CITY OF BELLAIRE TEXAS

MAYOR AND COUNCIL

MAY 27, 2014

Council Chamber	Special Session	6:30 PM

7008 S. RICE AVENUE
BELLAIRE, TX 77401

Mayor

Dr. Philip L. Nauert

Mayor Pro Tem	Councilman	Councilman
Amanda B. Nathan	James P. Avioli Sr.	Pat B. McLaughlan
Councilman	**Councilman**	**Councilman**
Roman F. Reed	Gus E. Pappas	Andrew S. Friedberg

Mission Statement:
The City of Bellaire is dedicated to outstanding quality service and facilities to ensure an open, progressive, and secure community.

SPECIAL SESSION - 6:30 P.M.

A. Call to Order and Announcement of a Quorum - Dr. Philip L. Nauert, Mayor.

B. Presentations:

1. Municipal Building Concepts Studies:

Presentation regarding the results of the Municipal Building Concepts Studies prepared by Pierce Goodwin Alexander and Linville (PGAL) - Jeff Gerber, Chief Executive Officer, PGAL.

2. Municipal Facilities Procurement Process:

Presentation regarding the municipal procurement process for the selection of architectural and engineering services and on the selection of a construction methodology option for the City's new municipal facilities - Karl Miller, Director of Facilities Management for the City of Bellaire, Texas.

C. Personal/Audience Comments.

Individuals wishing to address City Council will have a time limit of up to five (5) minutes, with no extension, and with notice to said individual(s) after four (4) minutes that there is one (1) minute left. All individuals desiring to address City Council must submit a "Speaker Request Form" to the City Clerk prior to the posted time of the meeting. Speaker Request Forms are located on a table at the entrance to the Council Chamber. **Comments will be restricted to the topics covered on this agenda**.

D. Action Items:

1. Consideration of and possible action on a recommendation from PGAL to adopt the "Campus of Buildings" municipal facility configuration option for the development of the following new municipal facilities: City Hall, Civic Center, Municipal Court Building, and Police Station.

   (Requested by Karl Miller, Facilities Management)

2. Consideration of and possible action on a recommendation from the Department of Facilities Management regarding a procurement process for the selection of architectural and engineering services and on the selection of a construction methodology option for the City's new municipal facilities: City Hall, Civic Center, Municipal Court Building, and Police Station.

   (Requested by Karl Miller, Facilities Management)

E. Adjournment

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1240)

Meeting: 05/27/14 06:30 PM
Department: Facilities Management
Category: Discussion
Department Head: Karl Miller
DOC ID: 1240

Item Title:

Consideration of and possible action on a recommendation from PGAL to adopt the "Campus of Buildings" municipal facility configuration option for the development of the following new municipal facilities: City Hall, Civic Center, Municipal Court Building, and Police Station.

Background/Summary:

The results of the Municipal Building Planning Studies were presented by Mr. Gerber at the May 5, 2014 Council meeting. Following the presentation, Council requested time to reflect on the presentation prior to making a decision. One of the key decisions Council was asked to make was regarding whether or not Municipal Courts were housed with in the Bellaire Police Station. Mr. Gerber presented several pros and cons regarding this decision and how this philosophical decision would impact the feasibility of each of the presented plans.

Mr. Gerber presented three plans for Council's consideration which consisted of:
1. Consolidated Building Plan- This plan placed City Hall, Police, Municipal Courts and the Civic Center in one 30,000 square foot facilities along South Rice Blvd.
2. Split Building Plan- This option placed City Hall, Police and Municipal Courts in the same building along South Rice Ave while the Civic Center would be located along Jessamine and designed to accommodate the Bellaire Library being built adjacent in future years.
3. Campus Building Plan- This concept placed City Hall and Municipal courts in a 15,000 sq. ft. facility along South Rice Ave. The Civic Center would be located along Jessamine and could possibly accommodate the library adjacent in the future. The Police Station would be a stand alone building located between the Library the Fire Station.

Mr. Gerber also presented to Council pros and cons to each of the options and stated that he believed all three options could be built with in identified bond money.

Previous Council Action Summary:
During the Monday, May 5, 2014 City Council meeting Mr. Gerber, presented the results from the Municipal Facilities Planning Studies and a recommendation for Council's acceptance of the proposed Campus Building Option. On February 25, 2013, Mr. Gerber, presented to City Council an update to the Facilities Plan which reported on the current conditions of City Hall, Police Station and Municipal Courts. City Council voted to replace both facilities during their April 1, 2013 Council meeting. In November 2013, through a bond referendum, the voters of the City of Bellaire voted in favor of funding new facilities.

Fiscal Impact:

None

Recommendation:

It is the recommendation of the Director of Facilities Management that Council votes in favor of the Campus Building Option recommended by Pierce Goodwin Alexander and Linville .

ATTACHMENTS:

- Municipal Building Planning Studies Presentation from 050514 (PPTX)

MUNICIPAL BUILDING CONCEPT STUDIES
Council Meeting

05/05/2014

PREPARED BY
PGAL

AGENDA

- Review pre-design scope objectives
- Linking together City Initiatives
- Review of big picture opportunities
- Review site configuration options
- Recommendation of site configuration
- Council comments

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

PREDESIGN PLANNING SCOPE

- Refine project program
- Identify possible building configuration options
- Identify parking requirements/ opportunities
- Consider single building and multiple building options
- Recommend site configuration to be used in future design process

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

CITY OF BELLAIRE INITIATIVES

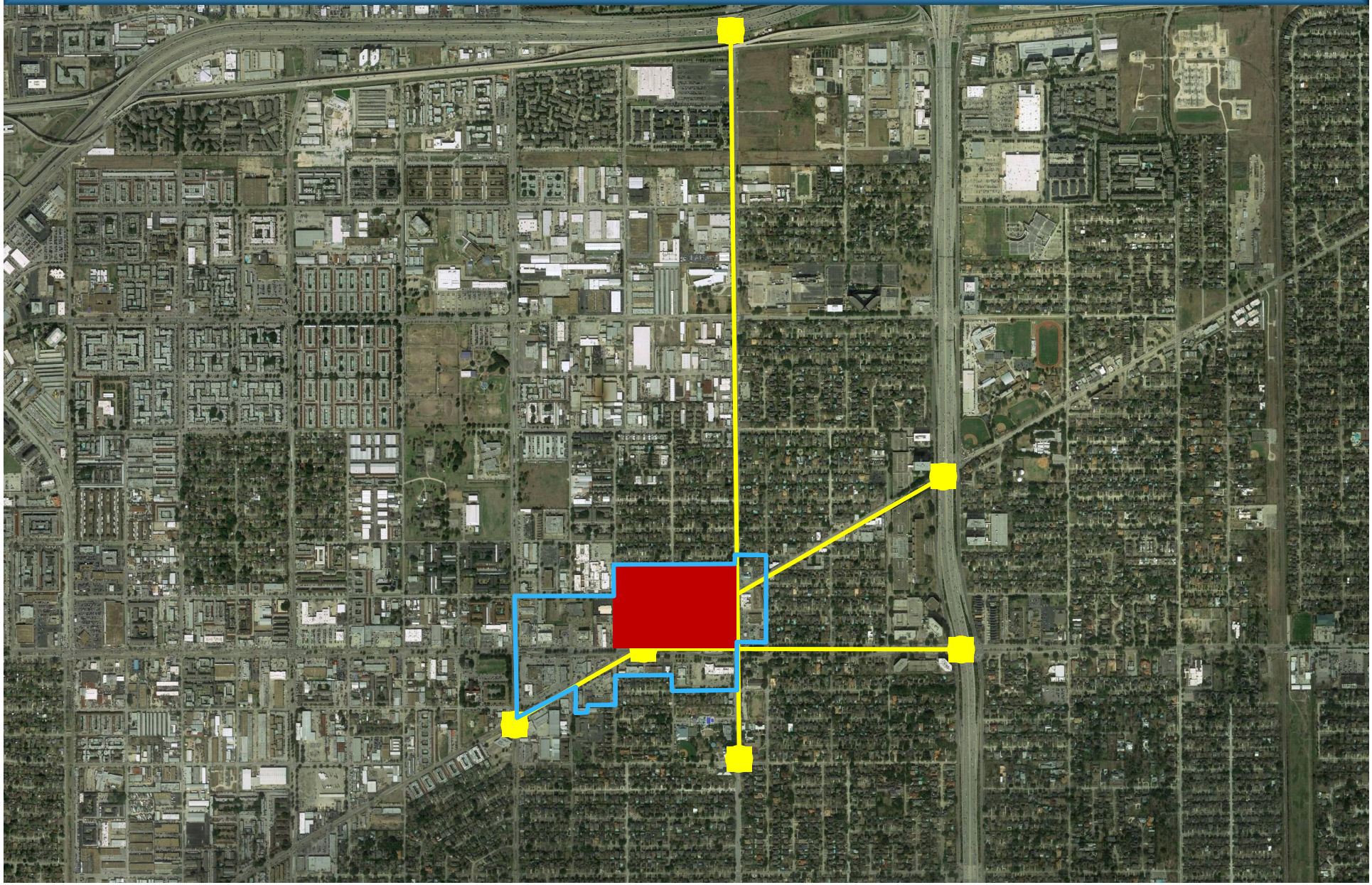
- Public Art
- City Markers and Wayfinding
- Comprehensive Plan
- Parks Master Plan
- City Branding
- Facilities Master Plan

