



## SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Members of the Public Facilities Authority

FROM: Dave Wells, Director of Facilities/Capital Construction and Building Operations

DATE: July 25, 2022 Submission for the August 2, 2022 Public Facilities Authority Meeting

ITEM: Request for Public Facilities Authority Consideration to Authorize a Change Order to Amend the Existing Contract for Design Services of the Police Headquarters and Municipal Courthouse with Jericho Design Group, and to Authorize the City Manager to Execute the Change Order

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### ***Recommendation:***

Staff recommends that the City of Sandy Springs Public Facilities Authority (“PFA”) approve the attached Change Order 3 amending the existing contract with Jericho Design Group (“Jericho”) to provide architectural design services (“Services”) for the building currently existing on property (“Building”) located at 620 Morgan Falls Road. The Building is intended by the PFA to house a Police Headquarters and Municipal Courts (“Project”). Change Order 3 will amend the contract to authorize Jericho to provide architectural, civil, structural, mechanical, electrical, plumbing, and low voltage design for two (2) additions to the Building (“Additional Scope”), and to authorize the General Manager to execute the Change Order.

### ***Background:***

The contract for Project Services was awarded to Jericho on February 16, 2021 following a competitive procurement. When awarded, the contract amount authorized for design of the Project was \$1,052,900.00, although a purchase order was ultimately issued in the lesser amount of \$1,035,400.00. The Building at that time consisted of 106,678 square feet of space. During the programming phase, Jericho and its Project affiliates identified requirements for an additional 19,778 square feet of space to accommodate various departments and provide for future growth. Part of the requirements identified were to keep public access limited to the first floor Courtrooms and lobby areas and to ensure the remainder of the facility is a secured Police Headquarters with no public access. The separation of judges, inmates, police, and the public was a driving factor in creating the Building additions. The programming phase also identified areas (departments) that required locating on the lower level of the Building, thereby necessitating the additions as well.

The City has performed fit-test analysis for the Project and anticipates the following space usage:

1. Police Headquarters – 106,678 square feet
2. Courthouse/ Lobby Addition – 11,294 square feet
3. Sally Port Addition (external to the Building) – 8,484 square feet.

Subsequent to the original contract award, the following Change Orders were approved by the City Manager:

- Change Order 1 for \$56,650.00 was issued for master site planning services to develop a comprehensive master plan for all elements to be located on the Project campus and adjacent upper lot.
- Change Order 2 was issued in the amount of \$93,275.00 to complete additional upper lot surveying, geotechnical exploration and additional civil design work to relocate the fleet maintenance building from Morgan Falls to a City-owned lot at 8475 Roswell Road.

***Discussion:***

Approval of Change Order 3 in the amount of \$284,000 will enable Jericho to provide the Additional Scope, increasing the Building by 19,778 sq. ft.

The breakdown of the Additional Scope covered by Change Order 3 follows:

- \$137,000.00 – Civil, MEP and low voltage design services
- \$147,000.00 – Architectural and Interior design services

***Financial Impact:***

The total proposed amount for Change Order 3 is \$284,000. The amount paid to Jericho pursuant to the original contract award was \$1,035,400, Change Order 1 was \$56,650, and Change Order 2 was \$93,275. There are adequate funds available in the Public Safety PF002 Account to fund this additional work.

***Alternatives:***

The City could decide not to approve Change Order 3 to fund the Additional Scope.

***Review:***

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| Raquel Gonzalez, City Clerk   | Created/Initiated -<br>7/29/2022 |
| Dave Wells, Director of Facilities/Capital Construction and Building Operations | Approved - 7/29/2022             |
| Toni Carlisle, Chief Financial Officer  | Approved - 7/29/2022             |
| Kathy Williams, Staff Attorney  | Approved - 7/29/2022             |
| Eden Freeman, City Manager  | Final Approval -<br>7/29/2022    |

**Attachments:**

1. Change Order Form- CO3
2. Add Services Fee Proposal - Building Additions Architecture
3. Add Services Fee Proposal- Building Additions Engineering
4. Resolution