

City of Ballwin

Memo

To: Robert Kuntz, City Administrator

From: Thomas H. Aiken, AICP, Assistant City Administrator / City Planner

Date: 4/1/14

Re: Architect Selection

All three of these architects actually took a very similar approach to how they would structure the analysis of our project. I think any of the three is probably capable of doing the work. The email submission for HKW is probably the character of what I expected at this stage. This was an email outlining the basic steps that need to be taken and the time it will probably take.

The other two proposals do pretty much the same thing but included a little nicer presentation and description of what the individual steps entail and a company background.

We were not as impressed with HKW when we met with them and we agreed that Archimages made a very positive impression. I would put M 2 in generally the same category. I was not as impressed with them on a personality basis as I was with Archimages.

Archimages

architecture | interiors

March 14, 2014

Mr. Tom Aiken, A.I.C.P.
Assistant City Administrator/City Planner
City of Ballwin
148 11 Manchester Road
Ballwin, MO 63011-4617

Dear Tom,

Archimages is pleased to submit the following information regarding your proposed feasibility study for the Ballwin Government Center. Based on our March 6th meeting we have outlined our services and proposed process for your review. At this time, we have not provided any design concepts or fee structure. It is our understanding that you wish to review our process and qualifications prior to commencement of a design and fee evaluation process. The following outlines our approach for your project.

MUNICIPAL FEASIBILITY PROCESS

KEY COMPONENTS:

- Existing Conditions analysis (Shell, Systems, Interior)
- Code Research and Interpretations (Accessibility, Life Safety)
- Programmatic Evaluations (Current & Future)
- Adjacency and Flow Reviews (Public, Staff, Equipment)
- Site and Infrastructure Assessment
- Phasing and Contractibility Considerations
- Budget and Schedule Establishment and Tracking
- Client Team Structure (Communication, Approvals)



City Hall

OVERVIEW:

Archimages has successfully provided design, planning, and management for local municipal agencies for the past 25 years. Our Architectural and Engineering professionals utilize a coordinated effort to analyze, evaluate and provide documentation that allows our clients to make informed decisions. 75% of our commissions deal with existing facility renovations and additions. Our expertise and creativity will have a positive impact on your proposed project. Currently, we are providing the City of Olivette with similar planning, feasibility, and design services to evaluate options for a proposed municipal complex. Multiple options have been developed, prioritized, and presented in a public forum for citizen comments prior to a bond issue process. Archimages has been commissioned to orchestrate the entire planning and approval process working hand in hand with the city staff and administration.

EXISTING CONDITIONS ANALYSIS:

- Our most experienced professionals will conduct all on site existing conditions analysis and documentation.
- Existing records and drawings will be utilized in concert with visual inspections and research to provide accurate documentation of your facility.
- Archimages will assume full responsibility for these conditions as they relate to design and budgetary evaluations

CODE RESEARCH AND INTERPRETATIONS:

- Accessibility, life safety, and building code evaluations will be conducted to identify elements that affect design or budgetary components of the proposed project.
- Interpretations with local code officials (AHJ's) will be coordinated and documented for client review.



Golf Course

PROGRAMMATIC EVALUATIONS/ADJACENCIES:

- Operational evaluations will be conducted with approved user groups to identify deficiencies, growth, and service alternatives.
- Research findings will be documented and prioritized to help establish goals and concept options for review and approval.
- Public, staff, and equipment adjacencies and flow patterns will be evaluated and alternatives developed to improve efficiency and create dynamic working environments.

SITE AND INFRASTRUCTURE ASSESSMENT:

- General site clarifications, restrictions, and survey data will be collected from existing sources and analyzed. Critical elements will be highlighted and prioritized based on their design, schedule and budgetary impact.
- Additional survey or testing data will be identified.
- Local utility and roadway authorities will be contacted if required to obtain information affecting potential designs.

PHASING AND CONTRACTIBILITY CONSIDERATIONS:

- Once design options are clarified, we will provide phasing and contractibility considerations as they apply. Functional, budgetary, and schedule considerations will be evaluated for their impact on each design strategy being considered.

BUDGET AND SCHEDULE ESTABLISHMENT:

- Initial construction and project budgets will be identified so clear financial goals are utilized by all team members.
- As programming and design alternatives are developed a corresponding budget will be applied so decisions are not made in a cost vacuum.
- We will assist the owner with identification of additional budget items outside the construction value so that a total budget picture is available.

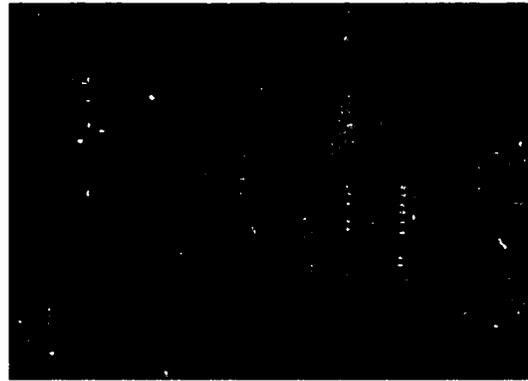
CLIENT TEAM STRUCTURE:

- It is critical to the success of any project to establish a clear project team structure on both the design teams and client's side.
- Communication protocols are established so all participants are kept informed.
- Schedules are reviewed for the entire process so progress can be efficient and critical design milestones can be achieved.

SUMMARY:

This brief overview of our key process components gives you our ingredients to a successful feasibility study. Our expertise and ability to generate creative solutions that maximize your current resources has earned us a strong reputation in the St. Louis municipal community.

Our ownership lead team is excited and motivated to assist the City of Ballwin with the analysis portion of your efforts. We are confident we can create an atmosphere of success for your staff and the citizens you serve.



The Point