

1 **BILL NO. S-24-11-59**

2 SPECIAL ORDINANCE NO. S-171-24

3 **AN ORDINANCE** approving PROFESSIONAL
4 SERVICES AGREEMENT – RESOLUTION #111-6-
5 18-24-1 – RFQ for Design & Construction
6 Administration for the New Fire Station #5 shall not
7 exceed \$369,000.00 – between ELEVATUS
8 ARCHITECTURE and the City of Fort Wayne, Indiana,
9 by and through its Board of Public Works.

10 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON**
11 **COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

12 **SECTION 1.** That the PROFESSIONAL SERVICES AGREEMENT
13 – RESOLUTION #111-6-18-24-1 – RFQ for Design & Construction Administration
14 for the New Fire Station #5 for \$369,000.00 – between ELEVATUS
15 ARCHITECTURE and the City of Fort Wayne, Indiana, by and through its Board of
16 Public Works, is hereby ratified, and affirmed and approved in all respects,
17 respectfully for:

18 architectural and engineering services in design development
19 and construction administration for the New Fire Station #5.

20 involving a total cost of THREE HUNDRED SIXTY-NINE THOUSAND AND 00/100
21 DOLLARS - (\$369,000.00). A copy of said Contract is on file with the Office of the
22 City Clerk and made available for public inspection, according to law.

23 **SECTION 2.** That this Ordinance shall be in full force and effect from
24 and after its passage and any and all necessary approval by the Mayor.

25 
26 Council Member

27 APPROVED AS TO FORM AND LEGALITY

28 
29 Malak Heiny, City Attorney

30

Elevatus					Emerson Design					Hoch Associates					Jonas Petrie Rafinski					Martin Riley										
Doug Fack	Barry Marquart	Chris Carmichael	Eric Lohy	Steve Powell	Lance Dalton	Doug Fack	Barry Marquart	Chris Carmichael	Eric Lohy	Steve Powell	Lance Dalton	Doug Fack	Barry Marquart	Chris Carmichael	Eric Lohy	Steve Powell	Lance Dalton	Doug Fack	Barry Marquart	Chris Carmichael	Eric Lohy	Steve Powell	Lance Dalton	Doug Fack						
20.0	27.0	22.0	30.0	25.0	27.0	20.0	30.0	25.0	18.0	25.0	20.0	25.0	30.0	22.0	8.0	18.0	10.0	10.0	15.0	8.0	5.0	8.0	10.0	30.0	17.0	8.0	9.0	8.0	15.0	
20.0	20.0	15.0	15.0	17.0	20.0	15.0	20.0	17.0	18.0	17.0	17.0	18.0	20.0	13.0	5.0	12.0	6.0	10.0	10.0	10.0	5.0	5.0	6.0	10.0	20.0	12.0	5.0	7.0	6.0	12.0
15.0	20.0	16.0	20.0	18.0	18.0	16.0	20.0	16.0	18.0	15.0	16.0	16.0	20.0	15.0	12.0	12.0	13.0	10.0	10.0	10.0	8.0	8.0	7.0	8.0	20.0	8.0	8.0	8.0	8.0	10.0
10.0	10.0	10.0	10.0	5.0	5.0	6.0	5.0	5.0	5.0	5.0	5.0	5.0	10.0	10.0	10.0	10.0	8.0	10.0	7.0	7.0	10.0	10.0	9.0	5.0	10.0	10.0	10.0	10.0	8.0	10.0
2.0	10.0	7.0	10.0	10.0	10.0	8.0	3.0	5.0	0.0	7.0	5.0	7.0	10.0	10.0	8.0	8.0	8.0	10.0	5.0	5.0	2.0	2.0	2.0	5.0	10.0	5.0	5.0	3.0	5.0	8.0
4.0	5.0	7.0	8.0	10.0	8.0	7.0	10.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	10.0	10.0	8.0	8.0	5.0	5.0	2.0	4.0	2.0	7.0	10.0	5.0	6.0	5.0	5.0	2.0
71.0	92.0	77.0	93.0	88.0	84.0	78.0	86.0	76.0	69.0	77.0	71.0	81.0	86.0	77.0	53.0	68.0	53.0	60.0	75.0	52.0	38.0	34.0	34.0	45.0	100.0	57.0	43.0	42.0	42.0	57.0
1.0	1.1	1.0	1.0	0.8	1.0	1.0	1.0	1.0	0.8	1.1	1.1	1.0	1.0	1.0	0.8	1.0	1.0	1.0	0.8	0.8	0.8	0.8	0.8	0.8	0.8	1.0	0.8	0.8	0.8	1.0
71.0	102.2	77.0	91.0	89.0	103.4	78.0	86.0	76.0	62.1	77.0	71.0	81.0	105.6	84.7	47.7	62.0	53.0	60.0	67.5	46.8	34.2	34.0	30.0	40.5	90.0	57.0	38.7	32.8	57.0	
					75.5					69.8					42.3					53.1										
CSP EVALUATION																														
30.0	21.0	20.0	21.0	20.0	17.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
54.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0	70.0
84.0	97.0	90.0	91.0	90.0	87.0	85.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					0.0					0.0					0.0					0.0										
TOTAL SCORE																														
					74.5					68.8					42.3					53.1										
AVERAGE FOR EACH FIRM																														
					75.5					69.8					42.3					53.1										

ATTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT

11.19.2024
property mgmt

PROFESSIONAL SERVICES AGREEMENT DESIGN SERVICES 2024

New Fire Station #5 ("PROJECT")
Work Order #

This Agreement is by and between

CITY OF FORT WAYNE ("CITY")

by and through its

Board of Public Works
200 East Berry St, Suite 210
Fort Wayne, IN 46802

and

ELEVATUS ARCHITECTURE

111 E Wayne Street, Suite 555
Fort Wayne, IN 46802
(260) 424 - 9080
www.Elevatus.com

Who agree as follows:

CITY hereby engages ARCHITECT to perform the services set forth in Part I - Services ("SERVICES") and ARCHITECT agrees to perform the SERVICES for the compensation set forth in Part III - Compensation ("COMPENSATION"). ARCHITECT shall be authorized to commence the SERVICES upon execution of this Agreement and written authorization to proceed from CITY. CITY and ARCHITECT agree that these signature pages, together with Parts I-IV and attachments referred to therein, constitute the entire Agreement ("AGREEMENT") between them relating to the PROJECT.

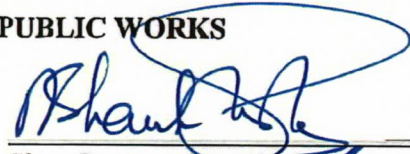
PROFESSIONAL SERVICES AGREEMENT

APPROVALS

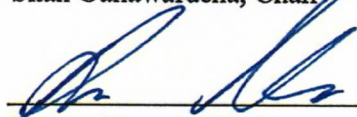
APPROVED FOR CITY

BOARD OF PUBLIC WORKS


BY:


Shan Gunawardena, Chair

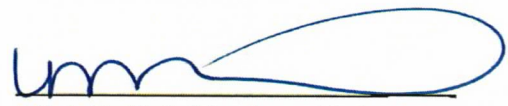
BY:


Kumar Menon, Member

BY:


Chris Guerrero, Member

ATTEST:


Michelle Fulk-Vondran, Clerk

DATE:

11.19.2024

APPROVED as to legality and form

APPROVED FOR ARCHITECT

BY:


Cory Miller, Partner/ President

ATTEST:


