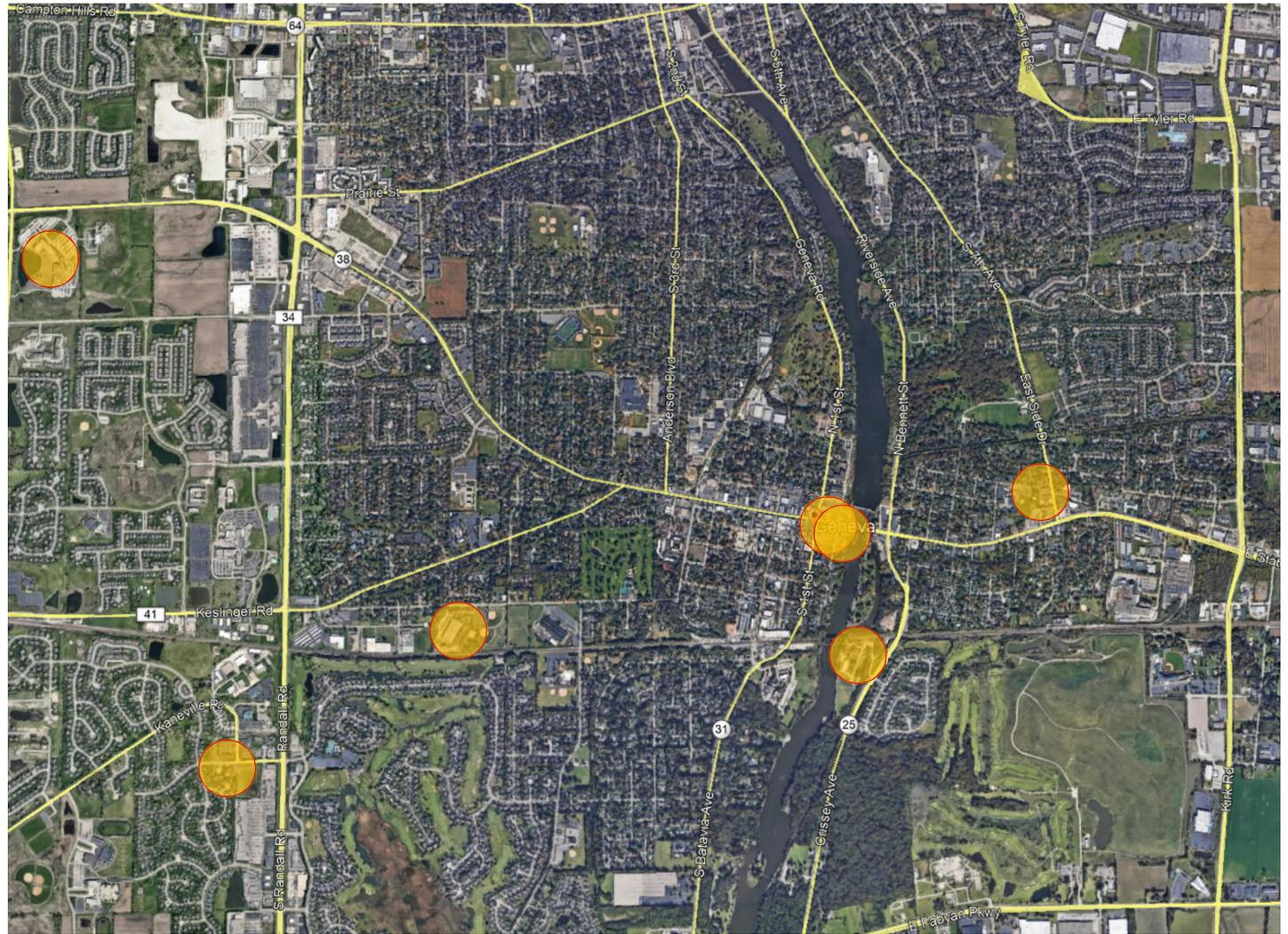


Deliverables:

- Existing Floor Plans identified with use and square footage and deficiencies.
- Building Information Models (BIM) of each facility.
- Building Condition Reports for facility infrastructure and budgeting purposes.
 - Written Report
 - Excel Document with Life Cycle Costs
 - Property Value Assessment



Buildings:



Facilities Condition Assessment
Kick-Off

January 28, 2019



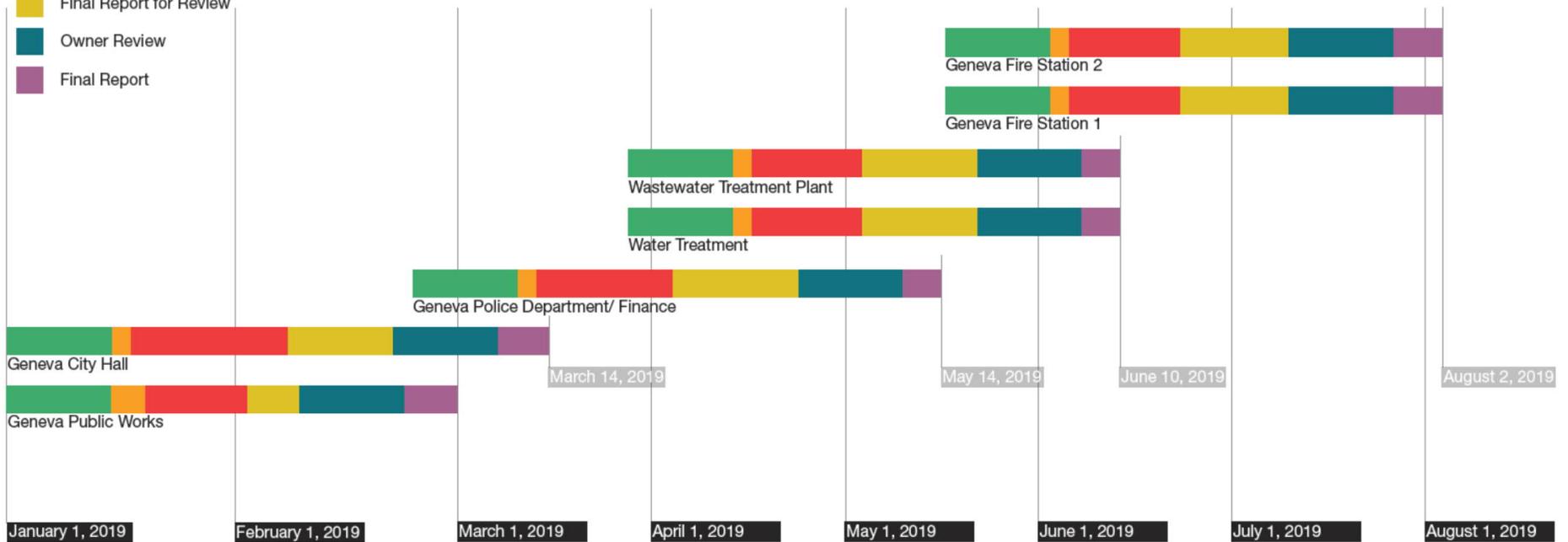
GENEVA
ILLINOIS



Schedule:

Proposed Schedule

- Documentation and Vendor Review
- Initial Site Visit
- Preliminary Review
- Final Report for Review
- Owner Review
- Final Report



Facilities Condition Assessment
Kick-Off

January 28, 2019



GENEVA
ILLINOIS



Needs list:

- Existing floor plans (PDF or CAD is acceptable)
- Current bills/utility rates
- Previous assessments (HVAC roofing etc)
- Maintenance service provider contact information
 - Mechanical
 - Roofing
 - Electrical
- List of recent repair or maintenance at each building

