

BILL NO. 1982

SPECIAL ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF CUBA, MISSOURI, ON BEHALF OF SAID CITY, TO ENTER INTO AN AGREEMENT CM ARCHER GROUP, P.C. FOR ENGINEERING SERVICES TO EVALUATE POLICE DEPARTMENT AND EXISITING FACILITIES**

**WHEREAS**, the Board of Aldermen of the City of Cuba, Missouri (City), has determined that it is in the best interests of the City to enter into an agreement with CM Archer Group, P.C. for engineering services to evaluate Police Department and existing facilities for development for moving the Police Department.

**BE IT ORDAINED**, by the Board of Aldermen of the City of Cuba, Missouri, as follows:

**Section 1:** The City of Cuba, Missouri, shall enter into an agreement with CM Archer Group, P.C. for engineering services to evaluate Police Department and existing facilities for development for moving the Police Department. A copy of said Agreement is attached hereto as Exhibit "A".

**Section 2:** The Mayor of the City of Cuba, Missouri, is authorized to execute the Agreement on behalf of the City.

**Section 3:** This ordinance shall be in full force and effect from and after its passage and approval.

**READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
CODY LEATHERS, MAYOR

Attest:

\_\_\_\_\_  
CHRISTINE NASH, CITY CLERK

(City Seal)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
CODY LEATHERS, MAYOR

Attest:

\_\_\_\_\_  
CHRISTINE NASH, CITY CLERK

(City Seal)

Approved as to the form.  
WILLIAMS, ROBINSON, RIGLER & BUSCHJOST, P.C.

By: \_\_\_\_\_  
Lance B. Thurman, #51214  
901 North Pine Street, Fourth Floor  
Post Office Box 47  
Rolla, Missouri 65402  
(573) 341-2266

ATTORNEYS FOR THE CITY OF CUBA, MISSOURI

Alderman	Vote on First Reading On _____, 2020	Vote on Second Reading On _____, 2020
Kevin Copling		
Sam Black		
Debbie Martin		
Warren Graddy		
Cody Leathers		
Jeff Bouse		

## **TASK ORDER NO. 1**

### **NEW POLICE DEPARTMENT & EXISTING FACILITIES EVALUATION - PRELIMINARY ARCHITECTURAL AND ENGINEERING SERVICES**

TASK ORDER **NUMBER 1**, TO THE AGREEMENT BETWEEN THE CITY OF CUBA (OWNER) AND CM ARCHER GROUP, P.C. (ENGINEER) DATED **December 17, 2020** FOR PROFESSIONAL CONSULTING SERVICES.

#### **PART 1.0 SCOPE OF PROJECT**

This agreement and the fees stipulated herein are based upon a preliminary design scope of work that incorporates the anticipated scope of work further defined in the attached proposal letter dated December 14, 2020.

#### **PART 2.0 ENGINEERING SERVICES**

The ENGINEER shall assist the OWNER with the following tasks relative to the OWNER's project:

- A. Architectural Programming & Feasibility Study – Police Department Facility**
  - a. Existing Conditions Documentation & Needs Assessment
  - b. Interior Renovation Scope Development
  - c. Building Code Analysis
  - d. Site Analysis
  - e. Conceptual Floor Plan and Site Plan
  - f. Conceptual Cost Estimate Development
- B. Existing Conditions Documentation & Needs Assessment – City Hall Facility**
- C. Existing Conditions Documentation & Needs Assessment – Public Works & Existing “MEPCO Building”**

#### **PART 3.0 OWNER'S RESPONSIBILITIES**

The OWNER shall provide the ENGINEER with any record drawings, surveys, studies, reports, etc. related to the existing facilities for use and reference during the design phase.

#### **PART 4.0 PERIOD OF SERVICE**

Preliminary design services are anticipated to be completed and submitted to Owner within 90 days from notice to proceed.

**PART 5.0 PAYMENTS TO ENGINEER**

The OWNER shall compensate the ENGINEER for the tasks specified on a lump sum basis in the amounts and in the manner stated below:

**Preliminary Architectural and Engineering Services** **\$ 52,600**

IT IS SO EXPRESSLY AGREED.

Any modification in the scope of this project shall require an amendment to this agreement including a renegotiation of the fees enumerated herein. Additional Services outside of the scope outlined above will be authorized with the OWNER prior to any services being conducted and Reimbursable Expenses will be invoiced per our current hourly rates in accordance with the original AGREEMENT between OWNER and ENGINEER.

IN WITNESS WHEREOF, the parties hereto have made and executed this TASK ORDER as of this date indicated below.