Stephanie Kelly, Marketing Coordinator

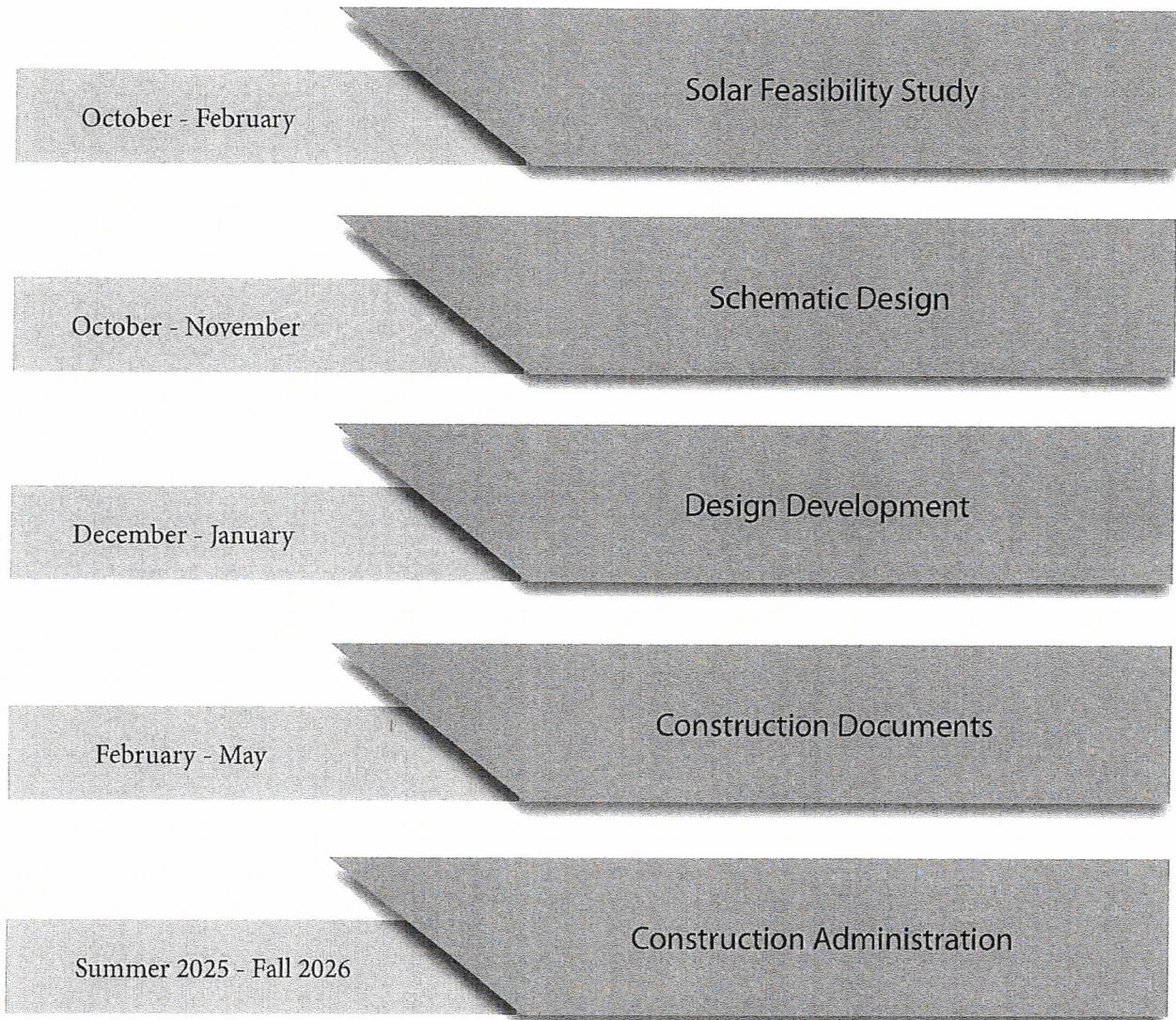
DATE:

08/29/2024

PART I

D-SCHEDULE

- The Project will be completed per attached design schedule. This schedule is based on receiving a notice to Proceed by 10/08/2024 and receiving prompt review and approval from CITY.



* MORE DETAILED SCHEDULE IS ON THE FOLLOWING PAGE.

D. SCHEDULE

The project will be completed per attached design schedule. This schedule is based on receiving a Notice to Proceed by: **10/08/2024** ceiving prompt review and approvals from CITY.

<u>ACTIVITY</u>	<u>DATE or DAYS</u>
Solar Feasibility Study	90 days
Schematic Design	38 days
Design Development	43 days
Construction Documents	93 days (+ 52 days for bidding)
Construction Administration	312 days

Days noted here align with the gantt chart schedule provided in the RFP

PART II

CITY'S RESPONSIBILITIES

City shall, at its expense, do the following in a timely manner so as not to delay the SERVICES:

A. INFORMATION REPORTS/CITY UTILITY MAPS/AERIAL MAPS/CONTOUR MAPS

Make available to ARCHITECT reports, studies, regulatory decisions and similar information relating to the SERVICES that ARCHITECT may rely upon without independent verification unless specifically identified as requiring such verification.

Provide ARCHITECT with a maximum of two copies each of existing CITY utility maps, aerial maps and contour maps that are readily available in the City-County Building.

B. REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define CITY'S requirements and make decisions with respect to the SERVICES. The CITY representative for this AGREEMENT will be Barry Marquart, Director of Buildings and Grounds.

C. DECISIONS

Provide all criteria and full information as to CITY'S requirements for the SERVICES and make timely decisions on matters relating to the SERVICES.