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

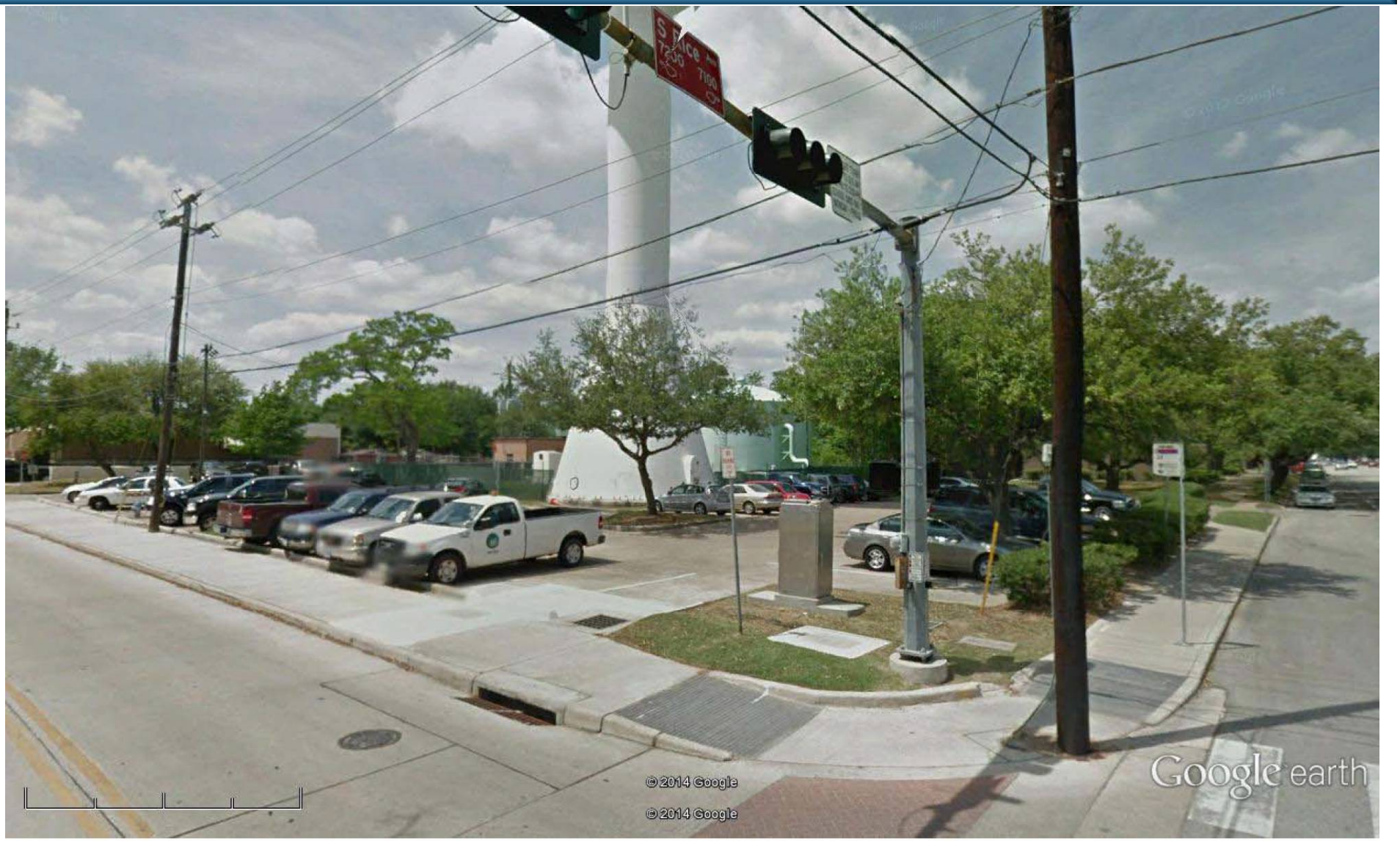
OPPORTUNITY TO LINK TOGETHER CITY PRIORITIES

- Acknowledge previous public input
- Consider “big picture”
- Respect the long term solution
- Create pedestrian friendly environment
- Improve value of existing investments
- Integration of existing or planned community spaces
- Enhancement of “green spaces”

