

## Request for Legislative Action

Completed by County Counselor's Office			
Action Requested:	Resolution	Res.Ord No.:	20852
Sponsor(s):	Theresa Galvin	Legislature Meeting Date:	1/18/2022

Introduction
<b>Action Items:</b> ['Authorize', 'Award', 'Transfer']
<b>Project/Title:</b>
Authorizing the Director of Public Works to enter into a \$166,110 design contract with SFS Architecture Inc., a county term and supply vendor, for the purpose of designing a fully-compliant ADA courtroom for Division 50 located on the 10th Floor of the Downtown Kansas City Courthouse.

Request Summary
This resolution authorizes the Director of Public Works to enter into a design contract with SFS Architecture Inc., a county term and supply vendor for the purpose of designing a fully compliant ADA courtroom for Divison 50 located on the 10th floor of the Downtown Kansas City Courthouse. To meet the schedule all design and construction needs to be completed by July 1, 2022. A transfer of \$166,110 within the Downtown Courthouse Buildings and Improvements account is included within this resolution.

Contact Information			
<b>Department:</b>	Public Works	<b>Submitted Date:</b>	12/20/2021
<b>Name:</b>	Troy Schulte	<b>Email:</b>	TSchulte@jacksongov.org
<b>Title:</b>	County Administrator	<b>Phone:</b>	816-881-1079

Budget Information			
Amount authorized by this legislation this fiscal year:			\$166,110
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$166,110
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
013 (County Improvement Fund)	1241 (DTCH Repairs & Improvements)	58020 (Buildings & Improvements)	\$166,110
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
013 (County Improvement Fund)	1241 (DTCH Repairs & Improvements)	56030 (Architectural & Engin. Services)	\$166,110

## Request for Legislative Action

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20763	September 20, 2021

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Reviewed for Goals:	
MBE:	9.50%
WBE:	11.70%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> <li>Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.</li> </ul>	

## Request for Legislative Action

### History

Troy Schulte at 12/20/2021 11:05:54 AM - [Submitted | Needs fiscal note attached]  
Department Director: Brian Gaddie at 12/20/2021 11:49:20 AM - [ Approved | ]  
Finance (Purchasing): Barbara J. Casamento at 12/20/2021 12:01:30 PM - [ Not applicable | ]  
Compliance: Katie M. Bartle at 12/20/2021 12:54:44 PM - [ Approved | eRLA 351 ]  
Finance (Budget): Mark Lang at 12/22/2021 11:51:17 AM - [ Approved | The fiscal note is attached and contingent on the signing of the 2022 budget ordinance. ]  
Executive: Troy Schulte at 12/22/2021 1:39:15 PM - [ Returned for more information | Need to fix a typo on the eRLA ]  
Submitter: Troy Schulte at 12/22/2021 1:57:49 PM - [ Submitted | Need to update the fiscal note. ]  
Department Director: Brian Gaddie at 12/23/2021 11:06:47 AM - [ Approved | ]  
Finance (Purchasing): Barbara J. Casamento at 12/27/2021 8:49:07 AM - [ Not applicable | ]  
Compliance: Jaime Guillen at 12/30/2021 9:13:51 AM - [ Approved | 351 ]  
Finance (Budget): Mark Lang at 1/3/2022 9:43:59 AM - [ Approved | Fiscal note matches RLA. ]  
Executive: Sylvia Stevenson at 1/5/2022 3:22:56 PM - [ Approved | ]  
Legal: Elizabeth Freeland at 1/13/2022 9:01:20 AM - [ Approved | ]

**Fiscal Note:**

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: December 22, 2021

RES # 20852  
eRLA ID #: 351

Org Code/Description	Object Code/Description	From	To
<b><u>013 County Improvement Fund</u></b>			
1241 DTCH Repairs & Improvements	58020 Buildings & Improvements	\$ 166,110	\$ -
1241 DTCH Repairs & Improvements	56030 Architectural & Engin. Services	-	166,110
		<u>\$ 166,110</u>	<u>\$ 166,110</u>

**Fiscal Note:**

This expenditure was included in the Annual Budget

PC# \_\_\_\_\_

Org Code/Description	Object Code/Description	Not to Exceed
<b><u>013 County Improvement Fund</u></b>		
1241 DTCH Repairs & Improvements	56030 Architectural & Engin. Services	\$ 166,110
		<u>\$ 166,110</u>

**APPROVED**  
By Mark Lang at 11:48 am, Dec 22, 2021

Budget Office

October 13, 2021, **Revised December 3, 2021**

Brian Gaddie  
Director of Public Works  
Jackson County, Missouri

RE: Jackson County Courthouse 10<sup>th</sup> Floor Courtroom Renovation  
Basic Services Fee Proposal

Dear Brian,

Following you will find our fee proposal for the Jackson County Courthouse 10<sup>th</sup> Floor Courtroom Renovation. We appreciate the opportunity to provide a proposal for this important project. If you have questions or comments regarding this information, please do not hesitate to call.