PART III
COMPENSATION

A. COMPENSATION

Compensation for services performed in accordance with Part I - SERVICES of this Agreement shall be the lump sum amount of \$ **369,000.00**

Payment for outside consulting and/or professional services such as Geotechnical, Registered Land Surveyor for easement preparation, or Legal Services performed by a Subconsultant at actual cost to ARCHITECT plus 5.00% percent for administrative costs. The ARCHITECT will obtain written CITY approval before authorizing these services.

B. BILLING AND PAYMENT

1. Timing/Format

- a. ARCHITECT shall invoice CITY monthly for SERVICES completed at the time of billing. Such invoices shall be prepared in a form and supported by documentation as CITY may reasonably require.
- b. CITY shall pay ARCHITECT within 30 days of receipt of approved invoice.

2. Billing Records

ARCHITECT shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for three years after completion.

FORT WAYNE FD STATION 5 DESIGN SCHEDULE

NO.	DESCRIPTION	DATE	BY	CHECKED	APPROVED
1	PRELIMINARY DESIGN	01/15/00	J. W. [unreadable]	[unreadable]	[unreadable]
2	FINAL DESIGN	02/15/00	J. W. [unreadable]	[unreadable]	[unreadable]
3	CONSTRUCTION	03/15/00	J. W. [unreadable]	[unreadable]	[unreadable]
4	AS-BUILT	04/15/00	J. W. [unreadable]	[unreadable]	[unreadable]
5	REVISIONS	05/15/00	J. W. [unreadable]	[unreadable]	[unreadable]
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ATTACHMENT 2

SCOPE OF SERVICES FEE

- Complete Attachment 2 - Scope of Services Fee Proposal for New Fire Station #5. Please note that a Work Allowance of \$30,000 has been established for this project. Attachment 2 is attached with this message.

Scope of Services Fee Proposal for 2024 New Fire Station #5	
	Item Cost
<u>Schematic Design</u>	\$37,900.00
<u>Design Development</u>	\$75,000.00
<u>Construction Documents</u>	\$105,000.00
<u>Construction Administration</u> *Including Bidding Phase Services	\$85,000.00
<u>Solar Feasibility Study</u>	\$10,500.00
<u>Reimbursables</u> *See Below	\$26,000.00
<u>Work Allowance</u>	\$30,000.00
<u>Total Fee</u>	\$369,000.00

Reimbursable costs, including markup, include the following anticipated services/fees:

- Include standard state and local filing fees for design release.
- Survey (ALTA/TOPO) - included \$10,000 above
- Detailed Cost estimates - included \$10,000 above
- Geo-technical - included five standard borings in cost above

- Describe enhanced construction administration options and associated costs if the City were to opt for an increased presence at the job-site or other services above and beyond typical expected services.

Our firm has extensive experience providing tailored construction administration services to meet the diverse needs of our clients. Over the past decade, we have successfully adapted our approach to align with various project requirements, offering a spectrum of options that go beyond the typical scope of services.

For clients seeking an increased presence on the job site, we offer flexible and scalable solutions. These range from augmented weekly site visits during critical phases of construction to a consistent on-site presence several days a week. Each of these enhanced options is designed to ensure that the project progresses smoothly, adheres to design intent, and meets the highest standards of quality.

Per the RFP, included in our contract are the following.

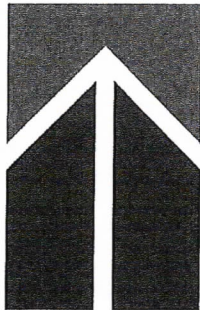
- Owner's advocate from day 1.
- Standard RFI/ASI/PR/Submittals processing with CA coordinator, Project Architect/Manager, engineering partners, and CA/Specifications specialists.
- Bi-weekly meetings attendance including a field report.
- Off-week site visit with field report (assumed 1 hour on site, 1 hour report generation).
- Attendance at key preinstallation meetings as identified in the specifications.

Enhanced CA options include:

*Some may require the contractor to provide a desk for A/E team in the job trailer

- | | |
|---|---------------------------------|
| • On-Call As-needed on-site assistance . beyond basic services/needs. | Standard hourly rates |
| • Additional 1 half day on site per week – 4 hrs x 200/hr | \$800/week during construction |
| • Additional 1 full day on site per week – 8 hrs | \$1600/week during construction |
| • Full Time 4 -5 days on site per week – 32 hrs | \$25,000/month |

All of these options are negotiable and could be initiated with a simple request, and terminated in the same fashion.