Existing Transportation Corridors



Existing Town Square Corner



Google earth

feet 10
meters 5

District Marker – Option 1

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

District Marker – Option 2

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

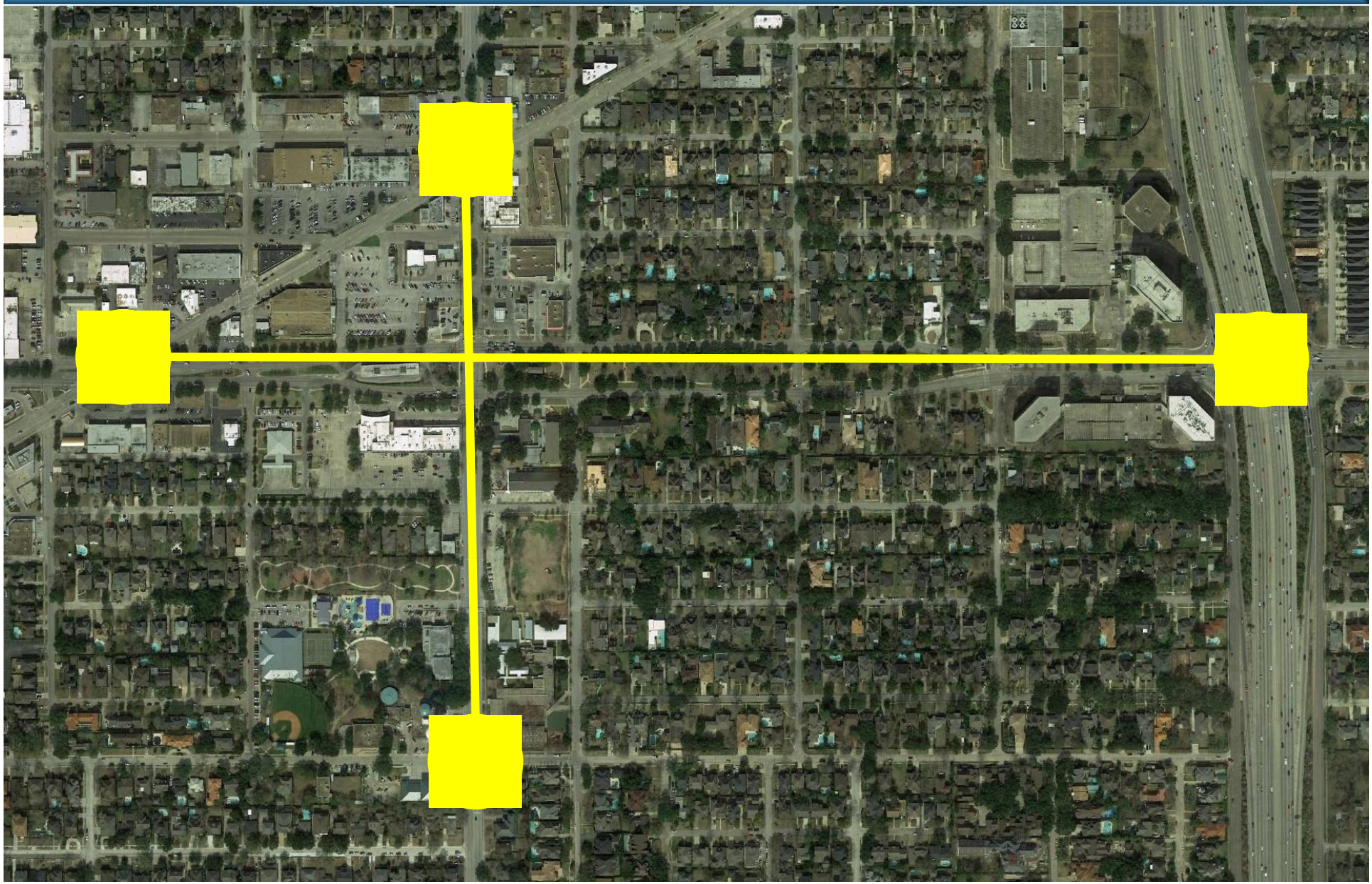
District Marker – Option 3

District Markers – Option 4

Existing City Park Space

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

Potential Pedestrian Corridors



Walkable Streetscape

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

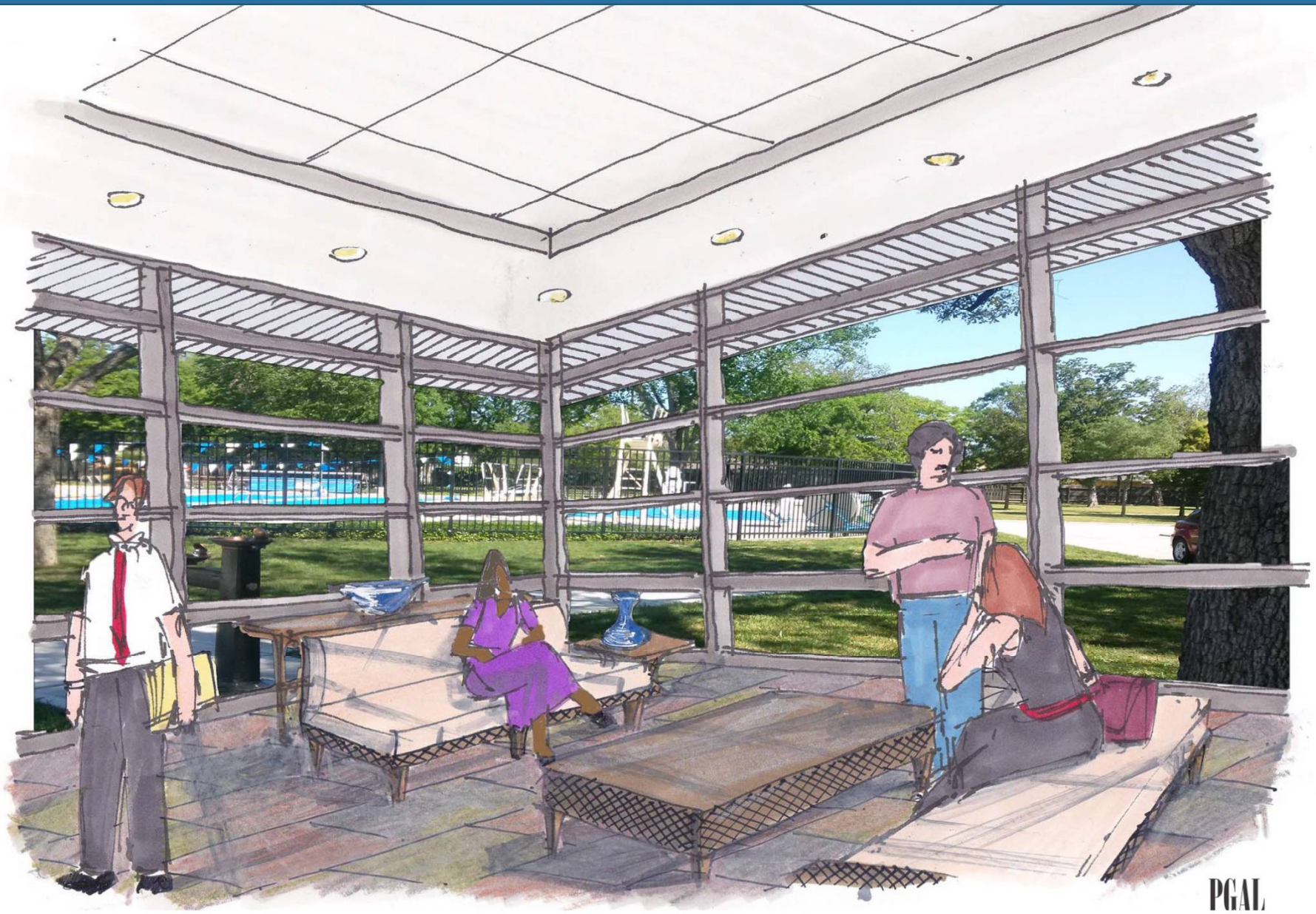
Linking Together Green Space

BUILDINGS LOCATED WITHIN A PARK

- Transparent buildings
- Open up buildings to park
- Front buildings on the park
- Linking the park elements
- Creating pedestrian pathways through the site