## **PROJECT UNDERSTANDING**

### ***Project Description***

The proposal includes architectural design, engineering, and contract administration services for the renovation of the 10<sup>th</sup> Floor Courtroom of the Jackson County Courthouse. The County desires to upgrade the courtroom and support spaces to be ADA compliant for the circuit court judge. The space includes approximately 3,500 square feet of renovation to include moderate reconfiguration of the existing space to include the courtroom; judge's chamber and ADA toilet room; support space to include 3-4 offices, coffee bar and ADA unisex toilet room; and jury room to include coffee bar and unisex toilet room.

Provisions will be incorporated for the addition of future fire sprinklers into the renovated spaces, including tapping the existing standpipe in the West Stair, providing a new sprinkler floor control assembly, and providing sprinkler piping above the renovated areas. Sprinklers will not be provided at this time. The Sprinkler valves and piping will be tested as required, and then drained, to remain dry until sprinklers are added later. Drawings will include a performance specification for the addition of dry sprinkler pipe and floor controls for future addition of sprinklers to the space.

For the purposes of this proposal, the design team estimates a construction budget of \$1,200,000 for the 10<sup>th</sup> floor. The design team estimates a budget of \$300,000 for furniture for the 1<sup>st</sup> west wing and 10<sup>th</sup> floor (reference Basic Services Fee Proposal dated November 2, 2021, for the 1<sup>st</sup> Floor, West Wing Renovation for Courts HR for basic services).

This proposal includes the following team members and roles:

SFS – Architectural and Interior Design, Furniture Design  
Antella – MEP  
LSA - Telecommunications (voice/data/CATV), Access Control and Video Surveillance  
To Be Determined – AV Design  
FSC – Fire Protection Design  
CASE – Cost Opinions

## Basic Services Fee Proposal for Jackson County Courthouse 10<sup>th</sup> Floor Courtroom

October 13, 2021, Rev December 3, 2021

Jackson County, Missouri

sfsarchitecture

### SCOPE OF WORK

#### *Basic Services*

See attached Work Plan and following:

- Design Development Phase – Kick-off/programming meeting and meeting notes; 2 courtroom layout options; DD submittal including drawings, design narrative report and cost opinion: DD review meeting and meeting notes.
- 95% Construction Documents Phase – 95% submittal including drawings, specifications, and cost opinion; review meeting and meeting notes.
- FFE – Plans, specifications, color boards or cards, cost opinion, oversight of procurement and installation.
- Bidding Phase – Bid documents submittal, preparation of bidder list and bid review, pre-bid meeting attendance.
- Construction Administration Phase – RFI responses, up to two (2) reviews of each submittal, pay application reviews, and site visits as follows:
  - Architectural – ten (10) site visits/field reports and two (2) punch lists.
  - MEP – three (3) site visits/field reports and one (1) punch list.
  - Telecom/Access Control/Video Surveillance – two (2) site visits
  - AV – one (1) site visit and one (1) punch list.
  - Fire Protection – one (1) site visit.
- Project Close Out – Record drawings.

#### *Basic Services Exclusions*

The following items are specifically excluded from the Basic Services noted above:

- Multiple designs or alternative packages.
- Civil work including site utilities and storm and sewer piping exterior to the building.
- AHU design. It is assumed the existing AHU is of sufficient capacity and will be re-used.
- Main plumbing piping design. It is assumed the main trunk is in good condition and scope of services is limited to branch piping serving renovated spaces.
- Upgrades to main distribution panels and substantial infrastructure upgrades. It is assumed the electrical distribution system is of adequate capacity to support additional power to support the renovation.
- Environmental identification and design. Front end specifications will reference building report.
- Testing, balancing, commissioning of MEP and AV systems.
- LEED or Well Building certified design and documentation.
- 3-dimensional renderings or walk-through graphics.

### SCHEDULE

The SFS Team anticipates beginning work immediately upon notice to proceed. We anticipate completion of Bid Documents per the attached proposed schedule pending timely scheduling of review meetings and receipt of review comments. Upon notice to proceed, SFS will confirm or adjust the following timelines based on coordination with the Client.

