



## **Staff Report**

**Subject:** Professional Design Services for New Police Station

**Department/Program:** Administration/Police

**Explanation:**

In early 2020, the City issued a Request for Qualifications (RFQ) for professional design services for the proposed new police station facility at a site adjacent to Vlasis Park. The City received 10 responses to the RFQ. However, prior to moving forward with a recommendation for the Board to award a contract, the COVID-19 pandemic hit and the project was put on hold for 2020. The design work for the police station was again budgeted in 2021, with an eye towards moving forward with the project now that the City's finances have stabilized following the uncertainty of 2020.

The design work includes detailed architectural and engineering work and drawings, with the ultimate goal of creating a set of documents to be used to bid out the construction of the facility. Rather than re-bid the design work, staff decided to use the submittals received in the 2020 RFQ. The City received a number of well qualified submittals so there did not seem to be any need to issue a new RFQ. The following firms responded to the RFQ:

Archimages  
Bond Architects  
Chiodini Architects  
Christner Architects  
FGM Architects  
Ittner Architects  
Jema  
M+H Architects  
Powers Bowersox Associates  
Ross & Barruzzini, Inc.

Similar to the recent RFQ for an owner's representative for the project, the same committee was used to help review and evaluate the RFQ responses with the ultimate objective of providing a recommendation to the Board. The committee consisted of myself, Chief Schaeffler, Captain Bergfeld, Finance Officer Keller, and Mayor Pogue. Each member of the committee had the opportunity to review the submittals by the firms. After that review period it was determined to bring in three firms for an interview that the committee felt were the most qualified for this project based upon their qualifications and experience. The three firms brought in for an interview were Jema, Archimages, and FGM Architects.

The interviews took place on January 28<sup>th</sup> and 29<sup>th</sup> at City Hall. All three firms had a wealth of experience with comparable police facilities and excellent qualifications. After the interviews, staff reached out to references for each of the finalists to review their experience and opinion of each firm. Upon completion of review of references, it was determined that the committee would recommend the selection of Jema. Jema has considerable experience both locally and with municipal and police facilities. In addition, having performed the needs assessment and preliminary design work for the proposed facility, they have a thorough knowledge of the project already. References that we spoke to about their work all spoke highly of them. We also contacted references on some of their subcontractors (i.e. CEDC for civil engineering and CTS for mechanical and electrical) and their references spoke highly of them as well.

Upon selecting Jema as the recommended firm, we had our owner's representative, Navigate, negotiate a contract. The proposed contract with Jema is a fixed fee for a total of \$794,784 which covers the entire lifecycle of the project from now until occupancy. That number was calculated as 7.85% of the anticipated construction budget of \$9,742,470, plus an additional \$30,000 for work on A/V, security, furniture, and fixtures. Navigate believes this to be a fair contract based on their work on other similar facilities.

**Recommendation:**

Make a motion to approve the contract with JEMA to provide detailed design services to the City for development of a new City of Ballwin police facility.

**Submitted By:**            **Eric Sterman**

**Date:**                        **2/17/21**