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

BuildingTransparency

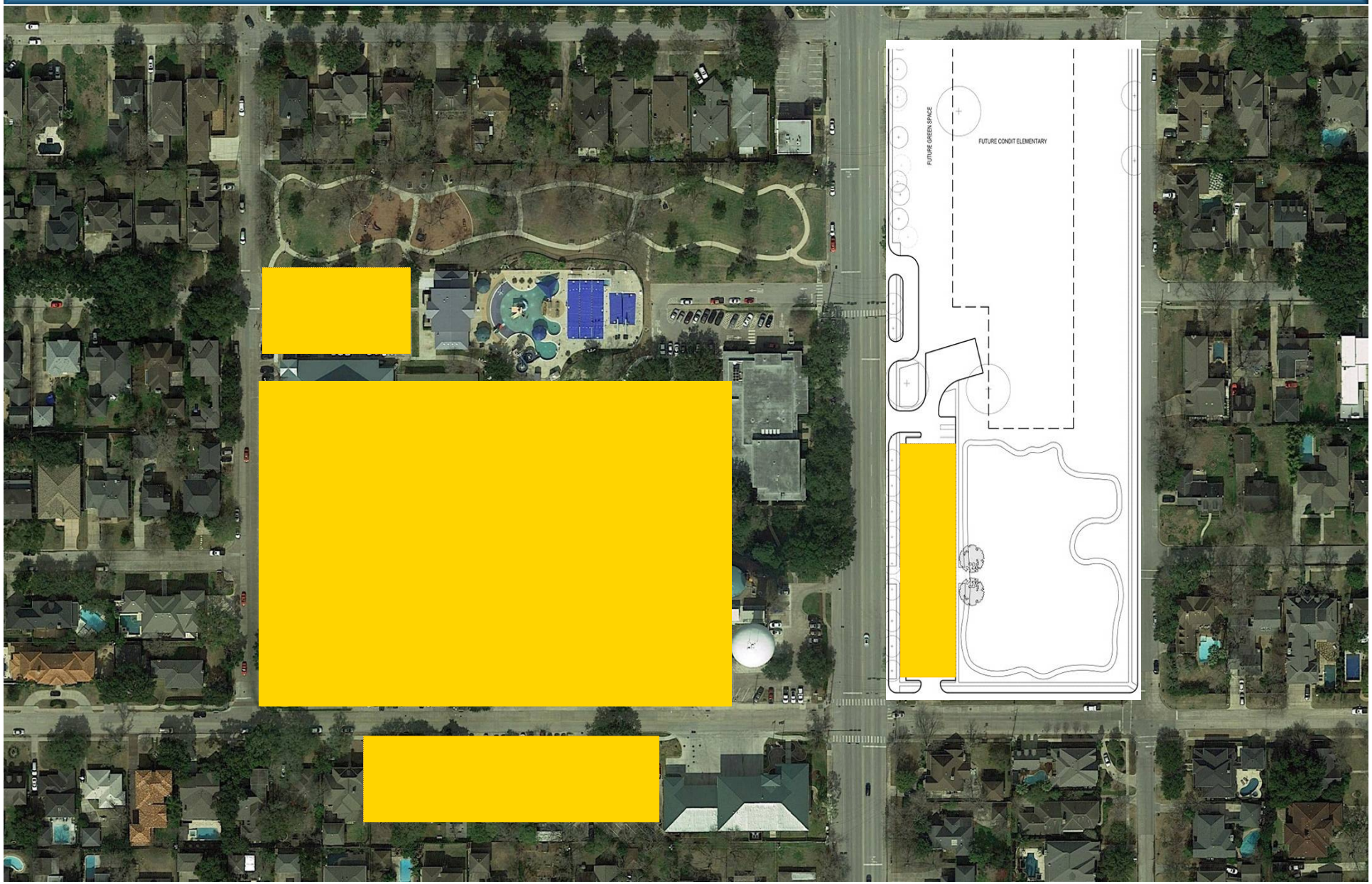


Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

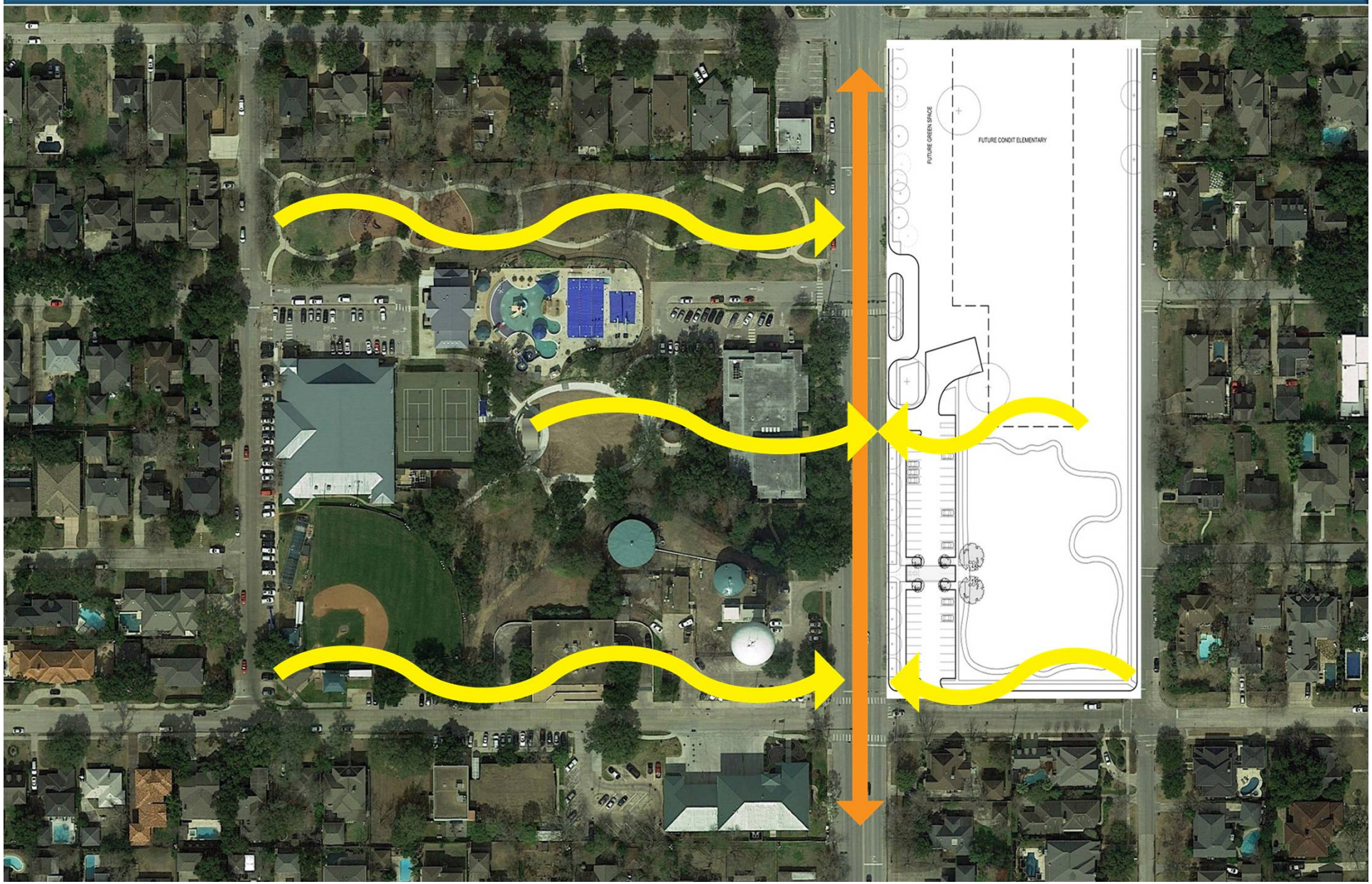
Indoor/Outdoor Spaces That Open to Park

Daylighting Interior Spaces

Perimeter Parking Zones



Enhance Pedestrian Pathways



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

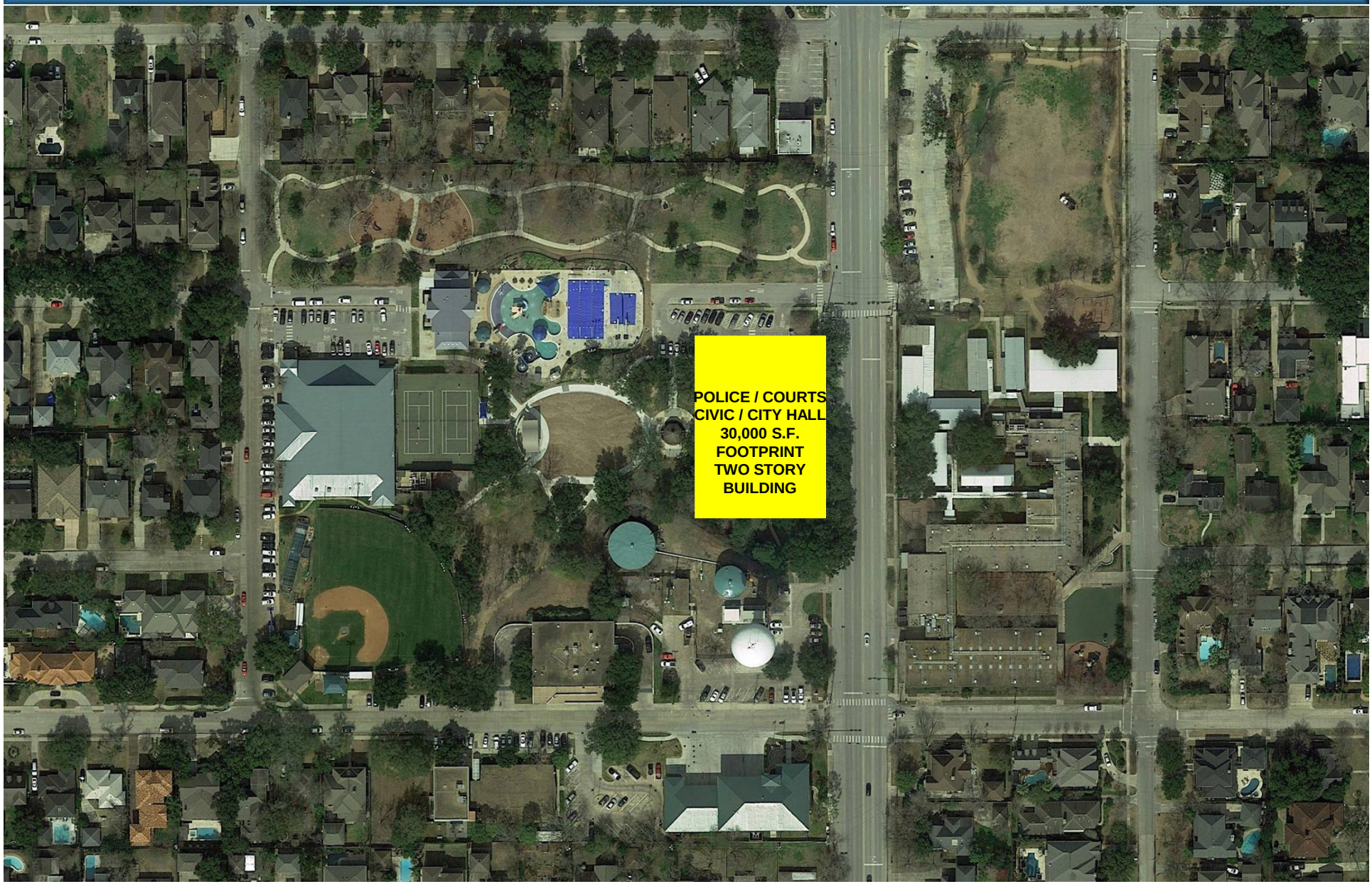
DEPARTMENTAL SPACE PROGRAM REQUIREMENTS

- City Hall 10,161 GSF
- Civic Center 7,850 GSF
- BLIFE 2,174 GSF
- Municipal Courts 5,080 GSF
- Police Department 14,312 GSF
- Shared Spaces 2,136 GSF
- Total 41,713 GSF

MUNICIPAL FACILITY CONFIGURATION OPTIONS

- Single Consolidated Building Option
- Two Buildings Option
- Campus of Buildings Option

