

May 24, 2022

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**Proposal for Professional Architectural Services for the City Saginaw
Existing Library & City Hall Renovation Concept Studies**

This Letter of Proposal is for professional Architectural services by **PGAL** (the "Architect") for the **City of Saginaw** (the "City" and "Owner") and the **Existing Library & City Hall Renovation Concept Studies** (the "Project").

1.0 PROJECT SCOPE AND GOALS

- 1.1** The City desires to develop a long-term redevelopment plan for the existing John Ed Keeter Public Library building after the library moves out of the structure and moves into the new Library and Senior Center currently in design. The building will be vacant and the City would like to develop conceptual plans for its potential future use. The City would like to review potential expansion possibilities such as accommodating offices for Public Works and other departments.

Additionally, the City would like to study enlarging the existing City Hall Council Chamber to provide more public seating as well as better ADA access to the raised seating areas from the public side of the seating areas. The initial thought (Option 1) for expansion is to expand the existing City Council Chamber into the existing public hall and to adjust the foyers for a modified access path into the building and the chamber. Another option (Option 2) is to relocate the Chamber into a repurposed Keeter Building.

Connection of the two structures with an exterior covered walkway with potential paving and exterior renovations linking the two buildings to create a small campus aesthetic is desired.

2.0 ARCHITECTURAL SERVICES

The Architect shall collaborate with the City and the City's engineering team as needed to provide the following professional services:

2.1. Building Programming Workforce Assessment

PGAL will work with the City's administrative team to identify future staff growth of departments that could be housed in the new renovated Keeter Building and how this could impact the current facilities out to a 10-year projection. We will identify the required activities and types of spaces and amenities desired for the planned growth and if current building can handle the planned growth or if new facilities should be planned, per Section 1.0 Project Scope and Goals. This phase will include the following:

2.1.1 Building Programming - Written Workforce Assessment: We will create a list of 10-year staffing projections for departments that would be housed in the facility, identifying the proposed staff growth, department activities and spaces, quantity and size, outdoor amenities, and other desired features. This will be submitted initially as a Rough Draft to the City staff for review and necessary revisions. This will be a high-level look at the staffing growth projections, department needs justifying the needed growth, and a detailed tabular list of needed staff positions by department.

2.1.3 Building Programming - Workforce Assessment Meetings: The following meetings are included:

- One day of meetings with City staff
- Follow-up Online "Teams" meeting will be held to review draft findings.
- Final Needs Assessment presentation to City Staff for approval

2.2. Facilities Needs Assessment & Concept Options

2.2.1 Facility Conceptual Development Options: Based on the approved Building Programming - Workforce Assessment for the facility, the Architect will provide options for how to provide the required spaces through renovation and expansion of the two repurposed existing buildings. We will work with the City to create the most optimal combination to achieve the City's project goals

2.2.2 Presentation to City Staff: The Architect will present the final deliverables to the City Staff as desired for study approval.

2.2.3 Concept Drawings & Narrative

- Option 1
 - City Hall: Enlarge the existing Council Chamber within the existing building 'footprint'
 - Presentation Renovation Color Floor Plan
 - Presentation Renovation Color Building Sections
 - Presentation Renovation Color Building Elevation.
 - Keeter Renovation:
 - Presentation Renovation Color Floor Plan
 - Presentation Renovation Color Building Sections
 - Presentation Renovation Color Building Elevation.
- Option 2
 - City Hall Moved to the Keeter Building
 - Presentation Renovation Color Floor Plan
 - Presentation Renovation Color Building Sections
 - Presentation Renovation Color Building Elevation.
- Site plan showing building canopy connections and other proposed site improvements.
- Concept Narrative:
 - Write a conceptual narrative to outline project redevelopment options along with a high-level cost estimate.
 - The narrative will describe the presumed scope of the work for the major building trades, such as architecture, interiors, interiors, MEP systems, structural and civil engineering modifications, technology.

2.2.4 Facility Conceptual Development Meetings: The following meetings are included:

- Conceptual design review meetings with the City Staff
- Online "Team" meetings will be held as required
- One final presentation to the City Staff

3.0 EXCLUDED SERVICES

The concept plans will not include any engineering input at this time. We will propose to work with a general contractor to validate PGAL's assessment ideas and to provide the City budgetary pricing. This study is presumed to be a first step to see if the planning concepts are viable enough for the City to consider the project further, as such it is agreed that the following services are not included herein at this time:

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|------------------------------------|--|
| • Detailed Facility Programming | • Landscape Architecture |
| • Land Survey & Platting | • Structural Engineering |
| • Environmental Assessment | • MEP Engineering |
| • Geotechnical Investigation | • TDLR TAS Plan Review |
| • Civil/Transportation Engineering | • Submission of Documents to Authorities Having Jurisdiction |

4.0 PROFESSIONAL FEES

For the services described above, the City shall compensate the Architect as follows:

Programing & Concepts Studies:	\$17,500
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Total Professional Fee	\$17,500
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5.0 REIMBURSABLE EXPENSES

5.1. Client shall reimburse the Architect for actual expenditures made by the Architect in the interest of the Project. Compensation for Reimbursable Expenses shall be computed as a multiple of one and one tenth (1.10) times the actual expense incurred and shall not exceed \$1,000 without prior written approval. Reimbursable expenses shall include:

5.1.1. Transportation to and from the Project location including automobile mileage at prevailing rates, tolls and parking costs.

5.1.2. Reproductions, plots, reprographic services, standard form documents, postage, courier or express mail services required for the delivery of Instruments of Service.

6.0 MISCELLANEOUS PROVISIONS

This agreement is subject to the following General Conditions:

6.1 Payment: Statements will be submitted monthly according to completion of the work and payment will be due within thirty (30) days of the statement date.

6.2 Additional Services: Following prior written authorization and approval of Client, Architect shall make revisions in drawings or other documents when such revisions are:

- necessitated by inconsistencies with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or Project budget;
- providing any other services not included herein or not customarily furnished in accordance with generally accepted architectural practice.

6.3 Project Schedule: The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. A mutually acceptable project schedule will be established at the outset of the Project based on the information known as of that date. If mutually agreeable, such schedule may be adjusted as the Project proceeds.

6.4 Standard of Practice: The Architect will strive to perform services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the appropriate profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

6.5 Statement of Jurisdiction: In accordance with requirements of the Texas Board of Architectural Examiners (TBAE), the Architect makes the following Statement of Jurisdiction: "The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas". The Board may be contacted as follows: 1) By mail: Texas Board of Architectural Examiners, P.O. Box 12337 Austin, TX 78711-2337; 2) In person: 333 Guadalupe, Suite 2-350 Austin, TX 78701-3942; 3) By telephone: 512/305-9000; 4) By fax: 512/305-8900; or 5) Via website: www.tbae.state.tx.us.

AUTHORIZATION:

If this Proposal is acceptable, please sign below and return one copy to PGAL.

PGAL

Signature: 

Michael H Lloyd, AIA, LEED AP
Principal

5/24/2022
Date

CITY OF SAGINAW

Signature

Mr. Lee Howell
Asst. City Manager

Date

ADOPTED AND APPROVED this 5th day of July, 2022.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney