

**RESOLUTION 14-47**

**RESOLUTION TO APPROVE CONTRACT FOR NEEDS ASSESSMENT**

**WHEREAS**, the City of Spring Hill, Tennessee has previously issued a Request for Qualifications for a firm to assess City office space needs for the Police Department, Library and City Hall; and

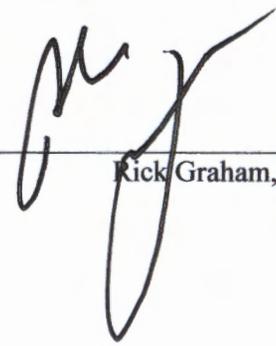
**WHEREAS**, the City of Spring Hill Board of Mayor and Aldermen selected Kennon Calhoun Workshop to perform the assessment on March 17, 2014; and

**WHEREAS**, Kennon Calhoun has provided a scope of the Needs Assessment Project as negotiated by city staff; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE**, approve project scope provided by Kennon Calhoun Architect, Design, Planning and Management at a total cost of \$47,500.00; Funds to be drawn from General Fund, Legislative expenditures.

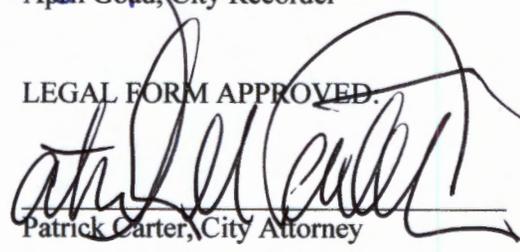
**BE IT FURTHER RESOLVED THAT** the Proposal for Professional Services for Needs Assessment be attached and part of this Resolution.

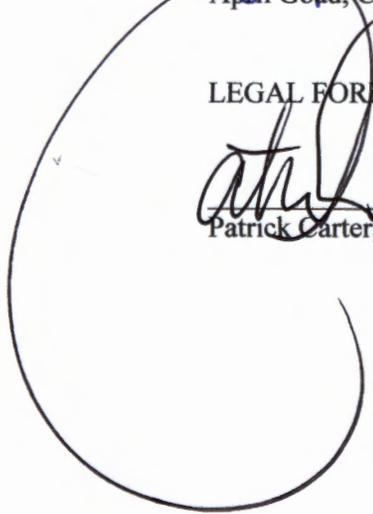
Passed and adopted this 21<sup>st</sup> day of April, 2014.

  
\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED.  
  
\_\_\_\_\_  
Patrick Carter, City Attorney



09 April 2014

Victor Lay, P.E. | City Administrator  
City of Spring Hill  
199 Town Center Parkway Spring Hill, TN 37174  
T 931 486 2252 ext 215 | F 931 486 0516 | vlay@springhilltn.org

## City of Spring Hill

### Needs Assessment for City Office Space

#### PROPOSAL FOR PROFESSIONAL SERVICES

Victor:

We appreciate this opportunity to provide this proposal for professional services for the needs assessment of city office space in Spring Hill, TN. We are excited to work with the city for the space needs assessment of existing City buildings for the City Hall, Library and Police. Based on our conversations, which outlined the proposed scope of the project, we have developed the following proposal for your consideration. This proposal is based on the RFQ response from 11 Sept 2013.

We have assembled a team of Providence Associates, McClaren Wilson Lawrie and ourselves to manage, lead and provide the professional services to assess the existing structures, determine the current and future needs of each facility, and make recommendations on re-use, renovation or new construction for each of the departments – City Hall, Police and Library. Our team will be organized as follows.

City point of contact	kennon   calhoun Workshop
City Hall Space Needs	McClaren Wilson Lawrie
Library Space Needs	Providence Associates
Police Space Needs	McClaren Wilson Lawrie
Existing Facilities Assessment	kennon   calhoun Workshop

#### Schedule

We will develop an acceptable time table for the library with your input. Police and city hall projects will start on April 17<sup>th</sup> with anticipated completion 90-120 days. As discussed we have streamlined the City Hall & Police assessment. Please see attached MWL letter.

#### Proposed Fees

Based on the above, we will provide these services for total lump sum fee of \$47,500. Fees are broken down by category below.

### City of Spring Hill Space Assessment Fees

Library Program	\$19,500
Police Program	\$6,000
City Program	\$6,000
Assessment (all three buildings)	\$8,000
"Test Fit" (all three buildings)	\$8,000
<b>Total</b>	<b>\$47,500</b>

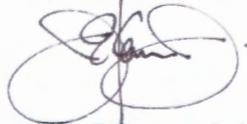
### Exclusions and Clarifications to the Scope of Services

Existing drawings are to be provided by client, if we have to field measure and prepare existing drawing this will be considered an additional service. Travel expenses for Providence Associates are excluded [estimated to be \$3,445] Travel expenses MWL are included in above fees.

