

CITY OF LAKE GENEVA

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DENNIS E. JORDAN
CITY ADMINISTRATOR

TO: MAYOR AND COMMON COUNCIL

DEJ **FROM: CITY ADMINISTRATOR**

DATE: MAY 10, 2010

RE: SELECTION OF ARCHITECT FOR RIVIERA RENOVATIONS

Background: Remodeling and rehabilitation of the Riviera was scoped by the Public Works Director, Street Superintendent and Riviera personnel, and the scope was approved by the Public Works Committee and RFP's were sent out to three local architectural firms as directed. The City received proposals from two firms, and interviews were conducted by a committee consisting of the Mayor, Piers and Harbors Chair, Public Works Committee Chair (arrived later in the interview process) City Administrator and DPW Director met with Kehoe-Henry & Associates and McCormack & Etten Architects. The third firm did not submit a proposal as they were busy.

Both firms are familiar with the facility and representatives of each firm walked through the building with the Director of Public Works and discussed the project tasks and overall scope in detail. Each firm gave a presentation of similar projects they have done and how they would approach the Riviera project. Proposal fees were discussed with each firm.

McCormack & Etten's fee schedule is comprised of hourly charges not-to-exceed 7% of the project amount plus reimbursables.

Kehoe-Henry's schedule called for a graduated scale at 8.25% of the first \$150,000, 7.45% of the next \$150,000, 6.6% of the next \$300,000 and 5.95% for the remainder plus reimbursables. If the project cost is \$500,000, McCormack & Etten's architectural costs would be \$35,000 and Kehoe-Henry's would be \$37,125. At \$600,000 of project cost, McCormack & Etten's charge would be \$42,000 and Kehoe-Henry's would be at \$41,775. The fees are virtually the same for the size of the project the City envisions, so cost alone is not a factor in the final decision.

Both firms are very capable and would each do a good job for the City. It is the recommendation of the interview committee to utilize McCormack & Etten Architects for the Riviera project due to McCormack's work on local projects and familiarity with the Riviera facility.

Recommendation: Approve contracting with McCormack & Etten Architects to design and direct the Riviera remodeling and restoration.

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

CITY OF LAKE GENEVA RIVIERA BUILDING REMODELING

LAKE GENEVA, WISCONSIN

The City of Lake Geneva wishes to engage the services of a qualified architectural firm to provide design and bidding services for remodeling work within the Riviera on the lake in the City of Lake Geneva, Wrigley Drive, Lake Geneva, WI. To assist with the submittal of a proposal, we have prepared a scope of services. The actual proposal is not limited to the information herein provided, but should include a scope which at a minimum meets the intent of a significant remodeling project. If a site visit is desired, the Director of Public Works & Utilities would be happy to both meet with the architect and accompany him or her on a tour through the entire building.

Construction Management

The initial contract is for the design and preparation of bidding documents, advertising for bids, bid opening, evaluation of the bids, recommendation for award, and preparation of the final contract. It is the desire of the City, if satisfied with the work of the architect, to negotiate terms for assisting with the construction management (CM) phase of the project. CM services shall be performed and paid for by the City at an agreed upon hourly rate for services rendered.

Submission Deadline

The architect shall submit his proposal to the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147, no later than Friday, February 12, 2010, at 2:00 PM. City staff will review said proposals and either make a recommendation to the Council for approval at its February 22, 2010 regular monthly meeting, or establish a schedule to conduct interviews. We hope to have our architect on board no later than March of 2010.

Format

Architect's proposal shall be submitted on his own format for review by the City. Proposal is not limited in scope to that described herein, but it shall include job tasks as presented in this document. The architect is encouraged to provide the City with examples of similar completed project work. Nine-(9) sets of proposal submittals are requested.

If there are questions, please call 262-248-2311 or e-mail me at lgwater@genevaonline.com.

Sincerely,

Daniel S. Winkler, P.E.
Director of Public Works & Utilities

Cc: Dennis Jordan/File

REQUEST FOR PROPOSALS

CITY OF LAKE GENEVA RIVIERA BUILDING REMODELING

LAKE GENEVA, WISCONSIN

INTRODUCTION

The City of Lake Geneva is requesting proposals from two (2) local architectural firms for major remodeling work at the Riviera building on Geneva Lake.

SECTION I - DESCRIPTION OF PROJECT

The project scope shall at a minimum include but is not limited to the following tasks or activities:

Lower Level (Concours):

- Repair, chemically clean, and urethane coat all interior oak wood doors (both sides).
- Repair and repaint ceiling on the north end of concourse. It is preferred we consider more than just patching and repainting.
- Replace drinking fountains.
- In all bathrooms:
 - Replace sinks and faucets in all bathrooms with recessed sinks in solid counters similar to the upstairs bathrooms.
 - Replace all mirrors with stainless frames with like mirrors or better.
 - Replace all partitions with like partitions in phenolic.
 - Replace all flush valves with automatic.
 - Install a suspended or other durable ceiling material in restrooms with high ceilings. If ceiling is replaced, install recessed lighting.
 - Replace all corroded steel access panels.
 - Repair any damaged areas to walls.
- Remodel west storage room into a Harbormaster office. Drywall, some outlets, and shelving should be included.
- Elevator lighting, door, floor and walls require remodeling and updating. Included new padding on the walls also. Renovations must meet State inspector requirements.

