

2H. Consideration of authorizing HCM Architects to provide architectural services for the repair of the Monticello Community Center entrance for a total cost of \$18,775

Prepared by: Public Works Director/City Engineer	Meeting Date: 3/13/2023	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Community Development Director Parks, Arts & Rec Director, Finance Manager	Approved by: City Administrator	

ACTION REQUESTED

Motion to authorize HCM Architects to provide architectural services identified as Task 1 in the proposal for repairs to the MCC entrance for a total cost of \$18,775.

REFERENCE AND BACKGROUND

The Monticello Community Center sustained damage to the east entrance on Walnut Street when an errant vehicle hit the building. Staff contacted HCM architects following the incident to assist with preparing documents, acquiring necessary building permits, and ensuring repairs meet all current building codes.

HCM architects assisted the City with improvements at the new DMV facility and, due to their familiarity with the City approval process, staff are confident in their ability to assist with re-opening this entrance as soon as possible.

Along with the base repair of the entrance, additional modifications are proposed to modernize the access to the building. Proposed improvements include:

- Replacing both sets of entrance doors with automatic sliding glass doors.
- Replacing entrance area flooring with a built-in walk-off area to better collect debris and to minimize the needs for rugs.
- Replacing the glass wall of the Academy Room with drywall.

The entryway improvements will increase accessibility while the reduction of the glass window along the Academy Room provides a sturdier barrier between the room and hallway.

The proposal from HCM includes two additional tasks to enhance safety around the perimeter of the building without detracting from the sense of a community space. Staff anticipate bringing forward additional requests for this type of improvement as we refine the scope, but opted to bring forward the request for Task 1 approval right away to ensure the initial repairs are complete as quickly as possible.

The City is using Sourcewell Cooperative Purchasing, so there is no requirement to utilize a separate request for proposals or qualifications to select a consultant.

- I. **Staff Workload Impact:** Involvement from several departments will occur as part of this project.
- II. **Budget Impact:** The proposed cost of the architectural services for repairs is \$18,775 and it is estimated those costs will be reimbursed through our insurance claim.
- III. **Comprehensive Plan Impact:** N/A

STAFF RECOMMENDED ACTION

City staff recommends approval of a contract with HCM Architects.

SUPPORTING DATA

- Proposal



H A G E N , C H R I S T E N S E N & M C I L W A I N
A R C H I T E C T S

March 6, 2023

Matthew Leonard
City of Monticello, MN
505 Walnut Street
Monticello, MN 55362

***Proposal for Professional Services for
City Hall Repairs***

Dear Matthew:

Thank you for requesting this proposal for design services to assist with repairs to the City Hall Facility caused by the recent vehicle accident.

As we discussed on site we will provide 3 tasks in this proposal. First is the drawing and documentation work needed to repair the facility so that it matches its condition prior to the accident.

The second Task (optional) is the site wide hardening using public art, benches, and bollards in an attempt to stop a vehicle from reaching the building in the future. Task 3 would be to continue this hardening effort onto the SSW and West sides of the building.

Matt Lysne, AIA of **HCM Architects** will be the Project Manager for our Team due to his experience in the design and management of numerous city and institutional projects as well as his experience with difficult renovation and hardening projects.

We truly appreciate this opportunity to help you, the City of Monticello and Kraus Anderson Construction (KA) on this important project for the City.

Matt's contact info is:

Hagen Christensen & McIlwain Architects
4201 Cedar Avenue South, Minneapolis, MN 55407
Matthew D. Lysne, AIA, NCARB
lysne@hcmarchitects.com phone 612.904.1332

What follows is our understanding of the Project, our proposed work scope and proposed fees.

We thank you for this opportunity.

Matt

Task 1 Construction Documents to repair facility to previous condition:

Our work scope will include:

- Minor demolition information to clean up wall, column and floor conditions.
- Construction documents in plan, section, elevation, schedules, etc. to reconstruction the facility entry.
- Terrazzo floor tie in and finishes documents.
- Meetings with the City Team and Kraus Anderson at the 50% and 95% documentation levels.

Task 2 East South East site hardening:

Our work scope will include:

- Developing a concept design for materials and spacing to stop a vehicle from reaching the building.
- Up to four (4) meetings with City and related team to work with public art as a way to “soften” the feel of the anti-vehicle components. This may include bollard covers, durable public art, landscape design, benches, etc.
- Develop a final bid package for Kraus Anderson to use in soliciting bids.
- 95% review meeting with City Staff
 - Demolition Plan
 - Site Plan
 - Material Selections
 - Details

Task 3 West South West / West site hardening:

Our work scope will include:

- Further develop a concept design based on Task 2 to provide a continuous vehicle protection at the other entries and areas of vulnerable windows.
- Up to two (2) meetings with City and related team to work with public art as a way to “soften” the feel of the anti-vehicle components. This may include bollard covers, durable public art, landscape design, benches, etc.
- Develop a final bid package for Kraus Anderson to use in soliciting bids.
- 95% review meeting with City Staff
 - Demolition Plan
 - Site Plan
 - Material Selections
 - Details

C) Proposed Professional Services Fees

Proposed Fees:

Task 1 – Repairs to Previous Condition

HCM Architects (Architecture, Design Team Lead):

• Architectural Construction Documents	\$13,560
• Construction Administration	\$ 4,240
• Scanning and Reimbursable Expense	\$ 975
• Task 1 Total	\$18,775

Task 2 – Optional Site Hardening Work

HCM Architects (Architecture, Design Team Lead):

- Architectural, Civil and LA Design & Construction Documents \$23,600

Task 3 – Optional Site Hardening Work Phase 2

HCM Architects (Architecture, Design Team Lead):

- Architectural, Civil and LA Design & Construction Documents \$18,600

Services Not Included in this Proposal:

This proposal assumes Structural Engineering is direct to City. MEP is assumed to be Design / Build through Kraus Anderson.

Task 2 and 3 Construction Administration Services would be proposed separately pending approval of project(s)

Thank you for including us on this exciting Project. Please give me a call (612-904-1332) if there are any questions regarding this proposal.

Sincerely,

Matt

Matthew Lysne, AIA

Acceptance

If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, Hagen, Christensen & McILwain Architects reserves the right to review and update this proposal as necessary.

ACCEPTED BY: _____

DATE: _____