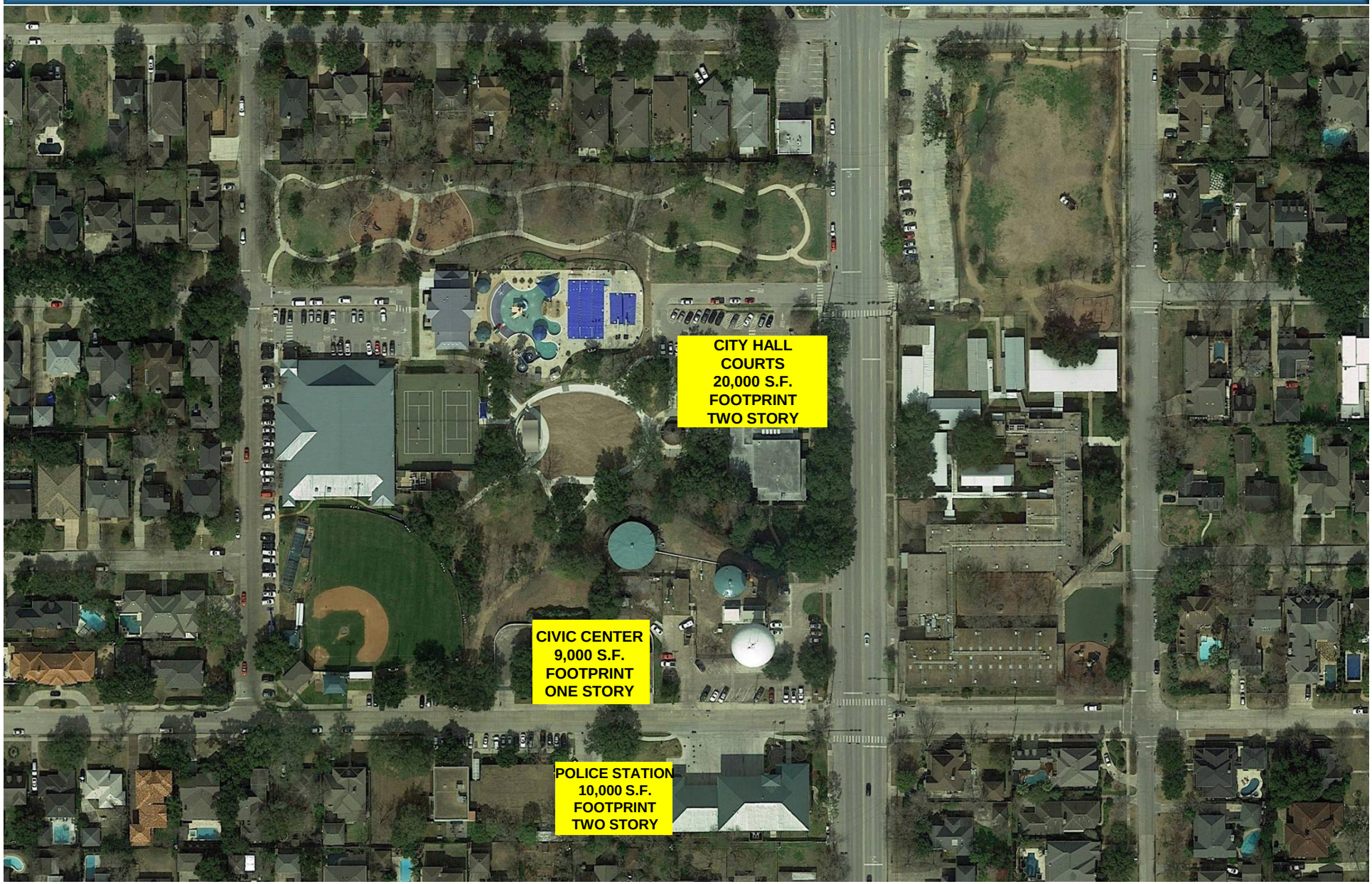
Consolidated Building Option



Split Building Option

Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

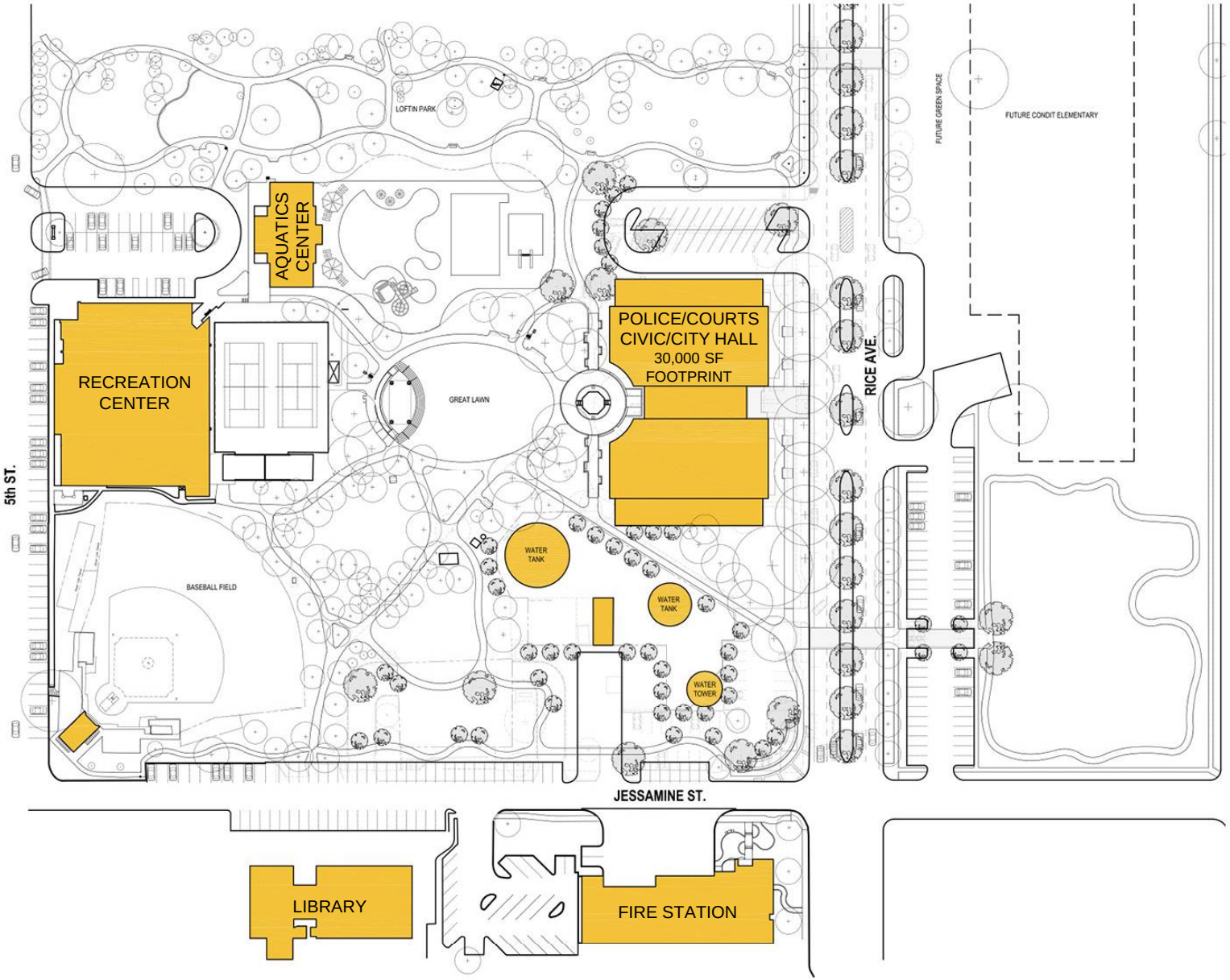
Campus of Buildings Option



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

Consolidated Building

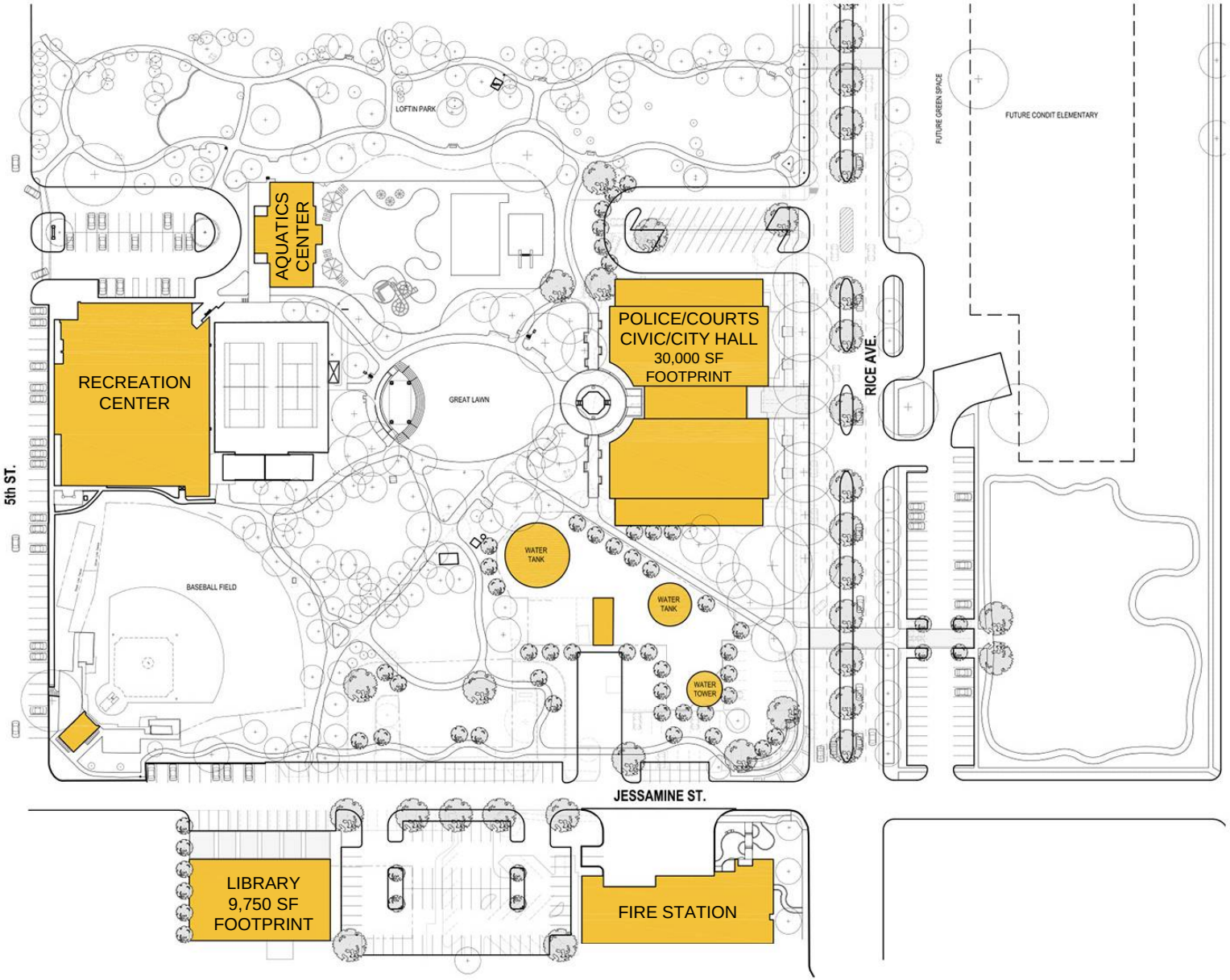
Short Term Master Plan



