COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 28, 2018
AGENDA NUMBER: 7
ITEM: Review and Approve Architect/Interior Design Proposals for New Building

AGENDA: Policy

ACTION REQUESTED
Select design firm to assist with a cost-effective remodeling the new District office to better accommodate the public, Board activities and District operations

BACKGROUND
At the December 8, 2018 meeting and at the January 14, 2019 meeting the Board authorized staff to seek out an Architecture/Interior Design firm to address the remodeling needs of the new building

Four firms were contacted because of their experience in dealing with small organizations or units of government. Three firms responded. Scope of services requested:

1) Concept design for
   1) Office area
   2) Reception area
   3) Board/multipurpose room
   4) Lower level office area
   5) Shower/locker room
   6) Quiet/Privacy Room

2) Preparation of construction plans and cost estimate for the client approved plans for each of the six areas identified above.

3) Cost of construction oversight to implement the client approved plan

4) Assistance with
   a. Selection of furniture from existing stock at current and new office locations
   b. Furniture selection that augments or enhances District services and operation

Proposals were to include:

1. Name and contact information of firm and design team assigned to this project
2. General layout/concept plan demonstrating your approach and how you intend to address the District’s needs and the six areas identified above
3. General cost estimates for
1) Architectural/design services to prepare final construction plan based on concept plan submitted
2) Construction of submitted concept plan
4. Billing approach and rates for providing
   1) Construction oversight to implement the client approved plan
   2) Assistance with furniture selection

Stated selection criteria were the following
   1. Completeness of submitted proposal relative to the submittal requirements
   2. Interpretation of how well proposer understands the District’s operating needs and fiscal constraints.
   3. How closely the proposal adheres to the space standards provided for work areas

**ISSUES/CONCERNS**

**Respondents:** Three firms responded:
   1. Pure Alchemy
   2. Your Design
   3. Firm Ground

**Completeness of Submittals**

<table>
<thead>
<tr>
<th>Firm</th>
<th>Finding</th>
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<tbody>
<tr>
<td>Pure Alchemy</td>
<td>Complete</td>
</tr>
<tr>
<td>Your Design</td>
<td>Complete</td>
</tr>
<tr>
<td>Firm Ground</td>
<td>Incomplete – missing 2 of five requirements (General layout and Estimated construction cost for general layout)</td>
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<table>
<thead>
<tr>
<th>Firm</th>
<th>Understand Operating Needs</th>
<th>Understand Fiscal Constraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure Alchemy</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Your Design</td>
<td>Not really</td>
<td>Yes</td>
</tr>
<tr>
<td>Firm Ground</td>
<td>No</td>
<td>No</td>
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**How closely the proposal adheres to the space standards provided for work areas**

The concept designs from the two firms were similar enough that this comparison was not done
PRIOR DECISIONS
At the December 8, 2018 meeting and at the January 14, 2019 meeting the Board authorized staff to seek out an Architecture/Interior Design firm to address the remodeling needs of the new building

OPTIONS
1. Select firm

2. Repost RFP for Architectural services

RECOMMENDATION
Pure Alchemy clearly demonstrated the capability, understanding and the interest in working with the District to address design solutions unique to the District’s needs and within the District’s budget to represent the greatest value for a project such as this.