



1459 Washington St.  
Muscatine, IA 52761-5040  
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**Public Works**

**City Transit**  
263-8152

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

## MEMORANDUM

To: Mayor and City Council Members

CC: Greg Jenkins, Interim City Administrator

FROM: Brian Stineman, Public Works Director

DATE: July 27, 2020

RE: Award of Contract for East Hill Fire Station Master Planning

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### INTRODUCTION:

In February of 2020 the city issued a request for proposals to architectural and engineering firms to conduct a site and building assessment of the former DOT facility on Lake Park Boulevard to evaluate the use of the site for a future fire station. Four firms were selected to be interviewed from the proposals received. Due to the Covid-19 pandemic interviews were not held until June of 2020.

### BACKGROUND:

The interview team consisted of the Police Chief, Fire Chief, Public Works Director, City Engineer, Assistant City Engineer, and the Roadway Maintenance Supervisor. A unanimous decision was made to offer the work to Legat Architects from Moline, Illinois. The proposal from Legat is included with this memo. Staff felt that they offered the best approach to the site and building evaluation and will provide the city with excellent options and expert opinions on how to move forward with our goal of adding an East Hill Fire Station.

### RECOMMENDATION/RATIONALE:

Staff recommends awarding the Proposal to Provide Professional Architectural Services to Legat Architects of Moline, Illinois. This proposal will be for an amount not to exceed \$63,475. Funds are available for this project in the "Former IDOT Facility Acquisition and Improvement Project" account.

### BACKUP INFORMATION:

Proposal to Provide Architectural Services

**"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain**

July 15, 2020

VIA EMAIL

Mr. Brian Stineman  
Public Works Director  
City of Muscatine  
1459 Washington Street  
Muscatine, Iowa 52761

RE Proposed East Hill Fire Station- Master Planning  
**Proposal to Provide Professional Architectural Services**

Dear Mr. Stineman:

Thank you again for giving Legat Architects the opportunity to submit our qualifications to the City of Muscatine. Pursuant to your request, Legat Architects ("Architect") is pleased to submit this proposal to provide professional architectural services to the City of Muscatine ("Client"). The purpose of this letter is to summarize the professional services to be provided and the related fees.

## 1.0 Project Parameters

- 1.1 Project Objective: Facility master planning services in the following phases;
  - 1.1.1 Phase 1 - Facility Condition Assessment
  - 1.1.2 Phase 2 - Building Program Development
  - 1.1.3 Phase 3 - Conceptual Building Design

## 2.0 Architect's Scope of Services

- 2.1 Phase 1: Facility Conditions Assessment
  - 2.1.1 Obtain existing building drawings and documentation.
  - 2.1.2 Site investigation:
    - 2.1.2.1 Non-destructive visual inspection of the primary facility to identify systems-level deficiencies and life-cycle conditions.
    - 2.1.2.2 Non-destructive cursory review of the 3 accessory structures on the site to identify existing conditions and apparent deficiencies.
    - 2.1.2.3 Disciplines included: Architectural, Civil, Structural, Mechanical, Electrical and Plumbing.
  - 2.1.3 Provide a narrative document describing the existing conditions of each facility including documented photographic evidence of deficiencies, and opinion of probable cost to address each deficiency.
  - 2.1.4 Attend 1 site visit and 1 in person meeting during this phase.
- 2.2 Phase 2: Building Program Development
  - 2.2.1 Coordinate 1 collaborative meeting with stakeholders to develop desired building spaces for potential new building or renovation into existing building.

- 2.2.2 Analyze the existing building capacity versus the developed new building program.
- 2.2.3 Provide recommendations with associated cost opinion for renovation of the existing building and/or building a new building.
- 2.2.4 Provide compiled document with building program, new vs existing building analysis and cost opinion.
- 2.2.5 Attend 2 meetings during this phase.

2.3 Phase 3: Conceptual Building Design

- 2.3.1 Coordinate 1 collaborative meeting with stakeholders to develop conceptual level floor plans based upon Owner direction. (New standalone building or renovation to existing building)
- 2.3.2 Develop 2 conceptual floor plan options for Owner consideration.
- 2.3.3 Present conceptual options to Owner for feedback. Select consensus option.
- 2.3.4 Refine consensus option for final deliverable.
- 2.3.5 Attend 3 meetings during this phase.

3.0 Physical Parameters:

- 3.1 Existing IDOT building and 3 outbuildings located at 417 Lake Park Blvd, Muscatine, IA 52761

4.0 **Project Schedule**

- 4.1 Phase 1 – Facility Condition Assessment
  - Site Visit Week of 8/10/20
  - Develop assessment report Week of 8/17/20
  - Review meeting with Owner Week of 8/24/20
- 4.2 Phase 2 - Building Program Development:
  - Collaborative programming meeting Week of 8/31/20
  - Develop program Week of 9/7/20
  - Review meeting with the Owner Week of 9/14/20
- 4.3 Phase 3 – Conceptual Building Design:
  - Collaborative design meeting Week of 9/21/20
  - Develop conceptual options Week of 9/28/20
  - Owner Meeting to present options Week of 10/5/20
  - Refine options per Owner Week of 10/12/20
  - Final deliverable/presentation Week of 10/19/20

5.0 **Compensation**

- 5.1 The Client will compensate the Architect for the basic services outlined in AIA Document B101 on a Lump Sum basis in the amount of \$45,500.00. Legat Architects reserves the

right to renegotiate the lump sum amount should the Scope of Work as currently defined be reasonably altered.

- 5.2 Reimbursable Expenses will be in addition to the Architect's compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects.

5.2.1 Topographical Survey: \$9,975.00

5.2.2 Electrical Contractor Investigation: \$4,000 T&M

5.2.3 Plumbing Contractor Investigation: \$4,000 T&M

5.2.4 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.10 times.

5.2.5 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.

## 6.0 Client's Responsibilities

- 6.1 The Client will provide access to the Project Locations and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 6.2 The Client will provide floor plans for each Project Location in a digital format compatible with either Autodesk AutoCAD software or Autodesk Revit software.
- 6.3 The Client will designate a representative authorized to act on the Client's behalf with respect to the projects. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

## 7.0 Miscellaneous Provisions

- 7.1 Unless otherwise provided in this Agreement, Legat Architects and Legat Architects' consultants will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 7.2 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction information.

Until the AIA Agreement is executed, you can authorize Legat Architects to proceed by signing below. Please note that Legat Architects will not begin work until written authorization to proceed is received.

Mr. Brian Stineman, Public Works Director  
City of Muscatine  
**Proposal to Provide Professional Architectural Services**  
July 15, 2020  
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If you have any questions regarding this proposal, please contact me at your earliest convenience.

Thank you.

Sincerely,



Jeff Sandberg, AIA, LEED AP  
Legat Architects, Inc.  
1515 5<sup>th</sup> Avenue, Suite 108  
Moline, IL 61265

ATTACHMENTS      None

EC                      Ted Haug - Legat  
File

ACCEPTANCE        We accept the terms of this Proposal:

OWNER

City of Muscatine  
1459 Washington Street  
Muscatine, Iowa 52761

ARCHITECT

Legat Architects, Inc.  
1515 5<sup>th</sup> Avenue, Suite 108  
Moline, IL 61265

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