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

Consolidated Building

Long Range Master Plan



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

CONSOLIDATED BUILDING OPTION

Pros

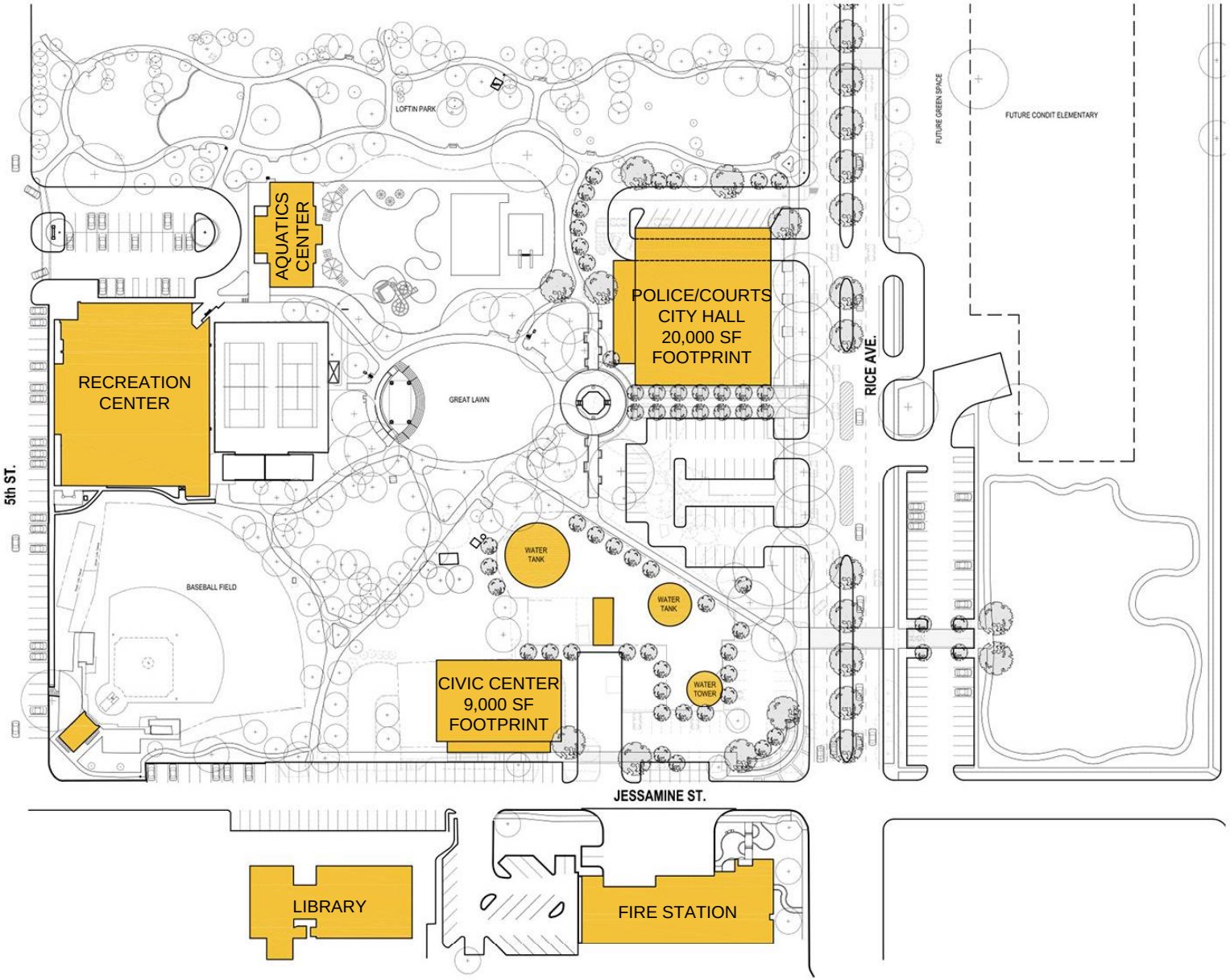
- All City departments in the same building
- Most efficient construction
- Maximizes green space compared to other options being considered

