

AGREEMENT FOR A/E SERVICES FOR A NEEDS ASSESSMENT STUDY FOR THE CITY OF GRAND ISLAND EMERGENCY 911 OPERATIONS CENTER, ALTERNATE CENTER, AND E.O.C.

The following information consists of our work plan to accomplish the requirements outlined in the Request for Qualifications document for the above referenced project.

A. WORK PLAN

Task 1. Project Startup

It is essential to meet with key policy makers in on-site workshops at the onset of the project to get a thorough understanding of the issues and a consensus on the approach for conducting the needs assessment. The process begins with a meeting of our Team with the City staff. At this meeting, the project scope, work plan, schedule, and anticipated work products will be reviewed. City officials will have an opportunity to share insights and provide further direction on the project. Based upon the discussion, our Team will modify the work plan as necessary to ensure that it meets the needs of the City of Grand Island.

Task 2. Inventory and Assessment of Current Buildings

Facility options will be evaluated based upon their ability to meet future expansion, operational efficiency, and other criteria established in the course of the study. Our Team will provide a thorough analysis of available properties as viable options for an Emergency 911/ Communications Center. Together with the City of Grand Island we will create weighted scoring criteria. Existing buildings and new sites will be scored based upon the agreed to criteria. Examples of criteria for new sites include: size of site; cost to acquire; existing site utilities; line of sight to communications towers; storm resistance; flood potential; and access to fiber optic cabling.

Existing facilities will be evaluated with similar criteria but will also include an analysis of existing building areas and systems such as: availability of emergency generator power and back-up UPS power; capacity to expand existing HVAC system; adjacent space for building expansion; adequate available space within building for renovation; renovation construction issues; and storm resistance potential of existing structure or ability to modify.

Task 3. Space and Operational Requirements for a future facility

Based upon information developed in this and previous tasks, our Team will work with the City staff to define facility requirements and review options. Specific space requirements will be identified. Our Team will work with the staff to define basic operational concepts for the facility and clarify linkages to other key programs and agencies. The types of programs and services to be offered in the facility will also be identified.

Our Team will develop a list of all rooms and spaces to be provided in the facility. Each space will be described addressing functional requirements, equipment, security, accessibility, lighting levels, acoustics, accessible/static resistance flooring, emergency and redundant power systems, voice/data requirements, etc. The Project Team will identify square footage requirements for each of the spaces identified in this process.

Task 4. Plan Design Options

The Preliminary Space Needs developed in the preceding task will form the basis for the creation of floor plan design options. This work will include the following:

- Creation of multiple floor plans providing options for new construction, addition, and/or renovation.
- Assessment of cost impact of civil, mechanical, electrical, plumbing, and security systems required for new construction, addition, and renovation work.
- Analysis of building and life safety code impact on design solutions to achieve the lowest cost solutions.

Task 5. Project Cost for a Future Facility

Our Team will develop preliminary construction cost scenarios as an aid in evaluating the various construction alternatives. The evaluation may include a comparison of renovation versus expansion versus new construction. Comparisons will be made at this level based upon broad unit measures (dollars per square foot) These will be shared with County Officials and the Planning Committee for review and to select a preferred option for further analysis.

Task 6. Public Relations for Funding Efforts (Optional)

Our Team has had a variety of experience in assisting with effective communications tools regarding disseminating information for public support. The various types of communications will be discussed with the Planning Committee to determine the most effective methods for Grand Island. These include, but are not limited to:

- Dedicated Websites
- Social Media (Facebook/Twitter)
- Media venues such as television, radio and newspaper
- Community Meetings
- Direct mailings

Task 7. Preparation and Final Needs Assessment

Our Team recognizes that conducting a detailed space analysis and needs assessment for the future Emergency 911 and Communications Departments will require a highly participatory process. Completion of the needs assessment will involve intensive involvement and interaction with the City and key stakeholders in the E911/Communications Department throughout the course of the project. Representatives from the City will meet with our Team and attend workshop meetings as required. Our Team will prepare an initial orientation presentation at the kick-off meeting and conduct additional presentations of interim reports as necessary to the City Officials and/or the Planning Committee. Written interim reports as described in the project approach, as well as a draft and finalized Needs Assessment Report, including conceptual preliminary schematic drawings, will be submitted by Our Team to the City. Our Team will be available at the conclusion of the study to participate in public presentations of the findings and recommendations of the study.