Hourly Rates are included in an attached document. If there any additional services, we will provide a separate proposal at the time they are requested.

If this is acceptable to you, please sign to acknowledge your approval below, retain a copy for your records and return one to us. We look forward to a rewarding and successful relationship; if you have any questions please call and thank you again for the trust in our skills.

Sincerely,



James E Kennon, Jr. AIA, LEED-AP, ULI  
kennon | calhoun WORKSHOP

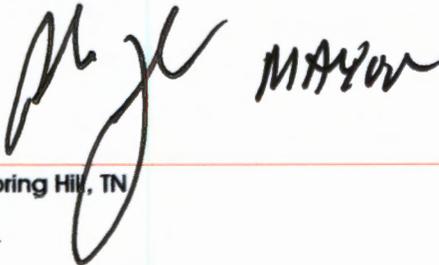
#### Attachments:

Library Space Needs Assessment outline of tasks – Providence Associates  
Police & City Hall Macro Study outline of tasks - MWL  
Hourly Rates  
Terms and Conditions of Proposal

Accepted By:

Vietor Lay For City of Spring Hill, TN

Rick GRAHAM, Mayor



4/21/2014  
Date

## SCOPE OF SERVICE LIBRARY SPACE NEEDS ASSESSMENT

### I. DISCOVERY – 3 weeks

The Consultant will use this opportunity to discuss current public library best practices and trends in the areas of technology, services, operations and facilities.

#### A. Project Orientation

*Task 1.1 Project Orientation.*

#### B. Data Mining

*Task 1.2 Gather and analyze data to gain a clear understanding of the elements affecting the Library, today and in the future.*

*Task 1.3 Assess current Library infrastructure and delivery systems*

### II. COMMUNITY ENGAGEMENT – 4 – 6 weeks

#### A. Community Survey

*Task 2.1 Online and in-library survey accessible by service area residents ages 9 and through adult..*

#### B. Managed Conversations

*Task 2.2 Managed Conversations with targeted constituent groups identified by Library and with the general community will provide more specific input on service areas*

#### C. Stakeholder Interviews

*Task 2.3 Interviewing key decision*

#### D. Staff Conversations

*Task 2.4 Library Staff is critical to the successful implementation of any new strategic plan*

### I. SYNTHESIS – 2 weeks

In this phase, the Consultant will use the information learned in Step 2 Community Engagement, to develop the space needs assessment report.

*Task 3.1 Summarize findings*

*Task 3.2 Draft the Space Needs Assessment Report.*

### II. PRESENTATION – 2 weeks

*Task 4.1 Present Space Needs Assessment Findings and Recommendations to the Board of Trustees and Library Staff for Additional Input and overall Consensus.*

*Task 4.2 Present Space Needs Assessment Findings and Recommendations to the Community for additional input and overall consensus.*

*Task 4.3 Revise Recommendations if Needed.*

*Task 4.4 Prepare Final Space Needs Assessment Report and Present to City Officials.*



*McClaren, Wilson & Lawrie, Inc.*

8705 North Central Avenue

Phoenix, Arizona 85020

602.331.4141

April 4, 2014

Mr. James Kennon, AIA, LEED AP  
Kennon / Calhoun Workshop  
700 Melpark  
Nashville, TN 37204

Re: Police Facility Macro Space Needs Assessment  
Fee and Scope Proposal

Dear Mr. Kennon,

McClaren, Wilson, and Lawrie, Inc. (MWL) appreciates this opportunity to be of service to the City of Spring Hill.

We propose the accompanying preliminary scope of work and corresponding fee proposal.

**Police Facility and City Hall Macro Space Needs Assessment**  
**City of Spring Hill**

MWL will perform a police facility and city hall macro space needs assessment to ascertain an approximation of future space and parking needs.

To complete this the City will need to provide MWL staffing projections for key milestones (frequently 10, 20 and 30 years) MWL will multiply the staff in each unique section of the building by the averaged square footages for those areas to make a reasonable projection for the overall space needs.

The deliverable in a macro study is an opinion of space needs for both the building and site (parking), which can be used for general planning purposes.

The macro study will allow the client to get reasonable data for overall decision-making.

If the City elects to move forward with eventual design phases a comprehensive and fully detailed space needs assessment will still be needed prior to the Schematic Design. Of course, data from the macro study will contribute to undertaking the eventual detailed study.

*Architects and Planners*

*[www.mwlarchitects.com](http://www.mwlarchitects.com)*

*Arizona Illinois Virginia*

To accomplish a macro study, MWL will need the City of Spring Hill to provide:

1. A detailed organizational chart defining every authorized position to be housed in the building. For the Police the staff should be identified as sworn and non-sworn.
2. Staffing projections for planning milestones to be determined (suggested milestones might be 10, 20 and 30 years) broken down by specific operational unit.
3. A comprehensive list of unique or specialized components that may be needed (examples include, but are not limited to: firearms proficiency range(s), short or long-term Custody Areas, emergency operations centers (EOC), fusion centers, emergency communications centers, and / or space that may be needed for non-Spring Hill staff such as a regional task force etc.
4. Lists of any new equipment or vehicles (command vehicles etc.) that may be acquired and housed on-site). Especially any vehicles that must be stored in a garage, covered or conditioned environment.