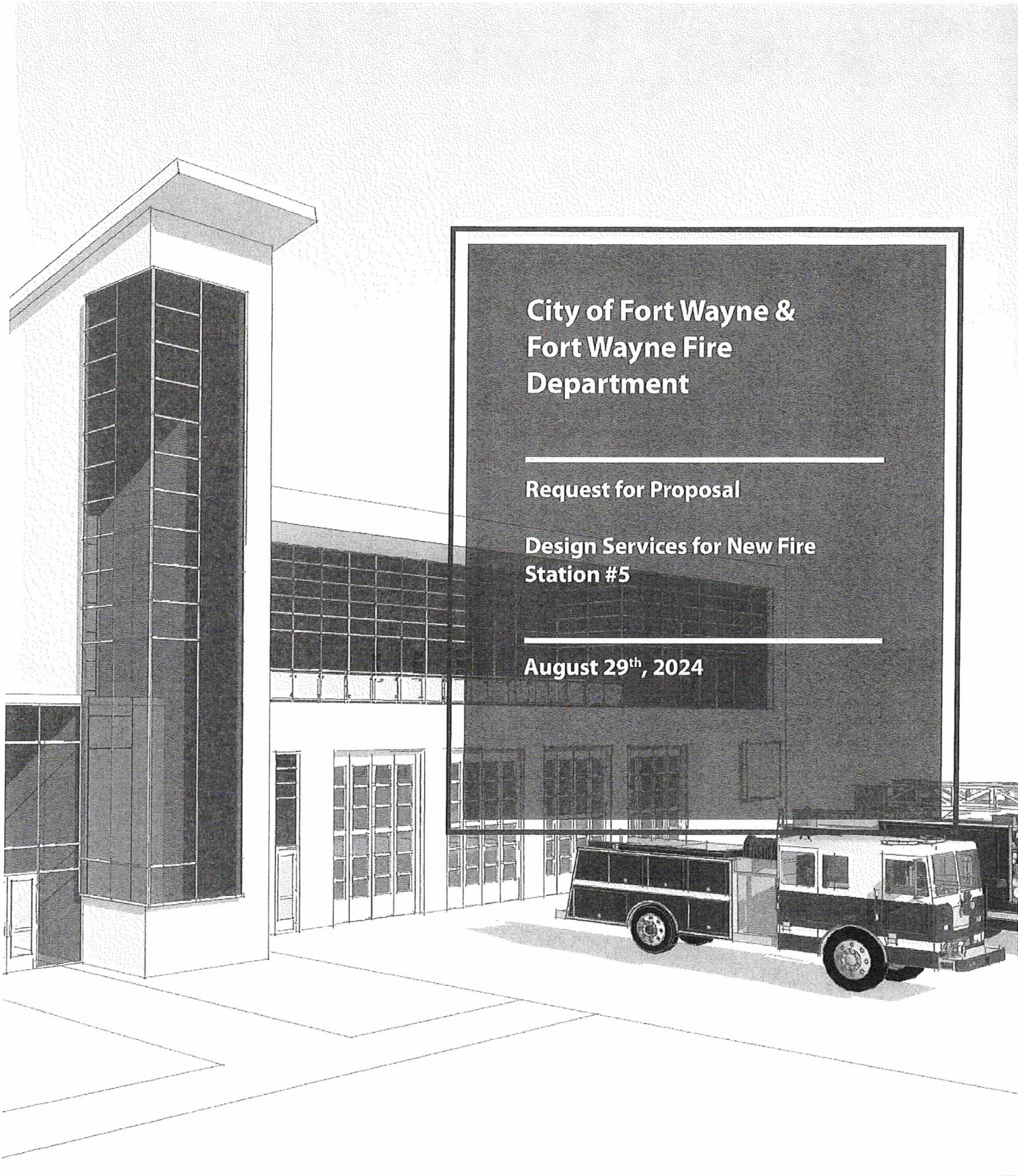


ELEVATUS
ARCHITECTURE

A 111 E. Wayne Street, Suite 555, Fort Wayne, IN 46802 T 260 424-9080 W Elevatus.com

| ELEVATUS ARCHITECTURE

2024 NEW FIRE STATION #5



**City of Fort Wayne &
Fort Wayne Fire
Department**

Request for Proposal

**Design Services for New Fire
Station #5**

August 29th, 2024

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	#111-6-18-24-1 New Fire Station #5 (#9175976)
Awarded To	Elevatus Architecture
Amount	\$369,000.00
Conflict of interest on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of Registrants	6 - RFQ
Number of Bidders	2 - RFP
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	N/A
# Extensions Granted To Date	None

SPECIAL PROCUREMENT

Contract #/ID <i>(State, Federal, Piggyback--Authority)</i>	
Sole Source/ Compatibility Justification	

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	New Construction of Fire Station #5 at 2050 Lower Huntington Rd.