### COMPENSATION

#### *Basic Services Fees*

The SFS Team proposes to provide the above-described basic services for the lump sum fee of **One Hundred Sixty-Six Thousand One Hundred Ten Dollars (\$166,110)**.

**Basic Services Fee Proposal for Jackson County Courthouse 10<sup>th</sup> Floor Courtroom  
October 13, 2021, Rev December 3, 2021**

Jackson County, Missouri

sfsarchitecture

***Reimbursable Project Expenses***

Expenses incurred by SFS for reproduction and travel are included in the Basic Services fee. This assumes submissions to be primarily electronic in nature with minimal hard copy reproductions.

***Supplemental Project Fees***

Should additional services be required above those included in basic services above, SFS will provide a proposal for consideration and approval prior to proceeding.

***Invoicing***

Invoicing will occur monthly for services rendered and are due upon receipt.

Respectfully submitted,



Marsh K. Hoffman, AIA, LEED BD+C  
Principal



Dana Gould, AIA, LEED BD+C  
Associate

Attachments: Proposed project schedule and Work Plan with fee schedule

**AUTHORIZATION TO PROCEED**

***By signing below, it authorizes SFS Architecture to proceed with the work outlined above.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Date

Jackson County Courthouse 10th Floor Courtroom Renovation - Work Plan and Fee Schedule

Revised 12/3/2021

Task	Hours and Rates										Subtotal	
	PIC	\$200	Proj Mgr	\$150	Int Des	\$125	Arch	\$125	QC	\$125		
<b>WP 1: Design Development</b>												
General management, contracts	2	\$400	12	\$1,800			\$0			\$0		\$2,200
Survey and base plans		\$0	2	\$300			\$0	16	\$2,000			\$2,300
Kickoff / programming meeting, notes	2	\$400	2	\$300	2		\$250	4	\$500			\$1,450
2 options, base plans	4	\$800	4	\$600			\$0	24	\$3,000			\$4,400
Submit DD drawings, narrative		\$0	12	\$1,800	16		\$2,000	64	\$8,000			\$11,800
QC review		\$0	4	\$600			\$0		\$0	4		\$500
Review meeting and notes	2	\$400	2	\$300	2		\$250	4	\$500			\$1,450
<b>WP 2: Construction Documents</b>												
General management	2	\$400	12	\$1,800			\$0			\$0		\$2,200
Submit 95% drawings		\$0	4	\$600	16		\$2,000	64	\$8,000			\$10,600
Submit 95% specs		\$0	8	\$1,200	16		\$2,000	16	\$2,000			\$5,200
QC review		\$0	4	\$600			\$0		\$0	8		\$1,600
Review meeting and notes	2	\$400	2	\$300	2		\$250	4	\$500			\$1,450
Submit bid / permit documents		\$0	4	\$600	8		\$1,000	16	\$2,000			\$3,600
Fire Protection oversight		\$0	2	\$300			\$0		\$0			\$300
<b>WP 3: Bidding</b>												
General management		\$0	4	\$600			\$0		\$0			\$600
Prebid meeting, notes		\$0	2	\$300			\$0	4	\$500			\$800
Respond to bidder questions		\$0	2	\$300			\$0	8	\$1,000			\$1,300
Review bids		\$0	2	\$300			\$0	2	\$250			\$550
<b>WP 4: Contract Administration</b>												
Attend OAC mtgs & site visits		\$0	16	\$2,400	4		\$500	20	\$2,500			\$5,400
RFIs		\$0	8	\$1,200	8		\$1,000	20	\$2,500			\$4,700
Review submittals - up to 2 reviews each		\$0		\$0	16		\$2,000	20	\$2,500			\$4,500
Punch list (x2), substantial completion		\$0	8	\$1,200	8		\$1,000	16	\$2,000	2		\$4,450
Record Docs		\$0		\$0			\$0	16	\$2,000			\$2,000

expenses total for SFS: \$2,000 \$75,950

SFS FFE (7% furniture budget of \$300,000) \$21,000  
**total for SFS: \$96,950**



Jackson County Courthouse 10th Floor Courtroom Renovation - Work Plan and Fee Schedule

Revised 12/3/2021

<b>Consultants</b>									
Antella (MEP)									\$29,900
LSA (Access Control, Video Surveillance)									\$5,000
LSA (Telecom)									\$2,500
LSA (AV)									\$19,500
BDC (Structural)									\$3,500
FSC (Fire Protection)									\$8,000
CASE (Cost Estimating)									\$760
total consultants:									\$69,160

