



CITY COUNCIL AGENDA ITEM

Date: September 18, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Mark F. Miller, Director of Economic & Community Development
Cathleen A. Russ, Library Director

Subject: Bid Waiver – Professional Services - Troy Public Library - Building Assessment Report

History

Included in the July 11, 2014 City Council Agenda packet was a report regarding the Library Improvement Team. Part of the charge of this Team was to identify and evaluate critical deficiencies in the Troy Public Library facility.

In recent months, the Troy Public Library has experienced several critical building issues that need to be addressed. These issues include:

- Water intrusion in walls in Youth Services, creating efflorescence and salt deposits; resulting in damage to Library materials and the relocation of an entire collection;
- Water intrusion in walls in Adult Services;
- Roof leaks throughout the building;
- Window leaks throughout the building;
- Deterioration/disintegration of the Loading Dock entrance.

Addressing and resolving these building issues are beyond the scope of what the Building Operations Department staff is able to provide.

The state of the entire building needs to be assessed and solutions determined, so that funds may be budgeted appropriately and accurately to fix these issues. These issues must be resolved before any additional improvements can occur.

Purchasing

Pursuant to City of Troy Chapter 7 - Purchases, Contracts and Sales - *exceptions* to competitive bidding include the employment of professional services and because John Tagle Associates, Inc. has been involved with the Library Improvement Team for the past six (6) months and has a solid familiarity and understanding of the library building it is in the City's best interest to waive formal bidding procedures.



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Financial

The total cost of the project is \$25,650.00. Funds are available in the Library's Capital Budget which were allocated towards the implementation of the Drive-Up Materials Return; which did not require the full amount originally allocated. The Library's Capital Budget will be amended to transfer the unused funds in the amount of \$25,650.00 to the Library's Consultant Services Account, 271.790.7816.010.

Recommendation

In the interest of good stewardship, the protection of public health and safety, and meeting Troy Public Library's goals of excelling at the User Experience, and creating a vibrant space for all, City Administration recommends accepting the proposal of John Tagle Associates Incorporated, in the amount of \$25,650.00, to provide an Assessment Report on current building conditions at the Troy Public Library. This report will also include recommendations, costs and time frames to implement remedial action.

September 9, 2014



Ms. Cathy Russ,
Director of Troy Public Library
City of Troy
510 West Big Beaver
Troy, MI 48084

**RE: Professional Services Proposal
Building Assessment Report
Troy Public Library
510 West Big Beaver
Troy, Michigan**

Via: Email

Dear Cathy,

Thank you for the opportunity to submit our revised proposal to provide an Assessment Report on the current building conditions at the library. As requested by the City I have removed all services pertaining to the water intrusion in the basement. The following is a description of the remaining services, fee and what will be included in the final Report. Acting as Architect-of-Record, I have assembled a team of engineers and specialists to assist in this assignment. They are listed at the end of the proposal along with our Certificate of Insurance.

SCOPE OF WORK

The scope of work as I understand is to assess the condition of the building as it currently exists, including the mechanical and electrical systems, and present recommendations, costs and time frames to implement remedial actions. From my recent visits to the building I did not observe any indications of deterioration or failures of the building's structural system therefore this will not be part of the investigation and Report. However if during our field work an issue is uncovered/observed we will provide the City with our recommendations for additional investigative steps and the associated costs will be determined at that time.

I have also included a hazardous materials survey. Knowing if there are materials needing to be abated prior to implementing repairs or modifications to the building is very important for safety and financial implications.

The Report will also identify building code violations and provide an opinion as to which of those violations can remain 'grand-fathered' and which will have to be corrected as part of future building improvements.

Investigating the building conditions is based upon reasonably visible on-site observations and/or information obtained from City personnel and City records. This includes removing lay-in ceiling tile. However this does not include demolishing ceilings, soffits and/or walls to observe building components. With respect to the roof inspection there may be invasive actions required. If it is determined that invasive actions are required for further investigation, these services will be performed by appropriately trained personnel and only upon the City's approval of the additional costs.

JOHN TAGLE ASSOCIATES, INC. ARCHITECTS & PLANNERS 5455 Corporate Drive Suite 308 Troy, MI 48068-2620 248 641,0400 FAX 641,0401

- The roof inspection will commence by walking the entire roof and observing the condition of the roof, perimeter & wall flashings, copings, penetrations, etc. If a problem is expected or observed, additional investigative steps and associated costs will be determined at that time. From our Initial Investigation the entire roof was replaced in 2002. We believe the warranty is currently in place.

DESCRIPTION OF SERVICES & REPORT CONTENT

The following are the steps the Team will follow to generate the content of the final Report.

1. On-site investigations, review city records & interviews
2. Visual inspections, analyze findings and report conditions observed
3. Recommendations of corrective action with priority rankings
4. Estimated budget costs for corrective actions

The Report will include the following areas of investigation.

- Building Envelope (roof, walls and fenestrations)
- Heating, Ventilation & Air Conditioning Systems
- Electrical Systems (lighting & power)
- Building Interior (finishes, fixtures and doors)
- Hazardous Materials
- Code Violations
- Building Security

PROFESSIONAL FEE

John Tagle Associates, Inc. proposes to provide professional services and report described above for a not-to-exceed amount of **Twenty-Five Thousand, Six-Hundred, Fifty Dollars & 00/100 (\$25,650)**. Reimbursable expenses are in addition to the professional fee and will be charged to the City at cost plus 15% mark-up. Professional Fees are Invoiced monthly and due upon receipt.

ADDITIONAL INVESTIGATIVE SERVICES

If it is determined that invasive inspections are required, JTAI will provide the additional work description and costs to the City for approval prior to commencing the work.

PROJECT TEAM

Architect of Record

John Tagle Associates, Inc. (JTAI)
5455 Corporate Drive - Suite 308
Troy, Michigan 48098-2620

Contact: John J. Tagle, AIA, NCARB
248-641-0400 & (fax) 248-641-0401
E-mail: jtagle@jta.net

John Tagle Associates, Inc. is a 'C' Corporation, and incorporated in the State of Michigan. JTAI's registered professionals and its

consultants are licensed to operate and practice in the State of Michigan.

<i>Mechanical & Electrical Engineers</i>	MA Engineering Birmingham, Michigan
<i>Roof Consultant</i>	Roofing Technologies Associates, Ltd. Livonia, Michigan
<i>Industrial Hygienist</i>	Testing Engineers & Consultants, Inc. Troy, Michigan
<i>Code Consultant</i>	WRJ Associates, LLC Brighton Michigan
<i>Construction Budgeting</i>	O'Brien Construction Troy, Michigan

Thank you for the opportunity to continue our relationship with the City on this investigation project. If you should have any questions concerning this proposal, please feel free to contact me.

Regards,

JOHN TAGLE ASSOCIATES, INC.



John J. Tagle, AIA, NQARB
Principal-in Charge

CC. B. Kischnick, City Manager
M. Miller, Director of Economic & Community Development
P. Kwik, Assistant Library Director

JJT/blt