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	
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FUNDING SOURCE

<i>Account Information.</i>	Fire Department Funds



CITY OF FORT WAYNE

SHARON TUCKER, MAYOR

Property Management Department
200 E. Berry St., Suite 510
Fort Wayne, IN 46802
(260) 427-1457
Fax: (260) 427-1393

November 20, 2024

City Council Members
City of Fort Wayne

RE: New Fire Station #5 Design & Construction Administration
Elevatus Architecture Professional Service Agreement

Dear Council Members:

We are asking for City Council approval of this Professional Service Agreement with Elevatus Architecture in the amount of \$369,000.00 to perform the for design development and construction administration of the New Fire Station #5 located at 2050 Lower Huntington Rd.

The funds for these expenditures are appropriated from Fire Department Funds.

If you have any questions on the above, please feel free to contact me at 427-1457.

Sincerely,

Barry C. Marquart
Property Manager – 200 E. Berry St.

ENHANCED QUALITY OF LIFE FOR ALL

CITIZENS SQUARE

200 E. Berry St. • Fort Wayne, Indiana • 46802 • cityoffortwayne.org

An Equal Opportunity Employer

BILL NO. S-24-11-59

**REPORT OF COMMITTEE ON FINANCE
December 3, 2024**

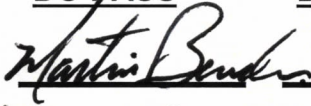
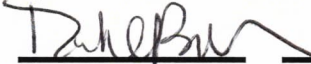







Marty Bender Chair

Rohli Booker Co-Chair

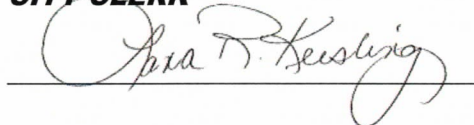
All Council Members

An Ordinance approving Professional Services Agreement – Resolution #111-6-18-24-1 – RFQ for Design & Construction Administration for the New Fire Station #5 shall not exceed \$369,000.00 – between Elevatus Architecture and the City of Fort Wayne, Indiana, by and through its Board of Public Works

COMMITTEE ON FINANCE HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance

<u>COUNCIL MEMBER</u>	<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>
BENDER			
BOOKER			
CHAMBERS			
ENSLEY			
FREISTROFFER			
HARTMAN			
JEHL			
MYERS			
PADDOCK			

**LANA R. KEESLING
CITY CLERK**



Public Hearing Date: N/A

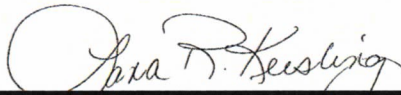
Read the first time in full and on motion by Councilperson Bender.

Read the second time by title and referred to the Finance Committee.

Read the third time in full and on motion by Councilperson Bender, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
BENDER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOKER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENSLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MYERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATED: December 10, 2024




 LANA R. KEESLING, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

Special Ordinance No. S-24-11-59 on the 10th day of December, 2024

ATTEST:



 LANA R. KEESLING
 CITY CLERK



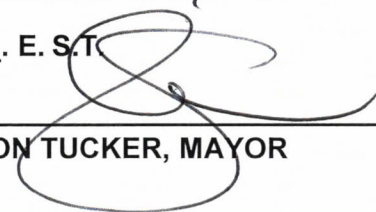
 PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 11th of December 2024, at the hour of 11:10 o'clock A.M. E.S.T.



 LANA R. KEESLING, CITY CLERK

Approved and signed by me this 12th day of December, 2024, at the hour of 9:04 o'clock A.M. E.S.T.



 SHARON TUCKER, MAYOR

FORT WAYNE, INDIANA
RECEIVED
 DEC 12 2024
 LANA R. KEESLING
 CITY CLERK