



AGENDA

COMMITTEE OF THE WHOLE WORKSESSION

TUESDAY, JULY 2, 2024

6:00 PM

CITY HALL LARGE CONFERENCE ROOM #119

1. Department of Public Works:
 - a. Recommend contract amendment for design and geotechnical services for [DPW renovation/expansion](#) project.

2. Closed Session:
 - a. Motion to enter closed session for negotiation sessions connected with the negotiation of a collective bargaining agreement as permitted under Section 8(c) of PA 267 Michigan Open Meetings Act of 1976. (roll call vote)
 - b. Reconvene from closed session.
 - c. Recommend approval of POLC-P collective bargaining agreement.

PUBLIC COMMENT.

The City of Kentwood does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Human Resources Director, 4900 Breton Ave., SE has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.



MEMORANDUM

TO: Committee of the Whole

FROM: Chad Griffin, Public Works Director
Susan Arnold, Project Manager Engineer
Carla Kane, Purchasing Agent

DATE: July 2, 2024

TOPIC: Additional Services Request for Building Design, Generator Load Study and Geotechnical Investigations – Public Works Expansion/Renovation

ACTION REQUESTED: It is requested that the Committee of the Whole recommend to the City Commission that it authorize the Mayor to amend a contract with Ghafari Associates, LLC for additional services related to building design, generator load study and geotechnical investigations (topographical survey and site soil borings) for construction and renovation improvements to the Kentwood Department of Public Works (DPW) at a cost not-to-exceed \$115,253 (including a 10% contingency), with funds from the Property and Building Fund.

BACKGROUND: The DPW facility was constructed in 2003. An evaluation of department operations resulted in the identification of many needed changes and enhancements that would provide space for the increase in both employees and equipment due to the growth of our city and infrastructure. Beginning the project with professional master planning services was crucial to a successful outcome in meeting immediate and future needs. A DPW Master Plan inventoried the existing facilities and identified the most critical improvements considering all infrastructure growth including the expansion of services to Parks and Recreation. The Master Plan focused on increasing office space, equipment storage and miscellaneous outdoor facilities including a potential training site for fire, police, and public works.

BUDGET INFORMATION	
Previously Approved	\$391,952
Proposed Services	104,775
10% contingency	10,478
This Request	<u>115,253</u>
Total	\$507,205
Budgeted FY25	\$3,000,000
SCI FY26	\$10,000,000

As a result of the Master Plan, it was anticipated that DPW building improvements would be constructed in two phases. Phase one's project scope was focused on office expansion and renovation (including a re-design of the entrance, billing department, copy room, and locker rooms to accommodate the current and future field maintenance and supervisory staff). Phase two recommendations included solutions to site arrangement, circulation patterns, and long-range redevelopment and land use goals, including fleet maintenance workspace, vehicular storage space, covered bulk materials storage, miscellaneous equipment storage, etc. Project phases one and two are being combined to take advantage of project bonding efficiencies. Partnering with Ghafari Associates, LLC (Ghafari), the City's team narrowed the scope to mission critical items only: building repairs, space renovations, and building expansion required for offices and equipment parking.

Ghafari is sub-contracting with Mark Allan & Associates for cost estimating, E3M Solutions for mechanical and electrical engineering, and Moore & Bruggink for civil engineering services and topographical survey. Ghafari solicited three competitive bids from local firms for site soil borings

and Materials Testing Consultants (MTC), the low bidder, was chosen. MTC will be contracting directly with the City. E3M will be utilized for the generator load study to determine the need for an additional or larger emergency back-up generator to serve the building.

Ghafari's additional services request covers items not previously covered in the original bid scope, including preparation of drawings and specifications for requisite bid processes, bidding assistance, and construction administration services for the second phase of DPW construction.

DPW building expansion and renovation is included in the FY25 Property and Building Fund budget. The Property and Building Fund has sufficient resources for all that has been identified in this memo. Budget amendments, if needed, will be presented at a later date.

All proposed construction resulting from these professional services will be brought before the Commission for consideration and approval.

It is requested that these additional services be approved on the following consent agenda so that the geotechnical survey and generator load testing may be completed as soon as possible.

If you have any questions, please contact Chad Griffin at 554-0825 or Susan Arnold at 554-0801.

Thank you for your consideration of this request.

ADDITIONAL ENGINEERING SERVICES			
FIRM	Average Hourly Rate	Proposed Hours	Grand Total NTE Price for Design Services
Ghafari Assoc.	\$122.21	3,773	\$461,095