

EMERGENCY RESOLUTION NO. 01-2018

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND KZF DESIGN INC. FOR PROFESSIONAL ARCHITECTURAL SERVICES TO DETERMINE THE FEASIBILITY OF UTILIZING 601 SOUTH MAIN STREET, MONROE, OHIO, FOR THE DEPARTMENT OF POLICE AND DECLARING AN EMERGENCY.

WHEREAS, the Department of Police have outgrown their existing facility; and

WHEREAS, Council desires to determine the feasibility of utilizing an existing structure for the Department of Police.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to enter into an agreement by and between the City of Monroe and KZF Design Inc. for professional architectural services to determine the feasibility of utilizing 601 South Main Street, Monroe, Ohio, for the Department of Police, pursuant to the terms and conditions set forth on Exhibit "1" attached hereto and made a part hereof. Services under said agreement shall not exceed the amount of \$25,300.00.

SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to proceed with this feasibility study at the earliest possible date to proceed with the improvement of facilities for the Department of Police. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: January 8, 2018

ATTEST:



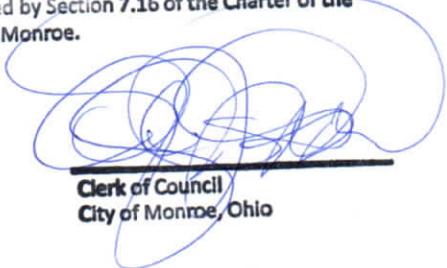
Clerk of Council

APPROVED:



Mayor

"I, the undersigned Clerk of Council of the city of Monroe, Ohio, hereby certify the foregoing (ordinance or resolution) was published as required by Section 7.16 of the Charter of the City of Monroe.



Clerk of Council
City of Monroe, Ohio

This legislation was enacted in an open meeting pursuant to the terms and provisions of the Sunshine Law, Section 121.22 of the Ohio Revised Code.

Exhibit "1" E Res No. 01-2018

January 2, 2018

Bill Brock, City Manager
Bob Buchanan, Chief of Police
City of Monroe
233 South Main Street
Monroe, OH 45050

Subject: **Fee Proposal**
City of Monroe Police Station Study – Former IGA Store

Mr. Brock, Chief Buchanan,

KZF Design, Inc. (KZF) is pleased to provide the City of Monroe (Client) this proposal for professional services for the above referenced project.

This proposal is based on information provided by the Client to KZF and KZF's understanding of the project scope and program which is as follows:

- The Monroe Police Headquarters, located at 233 South Main Street, no longer meets the needs of the police department due to growth of the department and the service needs of the community.
- The former IGA Store located at 601 South Main Street, Monroe, Ohio has been identified as a potential opportunity for adaptive reuse for a relocation of the Police Headquarters.
- The purpose of the study includes the following tasks:
 - Evaluate the existing building structure and building systems for the feasibility of converting the former retail space into a police station meeting the long-term needs of the Monroe Police Department.
 - Develop conceptual plan diagrams to evaluate the viability and cost for the adaptive reuse as a police headquarters.
 - Determine potential budgetary cost projections for the adaptive reuse.
- The Needs Assessment completed in preparation of the Monroe Facility Study dated February 14, 2017 will be used as the program for the purpose of this study.

Outlined below is the scope of Basic Services that KZF Design proposes to provide for the successful completion of this project.

Building Assessment Phase

- Review Client provided items, previously completed documents, including existing building drawings.
- Field observation of existing facility to review building systems (structural, mechanical and electrical systems) as well as building envelope (roof and exterior walls) to determine:
 - general conditions of structure, including capacity of structure and foundations,
 - general condition of mechanical/electrical systems
 - capability for adaptive reuse as a code compliant Essential Use facility.
- .Based on field observation, make budgetary recommendations for replacement or upgrades relative to proposed renovation options.

Conceptual Site and Floor Plan Options Analysis

- After completion of the Building Assessment, and upon authorization of the Owner, proceed with Conceptual plans as follows.
- Prepare conceptual site plan to include locations of public and secure entrances, public parking, staff parking, police vehicle parking and site circulation.
- Develop conceptual floor plan, delineating individual spaces, circulation system, public entrance(s), secure staff entrance(s), and support spaces including mechanical rooms, etc.
- Plans will be conceptual in nature, drawn to-scale, but excluding furniture layouts, door swings and windows. Further development of floor plan and site plan can be provided if directed by Client.
- Prepare a budgetary estimate of probable cost including renovation construction costs and soft costs (excluding site acquisition and financing costs).
- Regular correspondence and informal meetings with Client and overall project management, coordination and administration as required by the work. Up to two (2) meetings anticipated.

