

EMERGENCY RESOLUTION NO. 23-2014

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL SUBMITTED BY KZF DESIGN INC. FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE EXTERIOR BUILDING ENVELOPE REPAIRS OF 233 SOUTH MAIN STREET AND DECLARING AN EMERGENCY.

WHEREAS, Council desires to accept the proposal of KZF Design Inc. for professional services for the exterior building envelope repairs of 233 South Main Street.

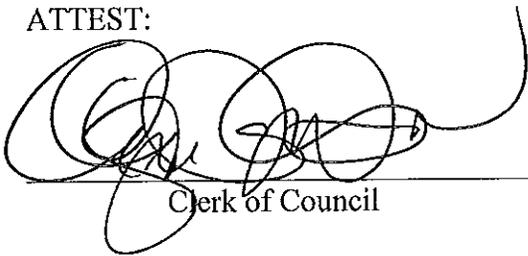
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City Manager is hereby authorized to accept the proposal submitted by KZF Design Inc. for professional architectural and engineering services for the exterior building envelope repairs of 233 South Main Street in an amount not to exceed sixty eight thousand nine hundred ninety dollars (\$68,990.00). The terms and conditions of said proposal are set forth in Exhibit "A" attached hereto and made a part hereof.

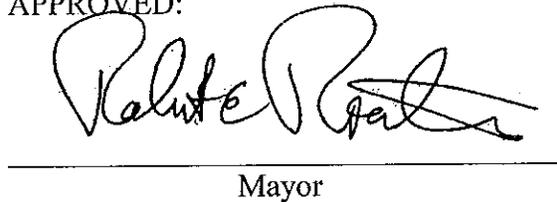
SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to accept the proposal and move forward with the necessary repairs to avoid further deterioration of the structure located at 233 South Main Street. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: Sept 22, 2014

ATTEST:

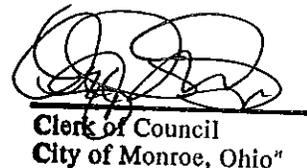

Clerk of Council

APPROVED:


Mayor

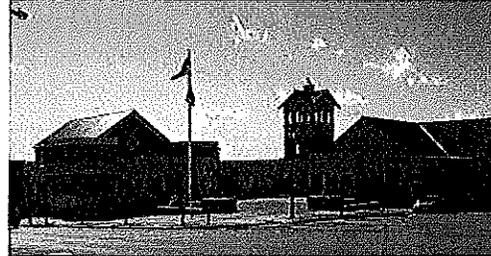
This legislation was enacted in an open meeting pursuant to the terms and provisions of the Sunshine Law, Section 121.22 of the Ohio Revised Code.

"I, the undersigned Clerk of Council of the City of Monroe, Ohio, hereby certify that 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"

March 28, 2014

Mr. William J. Brock, P.E.
City Manager
City of Monroe
233 S. Main Street
Monroe, Ohio 45050



Subject: City of Monroe Urban Center – Proposal for Processional Services

Dear Mr. Brock,

KZF Design is pleased to submit this proposal for Professional Architectural and Engineering services for the exterior building envelope repairs at the Monroe City Urban Center located at and the corner of Main and Church Streets.

Project Understanding

We understand that the City of Monroe plans to have extensive building envelope repairs made to this 16-year old office building that serves as offices for City Council, Mayor's Court, Public Works, the Police Department, City Manager's office and other Administrative Offices. The Scope of Work has been developed in conjunction with KZF Design and the City Manager's office. Based on the Proposed Scope of Work Report prepared by KZF Design, dated March 21, 2014, we understand the Scope of Work to include:

1. Replace Steep Slope Metal Roofs
2. Replace Low Slope Single Ply Roofs
3. Replace Metal Copings
4. Repairs to Clock Tower
5. Repair Covered Entry – re-route gutters and downspouts
6. Repair and replace built-in gutters
7. Add additional downspouts
8. Repair Exterior Insulation and Finish System (EIFS)
9. Add Insulation, improve ventilation and access within attic spaces
10. Waterproof masonry around mechanical screened areas
11. Replace building joint sealants
12. Improve roof access at ladder and add hatch guards
13. Repair open cracks in masonry and mortar joints

14. Repair flashing at head of windows

15. Replace exterior building spotlights

Key Personnel

The KZF Design team will consist of the following key personnel:

William H. Wilson III, AIA, will be the Principal-in-Charge. His role shall be to oversee the project and provide technical assistance and overview on an as needed basis.

Michael Smith, RA, RRC, CCS, will be the Project Manager, Roof Consultant and Architect of Record. He will be the project team leader and will be the primary contact for the City of Monroe throughout the entire project. He is authorized to sign the contract for KZF Design on this project.

Bob Bartolt, RA, LEED AP, BD+C will work closely with Michael throughout the entire project in developing the design, drawings and details for the project. Bob will also play a supporting role during the bidding and construction phases.