Upper Level (Ballroom):

- In both bathrooms, remove all toilets, grind and re-coat all terrazzo floors, and reset toilets. Replace all flush valves with automatic.
- Replace all ceiling tiles in ballroom area with drywall or some other acceptable ceiling and acoustic system. Include both the vaulted center and the perimeter ceiling. The ceiling system must be able to tolerate random leaking without staining. The track lighting in the ceiling along the perimeter may be eliminated. Architect to decide if new ceiling can be installed over the old and if asbestos removal is a factor.
- Replace ceiling fans.
- Replace the brass railings in the ballroom with stainless steel or same dimension. May take an alternate bid to have all railings replated.
- Replace the sound system with something more state of the art. Speakers may be reused.

Upper Level (Ballroom) continued:

- Furnish and install a motorized dropdown screen at the south end.
- Replace the draperies. There are 22 panels or 11 sets.

- Replace damaged parquet flooring base board along the floor perimeter with matching base. Only the damaged base needs replacement.
- Replace dimmer system electrical control panel.
- Remove both bars and replace with a reception/security area on the northeast end and a larger bar with commercial sinks, soda fountain and beer tappers on the southwest end. Style to complement the architecture of the facility.
- Install a code compliant dishwashing system in the northwest corner of the work area to replace the rinser unit.
- Remove the commercial sink in the table storage area in the southwest corner room and place the nearby ice machine in same location. New bar in the southwest corner will wrap around beyond where the ice machine is now.
- Obtain alternate prices to replace tables and chairs.

Exterior:

- Clean eaves of insect nests and cobwebs. Be careful not to damage existing brown paint job if utilizing pressure washing techniques.
- Replace small outside windows, 2 or 3 total, with like windows.
- Remove peeling paint on exterior columns and repaint all columns.
- Repair leaks in north stairway, deck and parapet wall to eliminate inside water leaks in north concourse ceiling.
- Caulk as needed and apply waterproofing and/or sealer to south balcony floor. Sealer shall be slip resistant and shall eliminate leaks into the ceiling beneath.
- Chisel loose concrete in ceiling beneath south balcony, repair, and repaint.
- Clean exterior skylight windows around vaulted ceiling perimeter of the ballroom. This may require removal, cleaning and replacement of the outside window panel. Inspect, repair and caulk any windows, window frames and around ceiling fans and louvers as needed.

SECTION II - SERVICES TO BE PROVIDED BY THE ARCHITECT

1. Collect and evaluate information concerning the project.
2. Review and evaluate existing building plans, and other available information.
3. Assess the condition of the specified facilities for feasibility for remodeling purposes.
4. Develop an estimate of cost for the final project.
5. Develop project plans and specifications for review by the City.
6. Develop final project plans and specifications for bidding purposes.
7. Coordinate advertising and bidding the project.
8. Attend bid opening, review bids, perform bid tabulations, and provide bid tabulations with written recommendation for award.
9. Modify bid documents and develop final contract, four (4) copies, for approval.
10. Provide periodic detailed invoices for payment.
11. Perform all other related services.

SECTION III - ASSISTANCE TO BE PROVIDED BY THE CITY

The City will assist the architect in the conduct of services outlined in Article II by providing the following:

1. Copies of any building plans and other available construction drawings and specifications and other related O&M records.
2. Provide access to the facility with reasonable notice.
3. Provide a designated City representative liason to assist with site inspection, scoping, plans and specifications review, scheduling, etc.

SECTION IV - COMPENSATION

The Engineer shall be compensated for work performed on a per hour basis not-to-exceed an upper limit, paid out as a percentage of work product delivered. This not-to-exceed price is based on the scope of work contained in SECTIONS I – DESCRIPTION OF THE PROJECT. The architect is encouraged to submit his invoices on a monthly or similarly regular basis. The City pays its invoice obligations monthly and shall pay the architect within 30 days of the billing date.

SECTION V - CHANGES IN SCOPE

In the event additional services are required or requested by the City, the architect may request renegotiation of the agreement for additional compensation. Additional services and attendant compensation to the architect for the same shall be negotiated based upon detailed support documentation. The additional services shall not be commenced until approved by the City, or authorized by the City Administration in an emergency situation. Changes in scope brought about by the failure of the architect to execute his duty properly or in a timely manner, are not subject to compensation by the City.

SECTION VI - INITIATION OF PROJECT

This agreement will commence immediately upon written notice to proceed from the City. An initial meeting will be held between the selected architect and City to discuss and agree upon a schedule. It is the intent of this remodeling project to phase-in some of the work items prior to the Riviera opening for the season with completion of all work activities by December 15, 2010. The schedule will identify those types of work activities that may take place before Memorial Day, during the busy season (Memorial Day to Labor Day), and those which may be deferred until after Labor Day. Ceiling replacement in the Ballroom is a major activity that cannot be done while the facility is rented or otherwise being used.