



Administration

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MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: October 12, 2023

Subject: Burns Architects Agreement - Law Enforcement Storage Building

Michael J. Burns Architects has provided a proposal for professional services related to the Cass County Law Enforcement Storage Facility. This is an hourly-based agreement not to exceed \$22,500, plus \$2,750 for a site survey from Huston Engineering.

An overall project cost of \$500,000 is included in the 2023 Building Fund.

This project has been discussed for several years and will provide needed storage for Sheriff's Office equipment, Red River Valley SWAT team equipment and Valley Water Rescue equipment. The facility will house equipment currently stored in a portion of the Highway Department Storage Facility in West Fargo. The current storage arrangement is not ideal for several reasons:

- Dust and dirt present in a highway facility is not ideal for high-tech equipment utilized by the Sheriff's Office and Valley Water Rescue
- The Sheriff's Office has recommended storing the equipment closer to the Law Enforcement Center for quicker access and faster response times
- The current storage arrangement makes approximately half the Highway Department storage facility unavailable to the Highway Department

Michael J. Burns Architects has provided an attached proposal with two options. Staff recommends Option #1. This includes a site analysis, building size/configuration, evaluation of two or three building sites, up to three review meetings and a cost estimate for the building's construction.

This information will be presented at the Building Committee meeting on October 16th and, if recommended, at the Commission meeting the same day for consideration. Once a floor plan is developed, an RFP for building construction will be published. Additional Commission action will be required later to accept the successful bid and authorize construction.

SUGGESTED MOTION: Authorize the Chair to sign agreement with Michael J. Burns Architects for Survey and Floor Plan of a Cass County Law Enforcement Building.



October 9, 2023

Mr. Robert Wilson, County Administrator
Cass County Courthouse
211 S. 9th St.
Fargo, ND 58108

Re: New Storage Building for Sheriff at LEC – Proposal for Professional Services

Dear Robert:

I appreciated our recent conversations to clarify the scope of services you that will help you make an informed decision for proceeding with this storage building project at the Law Enforcement Center.

As I initially suggested in the earlier conversations, Michael J. Burns Architects, Ltd. (MJBA) will provide the initial project analysis and site study on an hourly basis not to exceed \$22,500. We recommend that you retain a surveyor to survey the building site to minimize any unknown surprises. The proposed fee of \$2,750 is from Houston Engineering in Fargo and is in addition to the design fee maximum. If you'd like, we can contact Houston Engineering on your behalf to engage with the County for survey services.

The following are two contractual options.

1. The Hourly Scope of Work as we currently understand includes site analysis, building sizing/configuration, evaluation of two or three building locations on the site, building construction considerations, up to three (3) review meetings, and a cost estimate for the building's construction. If at the conclusion of this initial phase, the County decides to proceed with the project, we will submit a new contract for the design, bidding and construction administration of the project.
2. Another option is to write a full design contract with the understanding that the County is responsible for only the initial (hourly) planning phase. Once approval is given to proceed with the remaining phases of the project, the fee shall be fixed and based on the construction cost estimate provided during the hourly effort. The hourly fees invoiced and paid will be credited to the overall adjusted contract fee.

Michael J. Burns Architects, Ltd. sincerely appreciates this opportunity to work again with you, your staff, the sheriff and the board again.

I've attached our current Hourly Rates for informational purposes as well.

Let me know if you have any questions, Robert. My direct number is 218.284.9569.

Sincerely,

MICHAEL J. BURNS ARCHITECTS, LTD.

Michael J. Burns, AIA, CID, NCARB
President/Principal

STANDARD RATE SCHEDULE
MICHAEL J. BURNS ARCHITECTS, LTD.
Moorhead - Fargo - Grand Forks

Effective 01/01/2023 through 12/31/2023

| Personnel Description | Billing Rate |
|----------------------------------------|---------------------|
| Principal Architect - Michael J. Burns | \$220.00 |
| Associate Architect – Kerry Peuser | \$195.00 |
| Architect III | \$170.00 |
| Architect II – Ryan Siggerud | \$140.00 |
| Architect I | \$135.00 |
| Sr. Technician III | \$135.00 |
| Intern Architect III | \$120.00 |
| Intern Architect II | \$105.00 |
| Intern Architect I/CADD Technician I | \$100.00 |
| Interior Designer | \$130.00 |
| Student | \$80.00 |
| Administrative | \$95.00 |

Reimbursable Expenses

1. Printing - In House
 - a. Black & White - 8 ½ x 11"..... \$.15/each
 - b. Black & White - 11 x 17"..... \$.20/each
 - c. Color - 8 ½ x 11"..... \$.75/each
 - d. Color - 11 x 17"..... \$1.00/each
 - c. Binding\$5.00/each
 - d. Plots - (Black & White) 18" x 24".....\$2.00/each
 - e. Plots - (Black & White) 22" x 34".....\$2.25/each
 - f. Plots - (Black & White) 24" x 36".....\$2.50/each
 - g. Plots - (Black & White) 30" x 42".....\$3.50/each
 - h. Plots - Renderings (Color) 18" x 24".....\$3.00/each
 - i. Plots - Renderings (Color) 22" x 34".....\$4.50/each
 - j. Plots - Renderings (Color) 24" x 36".....\$5.00/each
 - k. Plots - Renderings (Color) 30" x 42".....\$7.00/each
2. Printing - Vendor..... Actual cost + 10%
3. Mileage..... \$.72/mile
5. Room & meals..... Actual cost + 10%
6. Airfare..... Actual cost + 10%
7. Ground transportation while on out-of-state trip..... Actual cost + 10%
8. Postage/shipping..... Actual cost + 10%
9. Courier services..... Actual cost + 10%