"OWNER"

"ENGINEER"

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

December 14, 2020

City of Cuba  
202 North Smith St.  
Cuba, MO 65453

Attn: Mayor Cody Leathers & Chief Doug Shelton

Re: Proposal for Preliminary Architectural & Engineering Services  
Cuba Police Department & Existing Facilities Evaluation

Dear Mayor Leathers and Chief Shelton,

Following is our proposal to complete the architectural programming/feasibility study (~15% design) phase for the proposed new Police Department Facility, as well as a preliminary evaluation of other City department needs and the City's existing facilities. This proposal and the fees stipulated herein are based upon an anticipated design scope that incorporates the following key elements:

**Architectural Programming & Feasibility Study Phase (15% Design)**

- **Existing Conditions Documentation - Police Department Facility**
  - Confirm approximate measurements of spaces and uses within the existing Police Department building (Using existing plans provided by Owner as a starting point)
  - Discuss and confirm space needs for new facility with Police Chief and staff for programming purposes
  - Confirm layout and approximate measurements of existing Lange Law office building located at 299 Theresa Street for potential adaptation for use as a new Police Facility, including:
    - Documentation of existing accessibility conditions and any deficiencies noted
    - Investigation/inventory of existing construction types and materials, along with any obvious structural, mechanical and/or electrical system deficiencies
- **Conceptual Drawings (For conceptual budgeting purposes)**
  - Preliminary floorplan for proposed building improvements and re-utilization of existing spaces
  - Preliminary floorplan for new "ideal" building based on architectural programming exercise
  - Conceptual site plan(s) as needed for illustration purposes

- **Conceptual Cost Estimate Development**
  - Generate “rough order of magnitude” conceptual cost estimate for rehabilitation, renovation and/or improvements to the existing building and site based on feasibility study findings
  - Generate conceptual “square foot” cost estimate for new facility based on architectural program developed during feasibility study
- **Interior Renovation Scope Development (For conceptual budgeting purposes)**
  - Provide brief programming narrative of overall improvements to and/or re-utilization of each existing room/space based on City input and feedback
  - Determine approximate square footage of a new building addition in order to facilitate use as the new Police Department Facility
- **Preliminary Building Code Analysis**
  - Accessibility
  - Fire Safety
  - Means of Egress
  - Existing Building Code Analysis
- **Preliminary Site Analysis**
  - Zoning analysis
  - Maximum footprint
  - Exterior accessible routes
  - Preliminary coordination with utility companies (if necessary)
- **Existing Conditions Documentation – City Hall Facility**
  - Confirm approximate measurements of spaces and uses within the existing City Hall
  - Discuss and confirm space needs with City Administration/Staff for programming purposes
  - Documentation of existing accessibility conditions and any deficiencies noted
  - Investigation/inventory of existing construction types and materials, along with any obvious structural, mechanical and/or electrical system deficiencies
- **Existing Conditions Documentation – Public Works**
  - Confirm approximate measurements of spaces and uses within the existing Public Works Facility
  - Discuss and confirm space needs with Public Works Director for programming purposes
  - Confirm layout and approximate measurements of existing MEPCO Building located across from the existing Public Works Facility north of Hwy PP for potential adaptation for use as a new City facility, including:
    - Documentation of existing accessibility conditions and any deficiencies noted
    - Investigation/inventory of existing construction types and materials, along with any obvious structural, mechanical and/or electrical system deficiencies
- **Meetings & Coordination**
  - Initial meeting with Building Committee(s) and/or Board of Aldermen to review preliminary scope of work

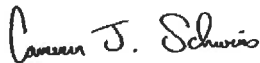
- Interim meeting with Building Committee and/or Board of Aldermen to review progress (At ~50% completion of phase)
- Final meeting with the Board of Aldermen to review findings of the feasibility phase and determine path forward for subsequent design phase of the project(s)

Archer-Elgin proposes to provide the above services for a **lump sum fee of \$52,600**. Project reimbursable expenses will be passed through with no additional markup (i.e. postage, printing, permit fees, mileage, etc.). The following services have not been included in our proposal. However, we can complete these services if necessary for additional fees:

- Geotechnical Site Investigation
- Environmental and/or Hazardous Materials Site Investigations
- Final Design Services/Construction Documents
- Bidding Services
- Construction Administration/Observation

Thank you again for the opportunity to be a part of this project. We look forward to working with you!

Respectfully submitted,



Cameron Schweiss, PE



Josh Kendle, AIA, NCARB – Architect