Once MWL has that data we will travel to Spring Hill to conduct an on-site workshop to review existing spaces and discuss space needs.

We will take that data and prepare a deliverable that includes a spreadsheet recommending macro square footage needs per each milestone to compare with the existing building along with the amount of parking that will be needed at each milestone.

I will personally lead MWL's efforts in this project. A senior staff member (Leo McGill) will assist me in the office.

McClaren, Wilson, and Lawrie, Inc. takes great pride in the opportunity to provide consulting services to Kennon / Calhoun and the City of Spring Hill on this important project.

Please call if there are items that I need to revise or clarify.

Sincerely,

A handwritten signature in black ink, appearing to read 'James McClaren', with a stylized flourish extending to the right.

James Lewis McClaren, AIA, OAA, NCARB  
Senior Principal: McClaren, Wilson and Lawrie, Inc.

## Expenses

### hourly rates

Level 1 - leadership	\$125.00 per hour
Level 2 - design / coordination	\$ 95.00 per hour
Level 3 - production	\$ 75.00 per hour
Level 4 - support	\$ 45.00 per hour

### reimbursable expenses

printing, plotting, document reproductions	cost plus 10%
out-of-town travel and expenses	cost plus 10%



## Terms and Conditions of Proposal

### INSURANCE:

kennon | calhoun **WORKSHOP**, pllc [**WORKSHOP**] shall secure and endeavor to maintain insurance as identified below as related to the performance of professional services under this agreement. The Workshop shall provide certificates and/or endorsements upon execution of this agreement of the below, and require the below of any sub-consultants.

General liability and Automobile Liability Insurance minimum coverage amounts of \$1,000,000 specific and aggregate and that the Client [**Franklin Police Department**] will be named an additional insured on these policies as respects this work.

Professional Liability (errors and omissions) Insurance policy minimum coverage amount of \$1,000,000 each claim and annual aggregate

Statutory workers' compensation insurance, including employer's liability coverage, when legally required of **WORKSHOP** or its sub-consultants.

### TERMINATION OF SERVICES:

This agreement may be terminated by the Client or **WORKSHOP** upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. In the event of termination not the fault of, **WORKSHOP** the Client shall compensate, **WORKSHOP** for services performed prior to termination, together with Reimbursable Expenses, as well as Termination Expenses due.

### ACCESS TO THE SITE:

Unless otherwise stated, **WORKSHOP** will have access to the site for activities necessary for the performance of the services. The Client understands that, **WORKSHOP** is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction, or jobsite safety, and will not be responsible for any losses or injuries that occur at the Project site, during construction. **WORKSHOP** is responsible for the safe conduct of their employees while on Client's property. **WORKSHOP** and its sub-consultants shall comply with Client's requirements for advance notice of invasive testing.

### REIMBURSABLE EXPENSES:

Reimbursable Expenses are in addition to compensation for Basic Services, and include, but not limited to, expense of transportation, greater than 50 miles from Workshop office, in connection with the project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the project; expenses of reproduction of drawings, and specifications, and other documents; expenses for postage, and handling of drawings in connection with the project. These reimbursable expenses shall be billed as a multiple of 1.1 times the cost incurred by, **WORKSHOP**.

### DISPUTE RESOLUTION:

All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

### OWNERSHIP OF DOCUMENTS:

All documents produced by **WORKSHOP** under this agreement shall remain the property of **WORKSHOP** provided however that **WORKSHOP** agrees that Client and any person or firm authorized by Client shall have the right, without further consent or fee from **WORKSHOP** or its sub-consultants, to use these document for their original intended purposes as both parties to this agreement anticipate such reuse by Client. Reuse of documents shall be in conformance with TCA statutes as related to professional practice of architecture and engineering in the State of Tennessee.

**APPLICABLE LAW:** This agreement shall be governed by the laws of the State of Tennessee.

### BILLINGS AND PAYMENTS:

Invoices for services shall be submitted, on at least a monthly basis. Invoices are due when rendered and shall be considered past due if not paid within Thirty (30) days after issue date. If the invoice is not paid within thirty (30) days, **WORKSHOP** may, without waiving claim or right against Client, and without liability whatsoever to the Client, terminate the performance of services. Initial payments shall be credited on final invoice.

### LATE PAYMENTS:

Unpaid accounts may be subject to a monthly service charge of 1.5% of the then unpaid balance (18.0% true annual rate), at the sole discretion of **WORKSHOP**. In the event the account or any portion thereof remains unpaid sixty (60) days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

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