EMERGENCY RESOLUTION NO. 32-2016

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND KZF DESIGN INC. FOR PROFESSIONAL SERVICES TO DETERMINE A NEEDS ASSESSMENT FOR FACILITIES RELATING TO THE DEPARTMENTS OF FIRE AND POLICE, AND DECLARING AN EMERGENCY.

WHEREAS, the current facilities utilized by the Department of Police no longer meets the needs of the Department due to growth and service needs of the community; and

WHEREAS, a third fire station is needed to service the needs of the community due to recent and anticipated development east of the I-75 Corridor.

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

SECTION 1: The City Manager is authorized to enter into an agreement by and between the City of Monroe and KZF Design Inc. for professional services to determine a needs assessment for facilities relating to the Departments of Fire and Police pursuant to the terms and conditions set forth on Exhibit "1" 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 proceed with this study at the earliest possible date to avoid any decrease in the services provided to the community. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: July 12, 2016

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 Revi

ARCHITECTURE
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Exhibit "1" E Res No. 32-2016

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KZFDESIGN

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KZF.COM

March 30, 2016

John Centers, Fire Chief
Bob Buchanan, Chief of Police
City of Monroe
233 South Main Street
Monroe, OH 45050

Subject: Fee Proposal
City of Monroe Public Safety Facility Study

Chiefs Centers, 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 Monroe Fire Department requires a third fire station to service the needs of the community due to recent and anticipated development east of the I-75 corridor.
- Operational deficiencies/inefficiencies of the current police headquarters and the need for a third fire station have reached a point where an assessment of the space needs for both the Police Department and Fire Department is desired to study the feasibility of either building a new combined Public Safety Facility or separate facilities.
- The purpose of the study includes the following tasks:
    - Identify and document the current and anticipated future functional and programmatic requirements for the Police Department.
    - Identify and document space requirements for a new Fire Substation.
    - Identify the potential space requirements for a combined public safety facility, considering opportunities for shared program spaces.
    - Develop conceptual site plan diagrams to evaluate the viability and cost for a new combined facility or separate facilities on a site or sites to be identified by the Client.

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- Develop conceptual floor plans including individual space relationships and circulation.

- The Needs Assessment is understood to be a detailed assessment considering specific space requirements for both departments.
- The Needs Assessment is understood to consider program requirements as they currently exist, with considerations for anticipated future changes in service.

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

Needs Assessment Phase (Program Analysis):

- Review Client provided items, previously completed documents, programs, etc., including existing building drawings.
- Attend project kick-off meeting with Client's key stakeholders to discuss/review/verify overall project goals, schedule, and expectations.
- Field observation of existing facilities, including limited field measuring necessary to determine overall existing floor plan and identify space deficiencies and operational deficiencies.
- Attend meetings as described below with staff representatives to review existing program functions and to collect additional data from representatives regarding the spatial requirements for their functions:
    a. Meeting with each department head and/or key staff representative (Administration, Detective, Patrol, Public Affairs, Traffic, Fire, EMS, etc.).
    b. Meet with Client to review preliminary program data and discuss major issues identified.
    c. Meet with Client to review Final Needs Assessment Report.
- Based on all collected data, prepare a preliminary program document that identifies all major functional areas including uses and space requirements.
- Determine site requirements relative to Police and Fire Department visitor parking, staff and patrol car parking, secure access/sallyport, and fire apparatus emergency egress and circulation.
- Prepare and issue a final general Needs Assessment Report including the existing space assessment, proposed building program, supporting diagrams, general cost information for options, and executive summary.
- Regular correspondence and informal meetings with Client and overall project management, coordination and administration as required by the work. Three (3) meetings anticipated, including walk-through of the existing facilities.

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Site Options Analysis

- Prepare conceptual site plan for proposed sites (up to three sites) based on gross building functional area diagrams based on Needs Assessment, locations of public and secure entrances, public parking, staff parking, and site circulation.
- Prepare additional conceptual site plans for additional sites identified by Client if directed by Client as Additional Services.
- Prepare preliminary Opinion of Probable Cost budgetary projections for comparative analysis based on historical square-foot cost indexes for similar facilities.
- 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 (in conjunction with conceptual floor plan review meetings).

Conceptual Floor Plans

- Develop conceptual floor plans for each site under consideration, delineating individual spaces, circulation system (corridors, elevators, stairs), public entrance(s), secure staff entrance(s), and support spaces including mechanical rooms, etc.
- Conceptual plans will be developed for specific site or sites identified by Client, and only as authorized by the Client.
- Plans will be conceptual in nature, drawn to-scale, but excluding furniture layouts, door swings and windows. Further development of floor plans and site plans can be provided if directed by Client.
- 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 (in conjunction with conceptual site plan review meetings).

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.

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Fees

Needs Assessment Phase (billed hourly, estimated)	$9,000 - $12,000 (estimated range)
Site Options Analysis (initial site: billed hourly, estimated)	$7,500 (estimated)
Conceptual Floor Plans (per site: billed hourly, estimated)	$7,500 (estimated)
Additional Site Concepts (Options Analysis) (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

Needs Assessment Phase:	4-6 weeks
Options Analysis Phase (may occur simultaneous with Needs Assessment)	2-3 weeks
Conceptual Floor Plans	2-4 weeks

(Above schedule dependent on timing of Client selection of sites for analysis.)

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 $300.00 to $500.00.

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. Completion and return of KZF Fire and Law Enforcement Questionnaires
3. Listing of all departments and department contacts to be included in interviews.
4. 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.

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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 reproducibles, 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

cc: File

APPROVED AND ACCEPTED

This _____ day of _____, 20__

CITY OF MONROE

By _____

Title _____