**\$166,110**

**total team:**

JaCoCH\_10th Floor Courtroom Schedule

ID	Task Name	Duration	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter		
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
0	<b>Jackson County Courthouse 10th Floor Courtroom</b>	<b>214 days</b>	<b>Mon 10/4/21</b>	<b>Thu 7/28/22</b>																								
1	<b>WP 1: Design Development</b>	<b>30 days</b>	<b>Mon 10/4/21</b>	<b>Fri 11/12/21</b>																								
2	Survey and base plans preparation	5 days	Mon 10/4/21	Fri 10/8/21																								
3	Notice to Proceed - Verbal	0 days	Mon 10/18/21	Mon 10/18/21																								
4	<b>Kick-off / Programming Meeting</b>	<b>1 day</b>	<b>Tue 10/19/21</b>	<b>Tue 10/19/21</b>																								
5	Design options preparation	2 days	Wed 10/20/21	Thu 10/21/21																								
6	<b>Design Options Review Meeting - Option Approved</b>	<b>1 day</b>	<b>Fri 10/22/21</b>	<b>Fri 10/22/21</b>																								
7	DD development	9 days	Mon 10/25/21	Thu 11/4/21																								
8	<b>Submit DD drawings</b>	<b>1 day</b>	<b>Fri 11/5/21</b>	<b>Fri 11/5/21</b>																								
9	Cost estimating	4 days	Mon 11/8/21	Thu 11/11/21																								
10	<b>Owner Review</b>	<b>4 days</b>	<b>Mon 11/8/21</b>	<b>Thu 11/11/21</b>																								
11	<b>SD/DD Review Meeting</b>	<b>1 day</b>	<b>Fri 11/12/21</b>	<b>Fri 11/12/21</b>																								
12	<b>WP 2: 95% Construction Documents</b>	<b>20 days</b>	<b>Fri 11/12/21</b>	<b>Thu 12/9/21</b>																								
13	95% CD development	19 days	Mon 11/15/21	Thu 12/9/21																								
14	<b>Submit 95% drawings, specs</b>	<b>1 day</b>	<b>Fri 12/10/21</b>	<b>Fri 12/10/21</b>																								
15	Cost estimating	4 days	Mon 12/13/21	Thu 12/16/21																								
16	<b>Owner Review</b>	<b>4 days</b>	<b>Mon 12/13/21</b>	<b>Thu 12/16/21</b>																								
17	<b>95% CD Review Meeting</b>	<b>1 day</b>	<b>Fri 12/17/21</b>	<b>Fri 12/17/21</b>																								
18	<b>WP 3: Bidding and Contracting</b>	<b>45 days</b>	<b>Mon 12/20/21</b>	<b>Fri 2/18/22</b>																								
19	Prepare bid documents	4 days	Mon 12/20/21	Thu 12/23/21																								
20	<b>SFS Submits Permit/Bid Documents</b>	<b>1 day</b>	<b>Mon 1/3/22</b>	<b>Mon 1/3/22</b>																								
21	County Advertisement for Bid	4 days	Tue 1/4/22	Fri 1/7/22																								
22	Bidding and Permitting	14 days	Mon 1/10/22	Thu 1/27/22																								
23	Prebid meeting - 11:00am	1 day	Thu 1/20/22	Thu 1/20/22																								
24	<b>Bids Due</b>	<b>1 day</b>	<b>Fri 1/28/22</b>	<b>Fri 1/28/22</b>																								
25	Review Bids, Select GC, Council Approval	15 days	Mon 1/31/22	Fri 2/18/22																								
26	<b>WP 4: Construction</b>	<b>123 days</b>	<b>Tue 2/1/22</b>	<b>Thu 7/21/22</b>																								
27	NTP	1 day	Mon 2/21/22	Mon 2/21/22																								
28	Construction: respond to RFIs, site visits and field reports, pay app review	90 days	Tue 2/22/22	Mon 6/27/22																								
29	<b>Preliminary punch list and substantial completion</b>	<b>2 days</b>	<b>Wed 6/29/22</b>	<b>Thu 6/30/22</b>																								
30	<b>First court session</b>	<b>1 day</b>	<b>Fri 7/1/22</b>	<b>Fri 7/1/22</b>																								
31	Final punch list and closeout	20 days	Fri 7/1/22	Thu 7/28/22																								
32	Record drawings	20 days	Fri 7/1/22	Thu 7/28/22																								

Critical		Split		Finish-only		Baseline Milestone		Manual Summary		Inactive Task	
Critical Split		Task Progress		Duration-only		Milestone		Project Summary		Inactive Milestone	
Critical Progress		Manual Task		Baseline		Summary Progress		External Tasks		Inactive Summary	
Task		Start-only		Baseline Split		Summary		External Milestone		Deadline	