Cons

- Largest impact on existing trees
- Parking is most remote

Split Building

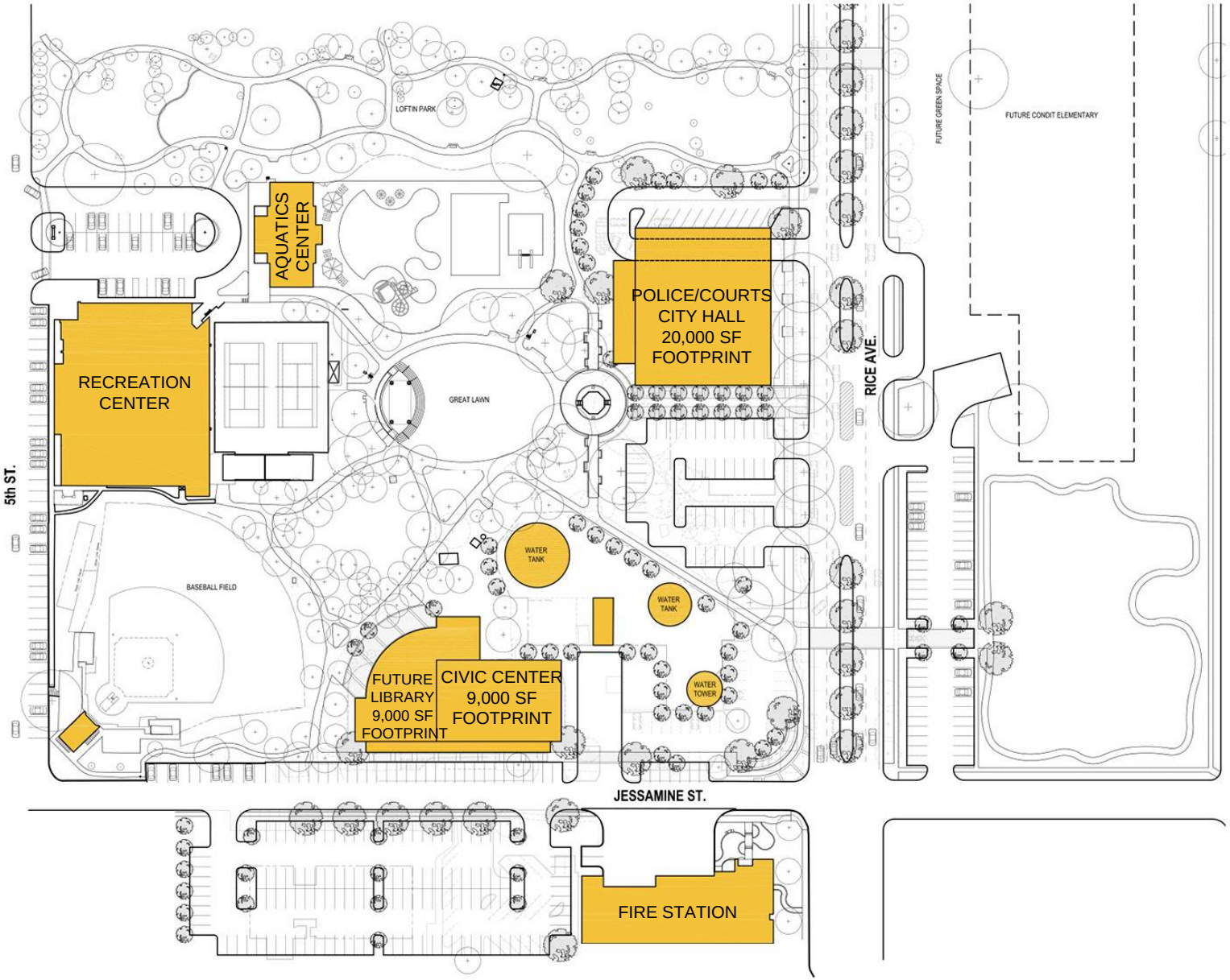
Short Term Master Plan



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

Split Building

Long Term Master Plan



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

SPLIT BUILDING OPTION

Pros

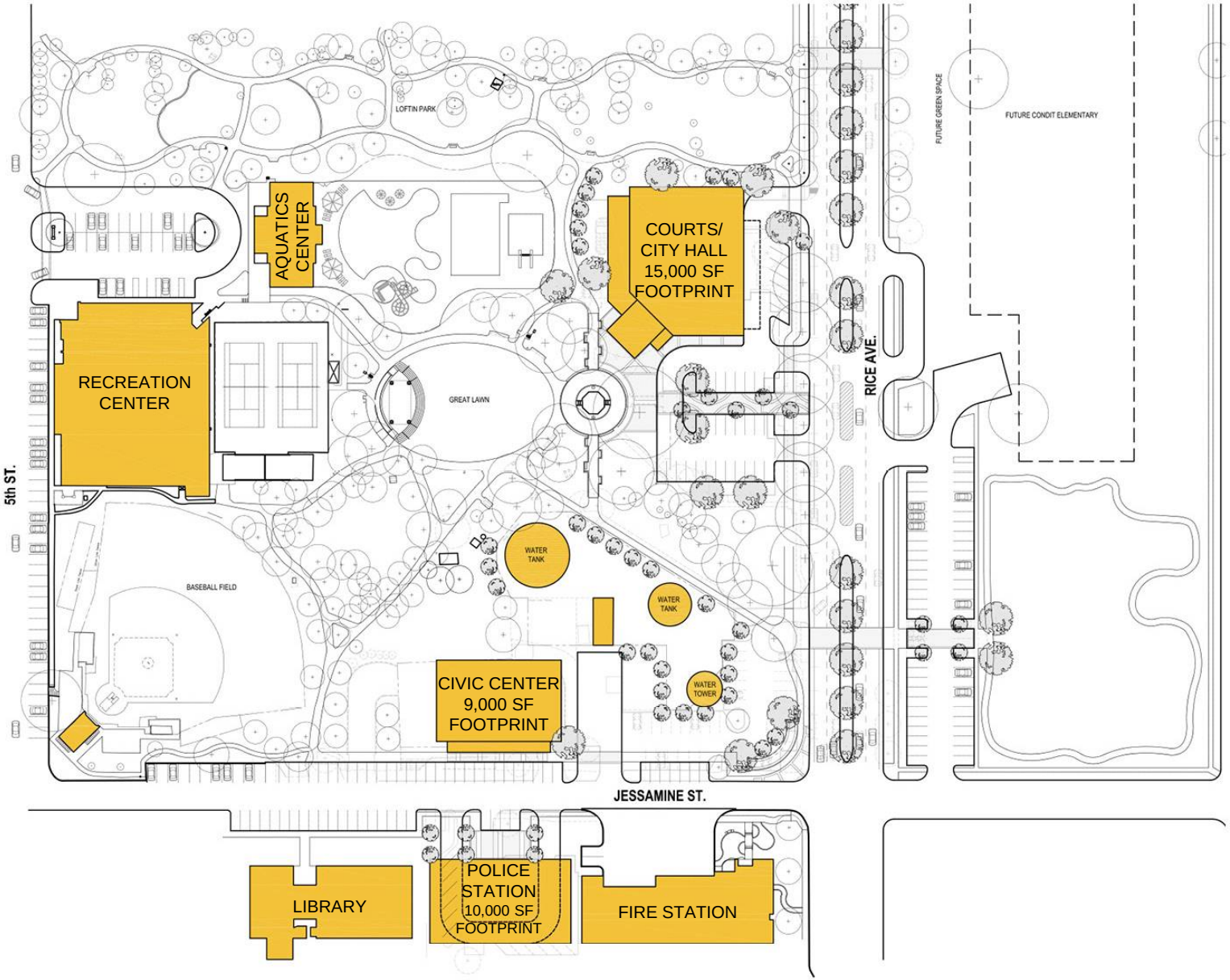
- Minimizes impact on existing trees
- Largest parking zone
- Allows for Civic Center and future library to be in the park
- Opens Great Lawn to Rice

Cons

- Somewhat less green space than other options being considered

Campus Building

Short Term Master Plan



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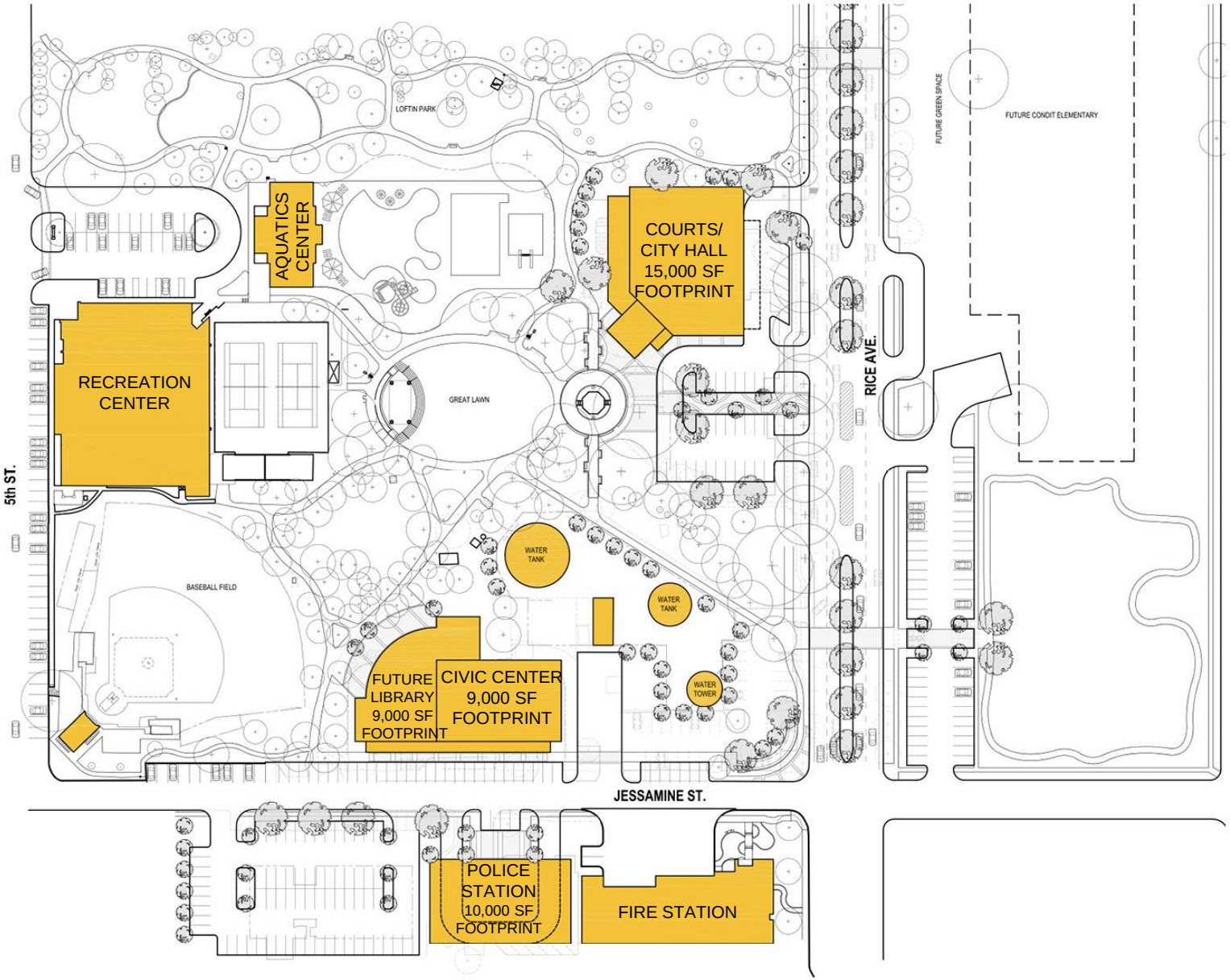
Campus Building

Long Term Master Plan



Attachment: Municipal Building Planning Studies Presentation from 050514 (1240 : Municipal Facilities

CAMPUS OF BUILDINGS OPTION

Pros

- Creates public safety zone
- Minimizes scale of buildings
- Opens the Great Lawn to Rice
- Separates City functions

Cons

- Somewhat less green space than other options being considered
- Least efficient construction

BIG DECISION: POLICE DEPARTMENT AND MUNICIPAL COURT

Same Building

- Enhanced security for courts
- Public perception of safety
- Close communication/collaboration

Different Buildings

- Reduction of threats
- Public perception of conflict of interest
- Reduced congestion in response time
- Privacy of community interaction

CONFIGURATION RECOMMENDATION

- Campus of Buildings Option
  - Creates Public Safety Zone
  - Expands existing park
  - Maximizes pedestrian corridors
  - Moves parking to perimeter

THE CITY OF BELLAIRE Texas

MUNICIPAL BUILDING CONCEPT STUDIES
Council Meeting

05/05/2014

PREPARED BY PGAL

Mayor and Council
7008 S. Rice Avenue
Bellaire, TX 77401

SCHEDULED
ACTION ITEM (ID # 1252)

Meeting: 05/27/14 06:30 PM
Department: Facilities Management
Category: Discussion
Department Head: Karl Miller
DOC ID: 1252

Item Title:

Consideration of and possible action on a recommendation from the Department of Facilities Management regarding a procurement process for the selection of architectural and engineering services and on the selection of a construction methodology option for the City's new municipal facilities: City Hall, Civic Center, Municipal Court Building, and Police Station.

Background/Summary:

The Director of Facilities Management, Karl Miller, will present to City Council the proposed process for selecting a firm to provide architectural and engineering services for the Municipal Facilities Project (City Hall, Police Station, Municipal Courts, and the Bellaire Civic Center) and various options available for construction services that meet the State of Texas procurement laws. The presentation will also include a time line addressing the various steps required to ensure sound management of the processes that will assure all City and State procurement laws and ordinances are in compliance.

