

# City of Chehalis

## Engineering and Architectural Services: Fire Station Headquarters Project - Phase I

Presentation for: Council Meeting of March 9, 2020

# Issue:

- ▶ The City of Chehalis needs a new fire station to replace the former fire station that is nearly 100 years old and has been deemed unusable for an essential services facility.
- ▶ The City's fire department is currently operating out of the Fire District 6 headquarters building, which is just south of the City limits.
- ▶ The City is proceeding with the acquisition of a site for a new fire station and is proposing a contract for architectural and engineering services in order to advance the project.

# Background:

- ▶ The City advertised for Engineering and Architectural Services for the new Fire Station Headquarters Project in September, 2019 and received Statements of Qualifications (SOQs) from four interested firms.
- ▶ The City Manager, the Fire Chief, the Public Works Director, a Fire Captain, and the Administrative Assistant to the City Manager made up the group reviewing the submitted applications.
- ▶ The group selected two firms to interview based on qualifications listed in their submittals and conducted interviews of the two selected firms in late November.

# Background (cont.):

- ▶ After careful consideration of both firms, Rice Fergus Miller, Inc., (RFM) was selected for advancement to the contract negotiation phase.
- ▶ While both firms were qualified, RFM was deemed the best fit for the project based on:
  - ▶ Their approach to the design process.
  - ▶ A project team that included Gibbs and Olson, an engineering firm that continues to do good work for the City with vast “local knowledge”.
  - ▶ Ability to assist in Public Education and Outreach to prepare for bond measure.
  - ▶ Experience in fire station designs of similar size.
  - ▶ Reference checks.

# Proposed Contract

- ▶ The proposed contract sets forth a three-phase approach to the project:
  - ▶ Phase 1 - Site Feasibility, Preliminary Design, and Public Education and Outreach
  - ▶ Phase 2 - Final Design and Bidding (after funding is secured)
  - ▶ Phase 3 - Construction Services
- ▶ The focus of the scope of work in the contract before the City Council at this time is for Phase I,
  - ▶ Contracts and funding for Phases 2 and 3 would be considered after Phase 1 is completed.

# Phase I Tasks:

- ▶ ***Task 1: Property Validation***
- ▶ Investigative services to confirm suitability of subject property for construction of a new fire station. The City entered into a purchase and sale agreement for a parcel near the intersection of State Avenue and Chamber Way that includes a 90-day due diligence period that began on February 11, 2020. Services would include:
  - ▶ Topographic, boundary, and utilities survey
  - ▶ Geotechnical (soils) assessment
  - ▶ Peer review of previous Phase I environmental report
  - ▶ Environmental consultant, if required
  - ▶ Preliminary civil engineering design
  - ▶ Research and confirmation of zoning and land use limitations and opportunities
  - ▶ Comparative analysis of State Street property versus Les Schwab property on Market Boulevard, which recently became available after their relocation to Louisiana Avenue
  - ▶ Test-to-fit fire station site planning

# Phase I Tasks (cont.):

## ▶ ***Task 2: Fire Station Programming and Preliminary Design***

- ▶ With a City working committee that would include 2 or 3 firefighters, RFM would facilitate a programming process on a room-by-room, detailed basis for the new fire station. This would include:
  - ▶ operational areas
  - ▶ living quarters
  - ▶ support spaces
  - ▶ Issues such as community access, security concerns, training needs, decontamination practices, vehicle washing regulations, and emergency communications.
  - ▶ Having confirmed the square footage needs RFM would prepare diagrammatic floor plans and site plans to confirm the operational layout on the subject property.

# Phase I Tasks (cont.):

- ▶ ***Task 2: Fire Station Programming and Preliminary Design***
- ▶ A Professional Cost Estimator would develop a detailed cost model for constructing the new station utilizing:
  - ▶ program documents, square footage diagrams, sketches and engineering reports.
  - ▶ Anticipated expenses for project soft costs would also be estimated. This would include items such as sales tax, fees for architectural and engineering services, permit fees, furniture, and equipment.
- ▶ If the total anticipated costs exceed what the City believes the funding capacity could support, RFM will undertake a process with the City to rebalance the scope of improvements. Considerations could be given to phasing improvements over time or scaling back certain aspects.



