



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

Agenda Item Report City Council – January 8, 2024

Item

Request For Proposals - Douglas City Hall Remodel

Responsible Staff Contact

Clara Chaffin
John Harbarger
Blake Palmer

Recommendation

Recommend accepting the proposal from Plan One Archetects In the amount of \$40,000.00 for the Design and Construction Management on the Douglas City Hall Remodel.

Executive Summary

After careful consideration of proposals from three highly qualified architectural firms for the Douglas City Hall remodel project, Plan One has been selected as the preferred firm for design and construction management. With all applicants demonstrating exceptional qualifications, the decision was ultimately influenced by a balance between cost and management approach. Despite Plan One's estimate being \$1,300.00 higher than the lowest bid, their commitment to weekly construction management oversight meetings set them apart. The selection of Plan One reflects a strategic choice to prioritize comprehensive project oversight, laying the foundation for a successful, well-executed, and timely City Hall remodel.

Attached is the final bid tabulation.

Background

The City Hall renovation project was initiated in response to the deteriorating condition of the existing facade, necessitating a comprehensive revitalization effort. Initially, an architect was approached to design the city hall facade project, but their quote for design and management exceeded \$60,000.00, prompting the city staff to reconsider the approach. Recognizing the need for a more cost-effective solution, the decision was made to issue a general Request for Proposals (RFP) to solicit competitive bids from qualified architectural firms. The primary objective of this renovation project is not only to address the current state of disrepair but also to set a positive example for the community, showcasing a commitment to maintaining and enhancing the city's infrastructure. The City Hall renovation project is driven by a desire to create a renewed and aesthetically pleasing civic landmark that reflects the community's values and pride.

Alignment to Strategic Doing (SD) and/or Other Plans

SD24 Outcome

Fun, Uplifting, Neat & Tidy Community (FUN)

SD24 Strategy

Strategy #3: City leads by example in maintenance and beautification of Parks & City Facilities

SD24 KPI

FUN-05: Improve one City facility property per year.

2014 Master Plan

City Hall identified as an anchor to Downtown.

2015 Downtown Master Plan

Historic Preservation. The city will focus on preserving the heritage of the past to create an identity for the future.



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Budget/Fiscal Impact

<u>Fund/Department</u>	Capital Improvement – Facilities
<u>Project/Line Item(s)</u>	City Hall Façade, City Hall Xeriscape
<u>Budgeted Amount</u>	\$200,000.00
<u>Anticipated Amount</u>	\$40,000.00

Action Requested/Recommended Motion

Accept the RFP from Plan One Archetects in the amount of \$40,000.00 for the Douglas City Hall Remodel Project and authorize the City Manager to sign all associated documents.

Reviewed/Approved

- | | |
|-----------------------------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Legal |
| <input checked="" type="checkbox"/> Law Enforcement | <input type="checkbox"/> Finance |
| <input type="checkbox"/> City Manager | |
| <input checked="" type="checkbox"/> Public Works | |



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Bid Tabulation

Douglas Architectural Services for City Hall Façade														
Pricing								Scheduling						Management
Firm	Schematic Design	Design Development	Construction Documents	Bidding	Construction Admin	Reimbursables	Total cost	Notice of award	100% construction Documents	Construction Start	Substantial Completion	Final Punch list / Occupancy	Total Schedule time	On site Construction Management
Plan 1	\$ 6,000.00	\$ 8,000.00	\$ 14,000.00	\$ 2,000.00	\$ 10,000.00	\$ -	\$ 40,000.00	1/5/2024	4/24/2024	7/17/2024	11/8/2024	11/12/2024	227 Work Days	Weekly
Arete	\$ 4,300.00	\$ 4,540.00	\$ 13,040.00	\$ 1,920.00	\$ 13,550.00	\$ 1,350.00	\$ 38,700.00	12/18/2023	3/15/2024	5/20/2024	No Data	No Data	No Data	3 site visits total
GSG	\$ 6,720.00	\$ 12,670.00	\$ 12,870.00	\$ 2,720.00	\$ 11,300.00	\$ 1,500.00	\$ 47,780.00	1/1/2024	4/15/2024	7/29/2024	10/7/2024	10/28/2024	219 Work Days	Bi-weekly

Evaluation Criteria. Proposals were reviewed with following criteria:

1. Ability to meet project schedule. (30%)
2. Experience with similar projects. (50%)
3. Proposed fee. (20%)

The average scores were:

Plan One	Arete	GSG
97.5%	82.5%	81%