Deliverable – Final Report

KZF will prepare a final report documenting the findings and recommendations of the Building Assessment, Needs Assessment and Budget Analysis. This report will include conceptual plan diagrams of proposed renovations and/or additions.

Items Not Included In Basic Services - Exclusions

- Surveying or detailed field verification services of existing spaces.
- Individual surveying, interviews or collection of data from every individual staff member.
- Inventory of existing furniture, fixtures and equipment.
- Detailed review of existing building systems/components.
- Preparation of detailed opinions of probable construction costs.
- Architectural, mechanical/electrical, structural or civil engineering design.
- Renderings, models, calculations or similar documents.

- Interior design, finishes selections, systems furniture selections, seating/miscellaneous furnishings, and/or FF&E items design or document services.
- Fire protection design or document services.
- Schematic Design/Design Development Phase services.
- Construction Document Phase services
- Construction Bidding Phase services
- Permitting Phase services
- Construction Phase services
- LEED: LEED administrative, calculations, studies, models, submittals or approvals are not included.

Fees

Building Assessment Phase (billed hourly, estimated) **\$10,000 - \$15,000 (estimated range)**

Conceptual Plans (billed hourly, estimated) **\$5,000 - \$7,500 (estimated range)**

Additional Concepts (same site) (billed hourly, estimated) **\$2,500 (estimated)**

Any Basic Service time required in excess of any noted Allowances will be billed on an hourly basis upon written authorization. Hourly rates per the attached Exhibit A - Hourly Rate Schedule.

Anticipated Project Schedule

Building Assessment Phase:	2-3 weeks
Conceptual Plans	2-3 weeks
Final Report (including budget estimate)	1-2 weeks

Reimbursable Expenses Estimate

Expenses (described below) will be billed per the terms and conditions noted herein. Based on KZF Design's experience with projects of this type, scale and scope, we estimate that the total for reimbursable expenses will be approximately \$150.00 to \$300.00.

Client Provided Items

KZF requires that the following items be provided in a timely manner in order to complete the scope of services as defined herein per the noted schedule.

1. Existing floor plans.
2. Access to existing facilities for review and observation of existing conditions.

Proposed Terms and Conditions:

KZF shall invoice every four weeks for the amounts due for professional services rendered and expenses incurred. In addition to the compensation for professional services, KZF shall be reimbursed for out of pocket expenses. CLIENT shall pay KZF the full amount due upon receipt of invoice. All past due amounts shall bear interest at the rate of one and one-half percent (1-1/2%)

per month compounded monthly after thirty days. KZF Design reserves the right to suspend services and / or not issuing documents for permit approvals if the Clients account is past due.

The CLIENT agrees that to the fullest extent permitted by law, KZF's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, arising out of this Agreement from any cause or causes shall not exceed the amount of KZF's fee.

It is recognized that KZF does not have control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, KZF cannot and does not warrant or represent that bids or negotiated prices will not vary from any Opinion of Probable Construction Cost or evaluation prepared or agreed to by KZF.

Miscellaneous: All expenses including but not limited to overnight shipping/ mailing charges, long distance phone service, mileage expense, in-house and out of house printing are considered reimbursable, and will be billed at cost plus 10% administrative charge.

This Agreement may be terminated by either party upon seven (7) calendar day's written notice. In the event of termination, KZF shall be paid by the CLIENT for all services performed to the date of termination.

All documents and drawings developed on behalf of the CLIENT shall remain the property of KZF. Copies of all documents, including reproduces, shall be furnished to the CLIENT.

Thank you for the opportunity to offer these services. If the terms and conditions stated herein are acceptable to you, please acknowledge by signing below and returning one executed copy to our office. This document will serve as the notice to proceed for our services, while negotiating a mutually agreeable final contract between parties.

Sincerely,
KZF Design



Mark D. Shoemaker, AIA
Director of Public Facilities

APPROVED AND ACCEPTED

This _____ day of _____, 20__

CITY OF MONROE

By _____

Title _____

cc: File

EXHIBIT A

KZF DESIGN INC.
HOURLY RATE SCHEDULE
Monroe Police Station Study

CATEGORY	RATE RANGE
Principal	\$215 - \$240
Senior Project Manager	\$165 - \$180
Senior Project Designer	\$160 - \$170
Project Manager	\$145-\$165
Senior Engineer	\$175-\$190
Senior Architect	\$155 - \$175
Engineer	\$145-\$165
Architect	\$125 - \$155
Community Planner	\$100 - \$120
Cost Estimator (Consultant)	\$135