# Phase I Tasks (cont.):

- ▶ ***Task 2: Fire Station Programming and Preliminary Design***
- ▶ The specific tasks associated with Task 2 would include:
  - ▶ Develop a detailed room-by-room program document
  - ▶ Develop a square footage summary
  - ▶ Preliminary floor plan diagrams
  - ▶ Preliminary site plan diagrams
  - ▶ Prepare exterior character sketch
  - ▶ Facilitate fire department personnel input and feedback
  - ▶ Assist city in building project support at all levels of city government
  - ▶ Professional construction cost estimate
  - ▶ Overall project budget, including anticipated soft costs

# Phase I Tasks (cont.):

## ▶ ***Task 3: Planning Report Completion and Presentation***

- ▶ This task includes completion of the final report document. RFM will also assist with presenting and sharing the plan on an as-requested basis by the City.
  - ▶ Assemble planning documents into a bound report format
  - ▶ Write executive summaries and chapter reports
  - ▶ Assist city in stakeholder engagement and/or community advisory group
  - ▶ Present final report to City Council or other groups as requested

# Phase I Tasks (cont.):

## ▶ ***Task 4: Community Engagement***

- ▶ If the City Council determines that the City needs a special levy to fund construction of the next fire station, RFM will assist the City, as requested, with preparing informational materials for the public to consider.
- ▶ Informational materials could include:
  - ▶ Written
  - ▶ Graphic
  - ▶ Videography

# Fiscal Impact:

## ▶ Contract Cost:

- ▶ The total cost for the Phase I portion of the project is anticipated Not-to-Exceed \$145,792, which will be charged based on Time & Materials
  - ▶ Includes subconsultants and geotechnical testing.
- ▶ It is recommended that the City Council also authorize the City Manager signatory authority for an additional \$15,000 in case of unforeseen tasks/expenses during this phase.
- ▶ Therefore, the total impact to the City will be up to \$160,792 by this action.

# Fiscal Impact:

## ▶ Contract Funding:

- ▶ There is \$148,500 in the Public Facilities Fund for costs associated with the fire station project.
- ▶ An amendment to the 2020 Adopted Budget has been prepared for separate consideration at tonight's meeting (March 9, 2020).
  - ▶ The proposed amendment requests \$60,000 for the fire station:
    - ▶ \$30,000 for earnest money related to the purchase of a site
    - ▶ \$30,000 for the due diligence work that would be needed to make the decision on whether or not to proceed with the purchase of the site.
    - ▶ The \$30,000 for the due diligence is a part of the proposed contract with RFM. Therefore, that amount would be applied toward the contract with RFM, if approved.

# Fiscal Impact:

<b>Public Facilities Fund Current Balance for Fire Station</b>	<b>\$ 148,500</b>
<b>Less Proposed Budget Amendment</b>	<b>&lt;\$ 60,000&gt;</b>
<b>Remaining Amount in Public Facilities Account for Fire Station</b>	<b>\$ 88,500</b>

- If the proposed budget amendment is approved, there is \$88,500 remaining in the Public Facilities Fund to apply toward the contract
- A balance of \$72,292 would need to be funded, less the \$30,000 in the proposed budget amendment
- An additional general fund appropriation in the amount of \$42,292 is needed to fund the project.

<b>Proposed Contract Amount</b>	<b>\$160,792</b>
<b>Less Available Amount Allocated to Fire Station in Public Facilities Fund</b>	<b>&lt;\$88,500&gt;</b>
<b>Less Amount for Contract included in the Proposed Budget Amendment</b>	<b>&lt;\$30,000&gt;</b>
<b>Additional Amount needed for the Contract</b>	<b>\$42,292</b>

# Recommendation:

- ▶ It is recommended that the City Council:
  - ▶ Award the Contract for Engineering and Architectural Services for the Fire Station Headquarters Project - Phase I to Rice Fergus Miller, Inc., in the amount of \$145,792; and
  - ▶ Authorize an additional contingency budget of \$15,000 and authorize the City Manager to execute amendments to the Scope of Work that do not exceed a total project cost of \$160,792; and
  - ▶ Authorize an allocation of an additional \$42,292 from the General Fund to the Public Facilities Reserve Fund for the Fire Station Project to fully fund the contract with Rice Fergus Miller for Phase 1 Architectural and Engineering Services.

# City of Chehalis

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Questions?

Thank you!