Task 8. Funding the Selected Project

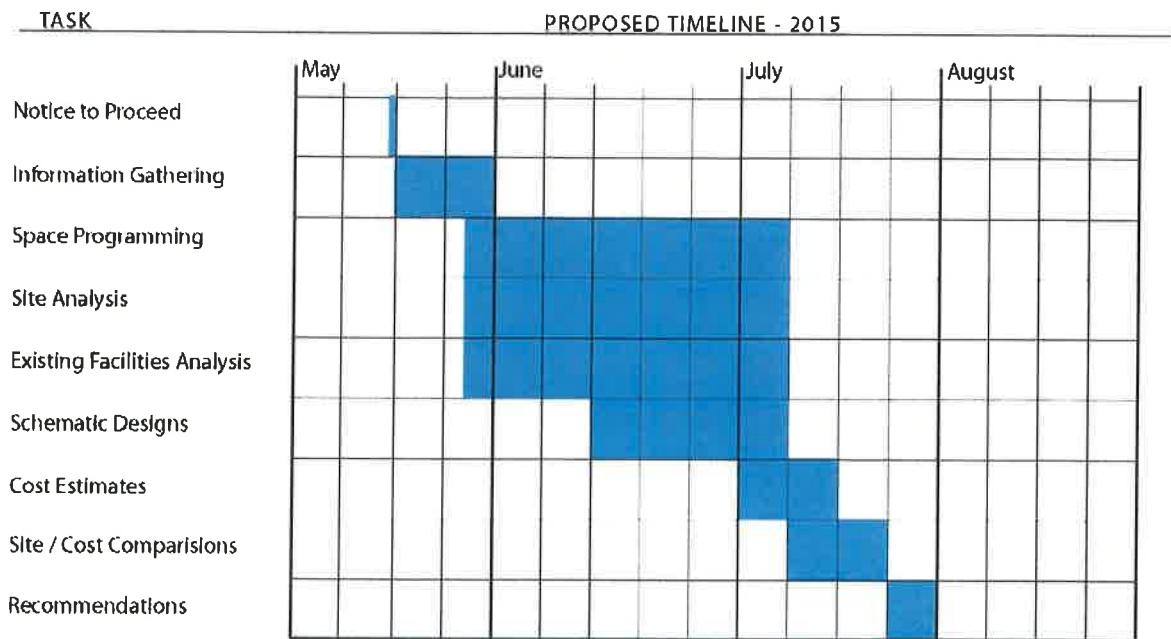
Our Team will discuss with the Planning Committee and City Officials the various funding possibilities including Lease Purchase, Bond Issue Referendum, Sales Tax Financing, and Emergency Communication Assessments. The Project Budget for the building option selected at the conclusion of the Needs Assessment will include all anticipated costs including fees, furnishings, equipment, building and site costs, vendor costs, and project contingency. Project cost financing terms will be presented based upon current market conditions. With the above information, the City of Grand Island will be able to select the most desired funding method.

Notes:

1. Task 2 will be limited to a maximum of 3 sites and/or buildings.
2. Task 4 will be limited to a maximum of 6 schematic plan options
3. Task 6 is optional work. If desired, a fee mutually acceptable to both parties of this agreement will be negotiated.

B. Timeline

Proposed Feasibility Study Timeline



C. Needs Assessment Study Fee

Team Lump Sum \$18,500

D. Needs Assessment Study Expenses

Expenses for travel, printing, and mailing will be assessed in addition to the above fee. This includes 10 printed copies of the final study. Electronic pdf drafts for review will be utilized during the course of the study. Expenses will be limited to \$2,000.

E. Credit

If our Team is selected to provide A/E design bidding and construction administration services for the project if funded, we will credit 50% of the study fee toward the A/E Design/BN/CA fee.

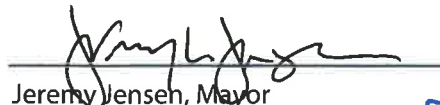
F. Ownership

Products produced by the A/E Team for this Needs Assessment Study will become the property of the City of Grand Island, Nebraska

G. This Agreement is authorized by the signatures below.




Albert J. Povondra, AIA, LEED AP
Principal, CWPA



Jeremy Jensen, Mayor
City of Grand Island, Nebraska

5/12/2015

Approved: 5/12/15
 City Atty.