

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Community Center Architectural/Engineering Study Proposal

Date: February 2, 2016

Background Information:

The Parks, Recreation, and Forestry Department has begun the process of determining the possibility and costs for remodeling the Allouez Community Center. As you recall, we discussed the need to perform a study on this facility to determine if it is structurally possible to perform renovations to the interior, how the designation on the State Historical Registry may apply, and if there are other upgrades that should be completed to be compliant with building codes.

In its current configuration, the interior of the center is underutilized with a lot of unusable public space. Currently, the Community Center is utilized for various recreation programs such as painting class, youth dance, and tae kwon do. In addition the center is used as our Senior Center for a few programs such as cards and holiday gatherings. We also get an occasional rental request for small events. The facility can accommodate up to a max of 132 occupants by code, but the realistic number is around 75. We anticipate this study will give the village the information needed to determine the best path forward to renovate and expand the public space.

The Department contacted Somerville, Inc. from Allouez to evaluate the Community Center and provide the Village with a proposal for an architectural and engineering study. This study will provide the Village with information to determine if the structure is able to accommodate remodel to maximize use of the facility.

The scope of the project will include architectural and engineering review and preparation of a facility assessment report for the Allouez Community Center. This report will aid in the determination of potential future uses of the facility. Somerville will meet with staff to gather information and perform on-site investigations of the facility and grounds as well as present a final report. The study will provide a Facilities Assessment Report which will:

- Outline existing conditions found during the investigation
- Outline items that require repair, replacement, or upgrading
- Discussions on how these items may impact efforts to remodel the facility
- Outline items identified as non-accessible and non-code compliant
- Resolutions options for code issues

Previous Information/Action:

None

Budget Item/Funding:

Somerville proposes to perform the study for a base fee of \$10,500. There is also an alternate for their Opinions of Probable Cost for an additional \$4500 (see Somerville Proposal).

This item is currently funded in the 2016 Parks Capital Projects budget at \$12,000.

Staff Recommendation:

Village staff recommends the Village Board approve the proposal to contract with Somerville, Inc. to conduct an architectural and engineering study for the Allouez Community Center.

Attachments:

- Somerville Proposal
- Allouez CIP Project # PR-2016-06



somerville

architects
engineers

January 20, 2016

Chris Clark, CPRP
Director of Parks, Recreation & Forestry
Village of Allouez
1900 Libal St
Green Bay, WI 54301

RE: Existing Facilities Study for the Allouez Community Center
Located at:
2143 S Webster Ave
Green Bay, WI 54301

Dear Chris-

Somerville, Inc. is pleased to provide this proposal for Architectural / Engineering services for the project listed above.

Based on our site visit on 1/12/16 and subsequent discussions, our understanding of the project scope is as follows.

Project Scope

Architectural / engineering review and preparation of a facilities assessment report for the existing Allouez Community Center to aid in the determination of potential future uses of the facility. The review and report will be completed by a team that represents the architectural, mechanical, electrical, and plumbing specialties. A structural engineer is not included within our scope, but if existing structural components appear to be damaged or in dis-repair during our on-site work recommendations will be made to procure these services.

Work (or deliverables) to include the following:

- Review of owner provided existing building plans
- On-site meeting with owner's representative and project team prior to site work
- On-site investigation of the facility and grounds
 - To include condition, accessibility, code compliance
- Preparation of a Facilities Assessment Report which will:
 - Outline existing conditions found during our investigation
 - Outline items that require repair, replacement, or upgrading
 - Discussion on how these items will impact efforts to remodel the facility
 - Outline items identified as non-accessible or non-code compliant
 - Discussion on how and when these code items would need to be resolved.

d e s i g n m a t t e r s

2100 Riverside Drive
Green Bay, WI 54301-2390
T: 920.437.8136
F: 920.437.1131
somervilleinc.com

- One (1) meeting with owner to review draft copy of report
- One (1) meeting with owner to present and review final copy of report

Professional Design Fees

Base Fee

Somerville, Inc. will provide the services listed above for a lump sum fee of \$10,500, ten thousand five hundred dollars, plus standard reimbursable expenses for printing.

Alternate Add – Opinion of Probable Cost

Somerville, Inc. will provide the services needed to prepare opinions of probable cost for the items identified within the facilities assessment report as needing to be repaired, replaced, or upgraded for a lump sum fee of \$4,500, four thousand five hundred dollars, plus standard reimbursable expenses for printing.

We will not charge for mileage to and from the project site. If services beyond those identified are desired, we would be happy to provide them on a time and material basis at our normal hourly rates.

If specialized testing or consultants are recommended as a result the on-site work Somerville Inc can coordinate their efforts and incorporate their findings into the report with a nominal 10% mark-up on their base fee.

Upon your approval of the above project scope and fee, we will prepare and send an AIA Contract for execution for these services.

Thank you for this opportunity. We look forward to working with you on this exciting project. Please feel free to contact me if you have any questions.

Sincerely,

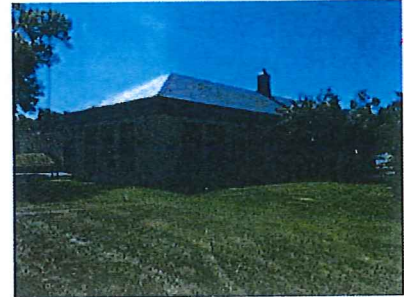


Jason Hale
Project Architect

Capital Improvement Plan
Village of Allouez, Wisconsin

2016 *thru* 2020

Project #	PR-2016-06		
Project Name	Community Center Feasibility Study		
Type	Improvement	Department	Parks and Recreation
Useful Life	1 year	Contact	Director of Parks, Recreation &
Category	Building Improvements	Priority	3 Important



Description	Total Project Cost: \$12,000
Hire a consultant to perform a feasibility study to renovate the Community Center.	

Justification
Currently this facility is utilized for a few recreation and senior programs as well as storage. It is an underutilized facility with many small rooms and outdated utilities. In 2015 the Community Center was placed on the Wisconsin State Historical Registry which will dictate what types of renovations we may or may not be able to undertake.
Hiring a consultant to perform a feasibility study will give the Village more information on what our next steps would be in renovating and improving the Community Center to be better utilized by the community.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	12,000					12,000
Total	12,000					12,000

Funding Sources	2016	2017	2018	2019	2020	Total
Tax Levy - Park Improvement Fund	12,000					12,000
Total	12,000					12,000

Budget Impact/Other