City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 8 **Ordinance/Resolution#** 11-12-303A

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of June 17, 2013 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: **A RESOLUTION AUTHORIZING CHANGE ORDER #2 TO THE CONTRACT BETWEEN THE CITY OF LAS CRUCES AND STUDIO D ARCHITECTS, PA, FOR THE MUNSON SENIOR CENTER MULTIPURPOSE ROOM ADDITION DESIGN AS APPROVED BY RFP NO. 11-12-303 FOR ARCHITECTURAL AND ENGINEERING SERVICES, A TERM CONTRACT AGREEMENT, AUTHORIZING AN INCREASE IN THE AMOUNT OF $36,000.00, PLUS NEW MEXICO GROSS RECEIPTS TAX OF $2,722.50, AND A PROJECT CONTINGENCY OF $4,000.00; FOR A TOTAL CHANGE ORDER AUTHORIZATION OF $42,722.50.**

PURPOSE(S) OF ACTION:

Execution of a Change Order.

COUNCIL DISTRICT: 4		
Drafter/Staff Contact: Miguel Samaniego	**Department/Section:** Public Works/Facilities Management	**Phone:** 541-2538
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

City staff engaged Studio D Architects, PA, to perform multipurpose room addition design services for the Munson Senior Center using available funding from the 2012 state appropriation. The Notice to Proceed was issued on October 31, 2012, with a design completion date of January 12, 2013.

The services for this project were procured under the Architectural and Engineering Services (A&E) Pricing Agreement, as approved by City Council via Resolution No. 11-12-303. Studio D Architects, PA, of Las Cruces, NM is a vendor under the pricing agreement. Since the firm was already under contract for the initial room addition, staff believes a change order to this vendor is the most cost-effective and efficient approach to procure services for Change Order #2.

While the design to the Munson Senior Center multipurpose room addition was underway and near completion, the Munson Senior Center experienced detection of carbon monoxide (CO) within the building. At different periods during the winter, elevated levels of CO were observed in the building, mechanical room, and boiler room. On January 9, 2013, the building was temporarily closed due to high levels of CO in the building.

The issue with the boiler emitting CO and the central air handling system circulating the CO throughout the building was assessed by City staff. City staff opted to replace the centralized HVAC system with rooftop packaged units. This eliminated the boiler, the principle producer of CO, from within the building footprint and also addressed the replacement of the centralized HVAC system which had reached the end of its useful life. Change Order No. 1 was issued for the design to replace the centralized HVAC system with rooftop packaged units.

Change Order #2 is needed to design the reroofing, multipurpose addition, and remodeling of the space previously occupied by the centralized HVAC system and boiler to allow additional storage space. The reroofing will be addressed after all roof penetrations associated with the HVAC system are completed.

City staff recommends authorization of Change Order #2 to the contract between the City of Las Cruces and Studio D Architects, PA, for the Munson Senior Center multipurpose room addition, in the amount of $36,000.00, plus New Mexico gross receipts tax of $2,722.50, and a project contingency of $4,000.00; for a total authorization of $42,722.50.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Attachment "A", Cost Proposal submitted by Studio D Architects, PA.

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☒	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the) Fund.
Does this action create any revenue?			
	Yes	☐	Funds will be deposited into this fund: in the amount of $_____for FY__.
	No	☒	There is no new revenue generated by this action.

BUDGET NARRATIVE

The project is in the FY13 ICIP. The funding is from State Grant Aging and Long-Term Services Department.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
NM Aging & Long Term Services	40805050-852100-60U11	$ 42,722.50	$125,670.57	$ 82,948.07	Construction.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution awarding Change Order #2 to Studio D Architects, PA, of Las Cruces, NM, for design services for the Munson Senior Center.
2. Vote "No"; this will not authorize the Resolution awarding Change Order #2 to Studio D Architects, PA, of Las Cruces, NM, for design services for the Munson Senior Center.
3. Vote to "Amend" the Resolution and provide staff with further direction.
4. Vote to "Table" the Resolution and provide staff with further direction.

REFERENCE INFORMATION:

The resolution(s) and/or ordinances(s) listed below are only for reference and are not included as attachments or exhibits:

N/A

RESOLUTION NO. 11-12-303A

A RESOLUTION AUTHORIZING CHANGE ORDER #2 TO THE CONTRACT BETWEEN THE CITY OF LAS CRUCES AND STUDIO D ARCHITECTS, PA, FOR THE MUNSON SENIOR CENTER MULTIPURPOSE ROOM ADDITION DESIGN AS APPROVED BY RFP NO. 11-12-303 FOR ARCHITECTURAL AND ENGINEERING SERVICES, A TERM CONTRACT AGREEMENT, AUTHORIZING AN INCREASE IN THE AMOUNT OF $36,000.00, PLUS NEW MEXICO GROSS RECEIPTS TAX OF $2,722.50, AND A PROJECT CONTINGENCY OF $4,000.00; FOR A TOTAL CHANGE ORDER AUTHORIZATION OF $42,722.50.

