


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	23-455	Meeting:	October 23, 2023
	Agenda Item:	11	Roll Call:	23-1409
	Submitted by:	Steven L. Naber, P.E., City Engineer and James M. Hoff, Assistant City Manager		

AGENDA HEADING:

Approving exception to Request for Proposal (RFP) process for good cause and approving Professional Services Agreement (PSA) with OPN, Inc. d/b/a OPN Architects, Inc. for professional services for the City Facility Expansion Phase 1 Improvements project, not to exceed \$2,240,660.

SYNOPSIS:

Recommend approving exception to the City's RFP process for good cause and approving the PSA with OPN, Inc. d/b/a OPN Architects, Inc. (Terry L Gebard, President, 200 5th Avenue SE, Suite 201, Cedar Rapids, Iowa 52401) for a total cost not to exceed \$2,240,660, based on lump sum labor amount of \$2,210,660 plus reimbursable costs not to exceed \$30,000, to provide professional services for the City Facility Expansion Phase 1 Improvements project.

FISCAL IMPACT:

Amount: \$2,240,660

Funding Source: 2023-2024 Capital Improvement Program (CIP), Page 62, City Facility and Armory Replacement, BL133, Being: General Fund Loan, Local Option Sales and Service Tax, Land Sales, and General Funds made possible from American Rescue Plan Act Funds

ADDITIONAL INFORMATION:

- In October 2022, the City issued an RFP to provide Pre-Design/Programming Study services to evaluate space needs for various City departments including the Police Department, departments currently housed at Polk County River Place, and departments currently housed at the Argonne Armory Building and City Hall. A total of 10 proposals were received.
- Upon review of the proposals received, the City selection committee, comprised of Facilities and Engineering Department staff, recommended OPN, Inc. be awarded the project.
- At its December 12, 2022 meeting, the City Council approved a PSA with OPN, Inc. to conduct the Pre-Design/Programming Study for this project. The study culminated in a June 2023 report. The report identifies space needs, analyzes existing conditions at the available 1200 Locust and 1200 Mulberry facilities, illustrates test fits associated with options for relocating City departments to these facilities, and provides high-level cost estimates and phasing recommendations for the project. Based on that report, the City is proceeding with the next steps to acquire these properties.

- The City is preparing to purchase the properties and proceed with a Phase 1 renovation project, pending the outcomes of final due diligence steps and real estate closing preparations. A primary goal of the Phase 1 project is to vacate the Argonne Armory Building and leased spaces at Polk County River Place and consolidate department staff that currently work in separate building locations.
- The Phase 1 project is anticipated to include: selective demolition and interior renovation of portions of the 1200 Locust office building for City administrative offices, public meeting rooms, customer service areas and lobbies; building infrastructure improvements associated with the renovation, including structural, mechanical, and electrical work; and modifications at the 1200 Mulberry parking garage to accommodate City fleet vehicles, including electric charging stations.
- The City Engineer recommends that good cause exists to exempt the procurement of these professional services from the Engineering Department's RFP process, including advertisement, to efficiently complete the design for the City Facility Expansion Phase 1 Improvements project. OPN, Inc. is qualified to perform the professional services and was selected to provide architectural and engineering design services for the City Facility Expansion Phase 1 Improvements project based upon:
 - excellent performance in executing the six (6)-month City Facility Expansion Pre-Design study, completed in June 2023;
 - knowledge of the existing facilities at 1200 Locust Street and 1200 Mulberry Street, accumulated through the Pre-Design study and prior experience;
 - thorough understanding of City of Des Moines space needs, developed during the Pre-Design study; and
 - OPN's expertise in similar project types with similar scope and scale.
- Staff has negotiated a PSA with OPN, Inc., for a total cost not to exceed \$2,240,600, based on lump sum amount of \$2,210,660 plus reimbursable costs not to exceed \$30,000, to provide architectural and engineering design and construction phase services for the City Facility Expansion Phase 1 Improvements project.
- The proposed OPN, Inc. team is based in the Des Moines office (100 Court Avenue, Des Moines IA 50309). To accomplish the scope of services, their team includes professionals with expertise in the design of office renovation and interior design, along with engineering consultants with expertise in structural, mechanical, electrical, plumbing and telecommunications engineering.
- The City will separately contract, as needed, the following services for the project: special inspections, materials testing, and commissioning.
- The estimated construction cost for Phase I improvements is \$19,500,000. City staff have prepared a Notice of Intent, Request for Qualifications, and RFP with the intention of procuring a Construction Manager at Risk (CMR) to assist throughout the design process and ultimately construct and deliver the project, pursuant to Iowa Code Chapter 26A. City staff will review Statements of Qualification, proposals and ultimately conduct interviews to select a CMR in early 2024 to enter into negotiations of an Agreement for subsequent City Council consideration, with an anticipated issuance of a Notice to Proceed in March 2024. Throughout design and construction, the City expects OPN, Inc. and the selected CMR to work closely with one another to develop the most cost-efficient design and effective delivery of the project.

- Construction is scheduled to begin in late 2024 and take approximately 15 months to complete. Based on the current project schedule, relocation of affected City departments is anticipated to occur in early 2026.

PROJECT SITE MAP



PREVIOUS COUNCIL ACTION(S):

Date: October 2, 2023

Roll Call Number: [23-1291](#)

Action: [Authorizing](#) issuance of a Notice of Intent to Enter into a Guaranteed Maximum Price (GMP) Contract pursuant to Iowa Code Chapter 26A for the City Facility Expansion Phase 1 Improvements

and authorization for staff to proceed pursuant to Iowa Code Chapter 26A. ([Council Communication No. 23-435](#)). Moved by Gatto to adopt. Second by Boesen. Motion carried 6-0.

Date: December 12, 2022

Roll Call Number: [22-1861](#)

Action: [Approving](#) Professional Services Agreement with OPN, Inc. d/b/a OPN Architects, Inc. for the City Facility Expansion Pre-Design Study, not to exceed \$528,000. ([Council Communication No. 22-565](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Anticipated future Council actions include approving CMR contract and approving Guaranteed Maximum Price Amendment to contract; also partial payments to the CMR and final acceptance of work.

Anticipated future Board/Commission actions include Urban Design Review Board design review and approval; Access Advisory Board design review and approval.

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