The State of Texas, Government Code, Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2254. Professional and Consulting Services, Subchapter A. Professional Services, provides the requirements that the City of Bellaire must follow in selecting an Architectural Firm for the City's Municipal Facilities project. Section 2254.004, Contract For Professional Services of Architect, Engineer, or Surveyor identifies that the City must, "(1) first select the most highly qualified provider of services on the basis of demonstrated competence and qualifications; and (2) then attempt to negotiate with the provider a contract at a fair and reasonable price." The Director of Facilities Management will use the same process followed during the selection of a architectural firm for the Fire Station. This includes advertisement of a Request For Qualifications (RFQ) which will allow interested parties to submit their qualifications for review based on predetermined criteria and an interview process prior to selection. Once that has occurred, the City will then be able to negotiate professional service fees and terms of an agreement prior to making a recommendation to City Council.

There are several options identified when hiring a construction company in the State of Texas Local Government Procurement Code related to construction methodologies, options include:
- Design-Bid-Build: Traditional government procurement method for construction projects. Facility is designed, bids are received and low bid that meets requirements is awarded the contract. This method will attract the most bidders and usually results in the lowest price but often attracts companies that are not as qualified as others. Often the most qualified construction companies don't submit bids figuring less qualified companies will come in with a lower price. This process is good for straight forward projects that are not subject to change. Changes often result in change orders which usually have costs associated. In a strong construction market this method can result in a final product that doesn't necessarily meets expectations.
- Competitive sealed proposal: This method is similar to the Design-Bid-Build method but allows the owner to include qualifications into the evaluation process. It is also good for straight forward construction projects that aren't likely to have many changes or potential problems. It will also attract a variety of qualified and unqualified contractors to a project. Pricing is based on the submitted bid and change orders often have costs associated. Like the Design-Bid-Build this method isn't as effective in attracting the most qualified contractors in a strong economy.
- Construction Manager at Risk (CMR): The CMR is the construction method used for the Bellaire Fire Station. It is qualification based and the contractor is responsible for providing the City of Bellaire with a guaranteed price (Guaranteed Maximum Price or GMP). Once the GMP is accepted by the City Council the construction company is responsible for ensuring the GMP. If the project is over budget the contractor is responsible for the overage. If the project is under budget the City realizes the cost savings. This method also requires a great deal of documentation and is probably the most transparent method available due to the amount of documentation required since the

selected contractor must follow State procurement laws though out the project. The CMR method also fosters a collaborative process by bringing the contractor into the design process early which allows them to begin pricing at an early stage, identifying construction and/or design problems early, allows their expertise to be realized, assists with eliminating potential obstacles, forecasting necessary time lines, optimizes flexibility in procurement options, and reduces change orders. The Fire Station is a good example, no change orders were issued and the contractor worked in a collaborative effort by identifying problems early in the process and bringing them to the attention of the City and the Architect while helping us resolve issues as they were identified. Although time consuming, the selection process is a very important aspect of the process since not all contractors are qualified to provide this level of service nor are they equipped to provide the necessary mechanisms required in the procurement process. It also requires a great amount involvement by staff to ensure the integrity of the process and in decision making.
- Design-Build: This method is exactly what it is termed; the design and building process take place simultaneously and can result in the lowest cost for a project. The General Contractor is required to provide a GMP. The design-build method works well for a project that needs to be expedited, but it requires the owner to be flexible in the end result of the project. There are minimal checks and balances and limited transparency. The Architect is under contract with the General Contractor. It is not a recommended process for complex projects.
- Design-Build-Finance: Developer holds the contract with the owner, general contractor and architect. Project provides a guaranteed price and requires no financing by the owner. The developer is responsible for securing finances and the lending process is usually at a higher rate. There are at best minimal check and balances with limited transparency and requires the owner to be flexible throughout the process and with the end result. Owner's requirements must be defined at the project outset. This would not be a recommended process for the Municipal Facilities Project.

It is the opinion of the Director of Facilities Management, the best construction method for the new Municipal Facilities is the Construction Manager at Risk option. This will ensure the City secures a highly qualified construction company and allows for flexibility in making changes as problems arise and eliminates budget over-runs during construction. It is important that the construction company is identified and brought into the design process early on since they will be an integral part of the design team. This will allow the City the opportunity to utilize their expertise and create a collaborative project team.

The RFQ selection process for professional services and the Construction Manager at Risk construction method are both the same methods used for the Bellaire Fire Station. The end result of the Bellaire Fire Station was a tremendous success, no change orders related to original design, the project was completed a month ahead of schedule and the original contract came in $100,000.00 under budget which resulted in a cost savings to the City of Bellaire.

The Director of Facilities Management is also recommending that the City utilize the American Institute of Architects (AIA) Standard Form of Agreement Between Owner and Construction Manager as the contractual terms of the agreement with the Contractor. These documents will be reviewed by the City Attorney and brought back to City Council for review and approval. The AIA construction contracts were used for construction services at the Bellaire Fire Station.

Previous Council Action Summary:
During the May 5, 2014 Council meeting it was suggested that City Council consider the physical schematic of the proposed facilities and various options available for project administration at a future City Council meeting to be scheduled by the Mayor and City Manager.

Fiscal Impact:
None

Recommendation:
It is the recommendation of the Director of Facilities Management that City Council approve moving forward with the Request For Qualification (RFQ) process in selecting an Architectural Firm to provide professional services and

implement a Request For Proposal (RFP) for the selection of a construction company and to utilize a Construction Manager at Risk methodology for the construction of the Municipal Facilities and to bring back to City Council recommendations.

ATTACHMENTS:

- Time line 051914 revised (XLSX)
- Construction options overview 042914 (PPTX)

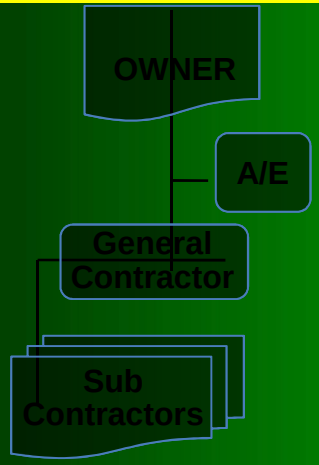
City of Bellaire
City Hall/ Police Station
Proposed Timeline
May 27, 2014

Project Step	Start Date	Target Completion Date
Site Option Selection		May 27, 2014
Develop RFQ for Architectural Services	May 28, 2014	June 6, 2014
Issue RFQ for Architectural Services	June 10, 2014	July 3, 2014
Evaluation of RFQ submittals for Architectural Services	July 7, 2014	July 30, 2014
Coordinate and Interview selected firms	August 1, 2014	August 15, 2014
Negotiate Professional Service Fees for Architectural Services	August 18, 2014	August 29, 2014
Negotiate Contractual Terms	August 18, 2014	August 29, 2014
City Council Award Professional Services Contract		September 15, 2014
Begin Concept Design Phase	October 1, 2014	December 30, 2014
Develop RFP for Construction Manager at Risk Services	September 2, 2014	October 1, 2014
Issue RFP for Construction Manager at Risk Services	October 2, 2014	October 23, 2014
Evaluation of RFP submittals for Construction Services	November 3, 2014	November 14, 2014
Coordinate and Interview selected firms	November 17, 2014	November 28, 2014
Negotiate Contractual Terms and Fees	December 1, 2014	December 30, 2014
City Council Award Contract for Construction Services		January 19, 2015
City Council review and acceptance of Concept Design		January 19, 2015
Development of Final Design drawings	January 20, 2015	August 17, 2015
City Council approve Guaranteed Maximum Price for construction		September 7, 2015
Construction of New Facilities	October 1, 2015	July 1, 2016

Note: Time line is based on single phase project, multiple phases may extend project up to 8 additional months.

Attachment: Time line 051914 revised (1252 : Municipal Facilities Procurement Process)

Design-Bid-Build



- Traditional, well-known and understood
- Simple procurement process – low bid / best value
- Defined scope
- Good for simple, uncomplicated projects that are not schedule-driven and not subject to change

Competitive Sealed Proposal

- Similar to Design-Bid-Build
- Selection based on qualifications as well as price
- Takes advantage of competitive bid market
- Can provide local bid preference, if desired
- Ideal for straightforward projects

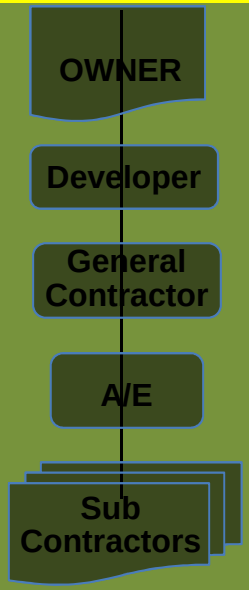
CM at Risk

- Qualifications-based selection
- CM at Risk holds trade contracts/performance risk
- Fosters team collaboration
- Fast-track and overlap with design and construction
- Minimizes errors/omissions, change orders, warranty issues and claims

Design-Build

- Contractor holds contract with owner
- Architect works for contractor
- Guaranteed price before CD's complete
- Fast track – design concurrent / overlaps with construction
- Ideal for straightforward projects

Design-Build-Finance



- Developer holds contract with owner
- Contractor and architect works for developer
- Guaranteed price before CD's complete
- No owner financing is required

Prepared by PGAL

Attachment: Construction options overview 042914 (1252 : Municipal Facilities Procurement Process)