The City Council is informed that:

WHEREAS, City staff engaged Studio D Architects PA, to perform multipurpose room addition design services for the Munson Senior Center using available funding from the 2012 state appropriation; and

WHEREAS, the services for this project were procured under the Architectural and Engineering Services (A&E) Pricing Agreement; and

WHEREAS, additional design work was requested to address the replacement of the centralized HVAC system with rooftop packaged units with Change Order #1; and

WHEREAS, Change Order #2 is needed to address the reroofing, multipurpose addition, and remodeling of the space previously occupied by the centralized HVAC system and boiler to allow additional storage space after the rooftop packaged units are installed; and

WHEREAS, the total change order authorization is in the amount of $42,722.50, including $2,722.50 for NMGRT and $4,000.00 for project contingency.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces, New Mexico:

(I)

THAT Change Order #2 to the contract between the City and Studio D Architects, PA, increasing the contract amount by $36,000.00 is authorized for a total

contract authorization of $42,722.50, an amount that includes gross receipts tax and a project contingency.

(II)

THAT the Purchasing Manager is authorized to contract with Studio D Architects, PA of Las Cruces, New Mexico as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2013.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

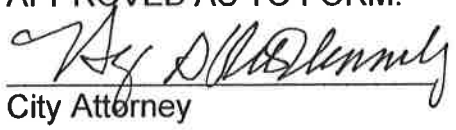
VOTE:
Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST FOR CHANGE ORDER

For Meeting of: June 17, 2013

Resolution No.: 11-12-303A

Change Order to Existing Contract For
Munson Senior Center Multipurpose Room Addition Design

The Las Cruces City Council is provided the following information concerning this request:

BID/RFP SOLICITATION INFORMATION:

1. Original Bid/RFP & Due Date: **RFP # 11-12-303 / May 13, 2011**
2. Description of Bid/RFP: **Architectural and Engineering Services**
3. Contract Award: **Resolution No.11-12-303 / July 18, 2011**
4. Contract Revision:
   Previous Contract Award Amount: **$46,803.13**
   Change Order Amount: **$42,722.50**
   New Contract Amount: **$89,525.63**
5. Contractor: **Studio D Architects, PA of Las Cruces, NM**
6. Using Department: **Community and Cultural Services**
7. Contract Duration: **Until Completed**

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to change the above contract is hereby requested pursuant to **Section 24-228.**

Purchasing Manager — Date: 1/31/13

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	**13201258**

Attachment "A"

STUDIO D ARCHITECTS

AMENDMENT TO OWNER / ARCHITECT AGREEMENT

PROJECT:	Munson Center Multi-Purpose Room 975 S Mesquite Las Cruces, NM 88001	AMENDMENT NUMBER: DATE:	Two (2) May 7, 2013
TO OWNER:	City of Las Cruces PO Box 20000 Las Cruces, NM 88004	ARCHITECT'S PROJECT NO.: CONTRACT DATE: TASK ORDER PO NUMBER	12.43 July 19, 2011 Three (3) 13201258

In accordance with Article 3 and/or Article 8 of Document B201-2007, where applicable, Additional Services to the agreement Between Owner and Architect, the Architect is authorized to provide the following described services:

1	Provide Architectural and Engineering services to design a reduced size for the billiards room addition by removing the storage space and boiler room	Add	20,000.00
2	Provide Architectural and Engineering services to completely reroof the Munson Center	Add	16,000.00

Total Contract Amendment (excluding NMGRT) 36,000.00

Not valid until signed by the Owner and the Architect.

The original Contract Sum was	$	20,000.00
Net change by previously authorized Contract Amendments	$	22,000.00
The Contract Sum prior to this Contract Amendment was	$	42,000.00
The Contract Sum will be (~~decreased~~) (increased) (~~unchanged~~) by this Contract Amendment in the amount of	$	36,000.00
The new Contract Sum including this Amendment will be	$	78,000.00

Studio D Architects
ARCHITECT
509 South Main, Studio D
Address
Las Cruces, New Mexico 88001

BY _____

DATE 5-7-13

City of Las Cruces
OWNER
PO Box 20000
Address
Las Cruces, NM 88004

BY _____

DATE _____

MEMORANDUM

DATE: April 1, 2013

TO: Miguel Samaniego

FROM: Ron Nims

SUBJECT: Munson Senior Center

Following is the information requested after our meeting of March 25, 2013

1. Component One, cost estimate to convert the centralized HVAC system to roof top packaged units. This will free up the mechanical room for storage space and eliminate the need to relocate the boiler.
   a. See attached engineer's cost estimate and unit break downs — Cost: $300,000.00

2. Component Two, cost estimate for the reduced in size billiards room addition by removing the storage space and boiler room
   a. Addition with new plan 1255 sf @ $150/sf — $188,250.00
   b. Existing mechanical into storage rooms as shown on plan 870 sf @ 100/sf — 87,700.00
   c. Total — Cost: $275,950.00

3. Component Three, cost estimate to reroof Munson Senior Center
   a. Complete removal of existing roof to bare deck, replace with insulation and new 80 mil single ply roofing
   b. Total 20,000 sf @ $8.00/sf — Cost: $160,000.00

4. Component four, A&E design fees separated by the difference components mentioned above
   a. Component One — $ 22,000.00
   b. Component Two — $20,000.00
   c. Component Three — $16,000.00

www.studio-d.biz
f 575.521.3880
p 575.521.3757
509 south main las cruces, nm 88001

ron nims jason clark tara rothwell-clark abelardo natividad

studio d architects
architecture planning LEED services