Ed Stegman, PE, LEED AP BD+C will provide exterior lighting and associated electrical engineering.

Nick Wilkerson, PE, will provide civil engineering associated with rain drainage and tie-in to underground storm sewer systems.

Scope of Services

Schematic Design and Design Development

- Develop Design Development drawings and preliminary specifications for roofing system based on predesign decisions.
- Include a construction cost estimate and project schedule.

Construction Documents

- Prepare construction drawings for bidding and construction, including roof plans and details.
- Prepare specifications in CSI format for bidding and construction.
- Update construction cost estimates.
- Submit final construction documents to the Owner for final review prior to bidding.

Bid and Award

- Assist the city of Monroe in assembling contract conditions, Instructions to Bidders, Bid Form, and Substitution Request Form.
- Assist the city of Monroe with Advertisement for Bids. The city of Monroe will publish legal Advertisement for Bids.
- Assist the city of Monroe in issuing bid documents to plan rooms and printers.
- Attend the pre-bid meeting and site walkthrough with bidders. Compile notes and, if needed, draft an addendum covering architectural or technical issues.
- Issue addendum, if any, to plan rooms and printers for distribution to bidders.

- Participate along with the city of Monroe at bid opening.
- Review bids and make recommendations on award of contract.

Construction Phase and Closeout

- Review Contractor prepared shop drawings.
- Visit the site up to a total of 10 times (pre-construction, during construction, and at closeout) to observe that work is being performed in accordance with the requirements of the contract documents. KZF will bring the same design team who designed and developed the construction documents onto the site for construction administration. We believe that having the KZF technical team providing "boots on the ground" is an important quality assurance for Monroe.
- Attend and participate in on-site Pre-construction meeting.
- During construction, visit the project site up to eight times and attend up to eight progress meetings provided progress meetings occur on the same day as scheduled site visits.
 - o During the site visits, provide not less than four hours (excluding travel time) on-site construction observation and administration services per site visit.
 - o Provide a written field report of each site visit and progress meeting attended by KZF personnel.
- Review and certify pay applications submitted by the Contractor. This includes verifying work to date, edit application amounts if needed, and sign to certify payment.
- Be available to address technical issues that may arise during construction, and serve as a consultant and representative for city of Monroe.
- Provide final on-site inspection, and development of punchlist items to be completed or corrected.
- Collect and forward warranties, maintenance manuals and other project closeout documents from the Contractor.

Schedule

KZF Design is familiar with the areas requiring repairs. This information will benefit the project by allowing KZF to move more efficiently through the Schematic Design & Development phases. Our in-house architectural and engineering services will be involved in the early design phases and will follow through to produce the construction documents for bidding and construction. KZF Design proposes the following schedule:

Schematic Design-Design Development	4 weeks
Client Review	1 week
Construction Documents	4 weeks
Client Review	1 week
Bidding and Contract Award	5 weeks
Construction and Close out	20 weeks

Fees

Schematic Design & Design Development	\$ 13,240.00
Construction Documents	\$ 23,950.00
Bid and Award	\$ 4,920.00

Construction Administration & Closeout	\$ 26,660.00
Subtotal	\$68,770.00

Reimbursable expenses for printing will be billed based on actual cost plus 10 percent. These costs are estimated at: \$ 220.00

Total \$68,990.00

Qualifications

Testing and engineering service related to hazardous materials are not included.

Structural engineering related to damaged roof framing or building structure is not included.

Additional Services

If additional services are requested, KZF will offer these on an hourly rate basis, using the KZF's standard hourly rates (attached) or on an agreed-upon stipulated fee. Please note the limitations listed for on-site construction observation and progress meetings. If additional on-site construction administration services are needed, KZF would provide them on an hourly rate or per visit agreed amount.

Concluding Remarks

Thank you for the opportunity to provide this proposal. After you have had a chance to review, please call me if you have questions or wish to discuss this proposal. My direct telephone number at KZF is 513-864-8609.

Sincerely yours,
KZF Design, Inc.



Michael Smith, RA, RRC, CCS
Senior Architect
Registered Roof Consultant
Manager of Specifications

Cc: Bill Wilson – KZF Design
Bob Bartoli – KZF Design

Attachment: KZF Hourly Rate Schedule

KZF DESIGN INC. | 2014 HOURLY RATE SCHEDULE

CATEGORY	RATE
Senior Principal	\$235
Principal	\$215
Senior Project Manager	\$170
Senior Project Designer	\$165
Project Manager	\$150
Project Designer	\$155
Senior Architect	\$165
Architect	\$145
Senior Engineer	\$170
Engineer	\$150
Senior Interior Designer	\$130
Interior Designer	\$110
Senior Planner	\$140
Community Planner	\$120
Specifications Writer	\$145
Senior Construction Administrator	\$145
Construction Administrator	\$110
Cost Estimator	\$125
Graphic Artist	\$90
Senior CADD Technician	\$110
CADD Technician	\$95
Clerical/Junior Technician	\$75