



Date: September 8, 2015

To: Thomas J. Bonfield, City Manager

Through: W. Bowman Ferguson, Deputy City Manager

From: Jina Propst, Assistant Director, General Services Department

Subject: Proposed Design Services for the Department of Transportation's Sign and Signal Shop Operations

Executive Summary

The City of Durham has purchased a new site (320 Muldee Street) to relocate the Transportation Department's Sign and Signal Shop (SASS) Division from the existing Alston Avenue location. In July 2015, General Service's staff selected DTW Architects and Planners, Ltd. of Durham through a Request for Qualifications process (RFQ), as the most qualified and responsive company to perform the Sign and Signal Shop – Facility Renovation design services. The Project Management staff has negotiated a design fee for investigations, testing, design and construction administrative services to bid and construct the improvements. The Project consultant team includes: DTW (Architect), Edmondson Engineers (Mechanical, Electrical and Plumbing) (MEP), Coulter Jewel Thames (CJT) (Civil, Landscape Architect), Ross Simon (Structural), BREE associates (Cost Estimating), Terracon Consultants (Geotechnical) and Childress Environmental (Hazardous Materials testing). These services will address the new site's deficiencies, code compliance issues, future programming needs, technological upgrades, storage needs and accessibility for a healthy working and operational environment.

This agenda item requests City Council approval for professional consulting services with DTW planners & architects, Ltd. to perform the design services for SASS.

Recommendation

1. Authorize the City Manager to execute a professional services contract with DTW Planners & Architects, Ltd. for an amount not to exceed \$243,700.00; for design services for the Transportation Department's Sign and Signal Shop.
2. Establish a design contingency in the amount of \$36,300.00; and,
3. Authorize the City Manager to negotiate and execute amendments to the professional services contract with DTW Planners & Architects, Ltd. provided the total cost does not exceed \$280,000.00.

Background

Currently the SASS operations have been temporarily located in a dilapidated facility on a floodplain site since 1999. In 2005, a General Obligation bond budgeted to include the SASS into the then proposed Public Works operations center north (PWOCN) facility. As part of the

PWOCN consultant's master planning process, a programming document was developed that identified the future SASS needs to the year 2023. In 2010, a portion of that funding was used to fund design and construction of a salt dome at Fleet Maintenance. In 2014, additional funds to purchase an existing facility, renovation design and construction were approved. With the newly appropriated funds, the facility at 320 Muldee was purchased for the primary purpose to house the Transportation Department's SASS operation division.

After purchasing this 20,000 square feet, 2.23 acre pre-owned facility built in 1987, a preliminary structural, general building and geotechnical assessment was performed. Utilizing the results of the preliminary program studies and assessment data, the City of Durham established an understanding of scope of work, required upgrades, code compliance deficiencies, equipment life and structural disrepair. In addition, a programming order of magnitude cost estimate was performed to verify preliminary compliance with the funding for this project.

Issues/Analysis

As this project has evolved the following goals and objectives have been identified that are key to addressing the issues and concerns going forward with design and construction of this project.

- 1.) *Renovate the necessary deficiencies of the new site such that the short and long term use of this facility provide a safe, efficient, secure, functional, operational and accessible use of the facility.* Preliminary assessments have identified problems with roofing, equipment, insulation, finishes, structural issues, site drainage and code compliance. The designer will take into consideration additional assessments, a thorough evaluation of the issues and design the necessary elements for the best possible facility.
- 2.) *Maximize the operational efficiency through performing thorough preliminary investigations and executing a collaborative design process through obtaining a good understanding of the user's operation systems and providing an efficient solutions their systems.* Currently, the SASS operations division has had to improvise efficiency due to inadequate storage room area, loading incapability, insufficient square footage (office, common, and storage), improper security provisions, and lack of technological advancement. It will be necessary for the designer to not only test, confirm and design the programming needs (staffing, space, storage) for future growth but also address operational efficiency.
- 3.) *Given the condition of the existing Alston Avenue facility, the immediate need for this facility is imminent therefore, it is the desire of the City to insure the Consultant manages the budget, schedule, design and permitting through a concise design process that expedites completion.* The Design Team should coordinate, collaborate, schedule, communicate, investigate and optimize the best possible plan to expedite schedule, minimize permitting overruns and stay within the perimeters of the budget.
- 4.) *The schedule includes:* Design from October – July and bidding and construction beginning in August of 2016 and construction lasting until March of 2017. Anticipated completion will occur in the spring of 2017.

Alternatives

An alternative to approving this design agreement is for the City Council to not approve it. However, this is not a recommended alternative. Moving as soon as possible into the design process is in the City's best interest. As we have seen over the last couple of years the value

of construction dollars erode quickly over time. To ensure the City gets the most value from the existing appropriated funds for this project, staff recommends moving forward with this agreement for design services.

Financial Impact

In 2005, the General Obligation Bond portfolio budgeted 1,130,000.00 to develop a SASS program as part of the proposed PWOCN. In 2010, \$543,000 was used to fund the design and construction of the salt dome. In 2011, \$51,000 as used to fund the space needs program for PWOCN. In 2014, \$3,000,000 was appropriated for land acquisition, design and construction of the SASS project. The remaining funds to design and construct the new site will total \$2,536,000 and are within budgeted funds.

Expenditures Related to the Design

\$ 243,700.00	Design Services
\$ 36,300.00	Design Contingency
\$ 280,000.00	Total

Funding and Expenditures Summary CL001:

2005 GO Bonds/FY15 CIP	3305C000, 3305C109	\$1,130,000.00
Salt Dome		(\$543,000.00)
Program Needs Study		(\$51,000.00)
2014 Funding Appropriated	3305C000, 3305C109	\$3,000,000.00
<u>Total appropriated funds</u>		<u>\$3,536,000.00</u>

Funding Uses Summary:

Design Services	3305C000-731003,	\$243,700.00
	3305C109-731003	
Design Contingency	3305C109-731900	\$36,300.00
<u>Subtotal Design Services</u>		<u>\$280,000.00</u>
Other Owner's Expenses	3305C109-731003	\$504,000.00
Preliminary Assessments	3305C000-731003	\$25,000.00
Land Acquisition	3305C990732200	\$1,002,000.00
Construction Budget	3305C000-731000	\$1,500,000.00
Construction Contingency	3305C109-731900	\$225,000.00
<u>Total Project Budget</u>		<u>\$3,536,000.00</u>

SDBE Summary

DTW Architects and Planners LTD is a certified SDBE firm.

DTW Architects and Planners LTD will subcontract to the following certified firms:

Firm	ID	City/State	Amount	% of Contract
BREE & Associates, Inc.	MSDBE	Durham, NC	\$ 8,375.00	3.4%
Ross Linden Engineers, PC	WSDBE	Raleigh, NC	\$16,000.00	6.6%

The MSDBE and WSDBE goals were exceeded.

WORKFORCE STATISTICS

Workforce statistics for DTW Architects and Planners LTD are as follows:

Total Workforce	7	
Total Females	4	(57%)
Total Males	3	(43%)
Black Males	0	(0%)
White Males	2	(29%)
Other Males	1	(14%)
Black Females	1	(14%)
White Females	3	(43%)
Other Females	0	(0%)

Attachments: Contract, Site Plan/Map